

# Third Party Provider Coursework Program Arrangements - Governing Policy



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## 1. Purpose of policy

This policy relates to the delivery of USC (the University) coursework programs whether in Australia or overseas, wholly or in part, in a delivery arrangement with a Third Party education provider and sets out the requirements and responsibilities for ensuring compliance with relevant higher education legislation and standards.

## 2. Policy scope and application

2.1 This policy applies to all USC coursework programs where there are arrangements with a Third Party to provide services such as: program or course delivery (teaching, learning and assessment); student admissions; library, information services and student support services.

2.2 This policy must be applied by all USC staff involved in the development and administration of these arrangements.

2.3 This policy does not apply to student placements, internships and the like. Please refer to the Work Integrated Learning - Academic Policy.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to this policy and are critical to its effectiveness:

Due diligence means the process of investigation whereby the University assesses the suitability of a Third Party prior to entering into a program delivery agreement.

Third Party Agreement means a formal relationship whereby the University enters into a contractual agreement with a Third Party where there is an arrangement for the Third Party to deliver university programs and support services in whole or in part to students enrolled in the programs.

Third Party means a legally established entity separate from the University with which the University has a formal relationship for the purposes of delivering programs and associated support services to students.

## 4. Policy Statement

The following principles support an arrangement with a Third Party Provider to deliver university coursework programs:

- All students enrolled in a USC program are entitled to the same rights and responsibilities regardless of delivery arrangements for the program.
- Academic standards and learning outcomes of USC courses and programs delivered through a Third Party arrangement must be equivalent to those provided directly by the University.
- USC has ultimate responsibility for the quality of its programs and compliance with the Tertiary Education Quality and Standards Agency regulated Higher Education Standards, Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students.

Arrangements with a Third Party must be underpinned by a due diligence assessment and formalised by a legally binding third party agreement to ensure that USC meets its obligations to its students and continues to meet all relevant higher education legislation.

All USC's policies, procedures and guidelines related to teaching, learning, courses, programs and student support apply to the delivery of all programs leading to a USC award. All agreements for coursework program delivery with a Third Party must operate in accordance with the USC Quality and Standards Framework.

All arrangements with a Third Party must include a schedule of periodic audits, agreed by the University and the Third Party.

Where there are international students on Student Visas accepted or studying in a program delivered by a Third Party, any changes to the arrangements with the Third Party must be approved by TEQSA prior to the changes being made.

A register of Third Party Coursework Program Provider Agreements will be maintained by the University. An annual report on the arrangement will be provided to Academic Board.

### APPROVAL AUTHORITY

Council

### RESPONSIBLE OFFICER

Deputy Vice-Chancellor (Academic)

### DESIGNATED OFFICER

Pro Vice-Chancellor (International and Quality)

### FIRST APPROVED

8 December 2015

### LAST AMENDED

4 June 2018

### REVIEW DATE

23 October 2021

### STATUS

Active

[usc.edu.au/policy](https://usc.edu.au/policy)

## 5. Authorities/Responsibilities

The following authorities/responsibilities are delegated under this policy:

ACTIVITY	UNIVERSITY OFFICER/COMMITTEE
Responsible for undertaking due diligence process	Chief Operating Officer and Deputy Vice-Chancellor (Academic)
Responsible for approval of Third Party Coursework Delivery Arrangement	Vice Chancellor and President
Responsible for academic oversight of Third Party Coursework Delivery Arrangement	Deputy Vice Chancellor (Academic) and Chair of the Academic Board
Responsible for developing and implementing audit schedule	Chief Operating Officer
Responsible for maintaining a register of Third Party Coursework Program Provider Agreements	Pro Vice-Chancellor (International and Quality)
Responsible for reporting on arrangement	Pro Vice-Chancellor (International and Quality)

END

### RELATED DOCUMENTS

Admissions - Procedures  
Admissions, Enrolments and Graduation - Academic Policy  
Assessment: Courses and Coursework Programs - Academic Policy  
Assessment: Courses and Coursework Programs - Procedures  
Credit Transfer - Academic Policy  
Credit Transfer - Procedures  
Enrolments and Graduation - Procedures  
Grades and Grade Point Average (GPA) - Academic Policy  
Management of Contracts and Memoranda of Understanding (MOUs) - Governing Policy  
Management of Contracts and Memoranda of Understanding (MOUs) - Procedures  
Monitoring Academic Progress and Exclusion - Academic Policy  
Monitoring Academic Progress and Exclusion - Procedures  
Student Conduct - Governing Policy  
Student Grievance Resolution - Governing Policy  
Third Party Provider Coursework Program Arrangements - Procedures

### LINKED DOCUMENTS

Third Party Provider Coursework Program Arrangements - Procedures

### RELATED LEGISLATION / STANDARDS

Education Services for Overseas Students Act 2000  
Tertiary Education Quality and Standards Agency (TEQSA) Act 2011  
National Code of Practice Providers of Education ... Overseas Students