

Collaborative Education Services (International) Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Collaborative Education Services \(International\) Policy](#)

2. PROCEDURAL DETAILS

These procedures outline the assessment of new collaborative courses, the review of Collaborative Education Services (CES), and the variation or termination of collaborative programs.

2.1. ASSESSMENT OF NEW COLLABORATION PROPOSAL

The aim of the collaboration is to provide a mechanism for the University to:

- (a) consolidate an overview of Curtin's collaborative activities and commitments ensuring all programs are operating with an approved contract; and
- (b) assess the suitability of any proposed collaborator.

The process flow for proposing a **new partnership or campus** is as follows:

STEP	DESCRIPTION	ACCOUNTABLE	ACTION BY	CONSULTING WITH (but not limited to)
1	Global Curtin develops new Transnational Education (TNE) opportunity – works with areas of Curtin to assess and develop opportunity according to strategic direction	Deputy Vice-Chancellor, Global (DVC Global)	Director, Transnational Education & Partnerships (Director TNE&P)	Faculty Pro Vice-Chancellor(s) (Faculty PVC(s))
				Dean(s) International Chief Strategy and Marketing Officer
2	Develop CES Form 2-5 (including business case), and financial plan (Note: CES Form 1 is a flowchart)	DVC Global	Director TNE&P	Dean(s) International
3	Provide business case to Curtin Senior Executive Team (SET) and Curtin University Council for endorsement	DVC Global	Director TNE&P	Faculty Pro Vice-Chancellor(s)
4a	Upon approval by SET and University Council, the development of Agreement will be done concurrently with Steps 4b and 4c	DVC Global	Director TNE&P	Chief Legal Officer or Director Legal Services
				Dean(s) International
4b	Financial plan provided to Financial Services for assessment by the Chief Financial Officer (CFO) concurrently with Steps 4a and 4c	CFO	Director TNE&P	Faculty General Managers
4c	Global Curtin consults with relevant Curtin areas to make necessary collaboration arrangements concurrently with Steps 4b and 4c	DVC Global	Director TNE&P	Library, Academic Registrar, Student Services, Deputy Vice Chancellor Academic (DVC Academic), Risk, Compliance & Audit (RCA), Digital Technology Solutions (DTS), and University Marketing
5	Agreement finalized and signed by the Vice-Chancellor or nominee	DVC Global	Director TNE&P	Chief Legal Officer or Director Legal Services
				Faculty Pro Vice-Chancellor(s)

The CES Forms used in this process are:

New Transnational Partnership or Campus
Usage: Due diligence documents as part of starting a new transnational partnership or campus

[Form 1 - Assessment of New Collaborative Programs Flowchart](#)

[Form 2 - Request for Approval to Negotiate](#)

[Form 3 - CES New Collaborator Assessment](#)

[Form 4 - Operational Risk Assessment](#)

2.2 INTRODUCING A NEW COURSE GLOBAL CAMPUSES / PARTNER INSTITUTIONS

The process flow for introducing a **new course** at an existing partnership or campus is as below:

STEP	DESCRIPTION	ACCOUNTABLE	ACTION BY	CONSULTING WITH (but not limited to)
1	Global campus develops new course(s) – works with areas of Curtin to assess and develop the program according to strategic direction	Pro Vice-Chancellor, Global Campus	Director, Transnational Education & Partnerships (Director TNE&P)	Head(s) of School(s) - (HoS) Faculty Pro Vice-Chancellor(s) Dean(s) International University Courses Committee
2	Global Curtin will develop CES Form 5a for TNE partnerships and Form 5b for global campuses (business case will be supplied by the global location, and financial plan will be prepared by the School Business Manager)	DVC Global	Director TNE&P and School Business Manager	Dean(s) International, Faculty General Manager
3	Financial plan provided to Financial Services for assessment and approval by the Chief Financial Officer	Director Financial Reporting	Faculty Business Partner	Chief Financial Officer
4	Business case (Form A) is presented to Faculty PVC for review	Campus PVC and Faculty PVC	Director TNE&P	Faculty General Managers
5	Global Curtin consults with relevant Curtin areas before final endorsement from the DVC Academic	DVC Global	Director TNE&P	Student Services, Academic Registrar, Support Services, Library
6	Global Curtin ensures that Form 5a or Form 5b coversheet is complete with all necessary endorsements.	DVC Global	Director TNE&P	Campus PVC (Form 5b) Faculty-PVC DVC-A CFO HoS (Form 5a) COO (Form 5a)
7	A Deed of Variation is not required for adding a new course at an existing location, except in the case of China agreements where it is a Ministry of Education (MOE) China requirement. A Transnational Course Listing will be kept updated by Global Curtin and uploaded onto a password protected site for Curtin staff/University Associate login (Relevant partner and campus staff have University Associate login access)	DVC Global	Director TNE&P	In-Country Partner

The CES Forms used in this process are:

New / Existing Transnational Partnership or Campus

Usage: Business Case documents as part of:

- (a) Starting a course at a new transnational partnership or campus
- (b) Adding a course to an existing transnational partnership or campus

To be compiled in conjunction with CES Form 1-4 in the event of a completely new partnership or campus

[Form 5a - TNE Institution Partnership - New Course](#)

[Form 5b – TNE Campus – New Course](#)

[CES Form A – Business Case for New Course / Collaboration](#)

2.2.1 Review of Collaborative Programs

The review of collaborative programs consists of an Annual Review and a regular cycle of review consistent with the School and Area Review policy principles.

Global Curtin ensures that the Annual Review of a collaborative program is conducted with the offshore collaborators, with participation from the relevant Faculties, and in the case of campuses, with participation also from the Campus Pro Vice-Chancellor. Global Curtin oversees this process to ensure that such reviews are completed in accordance with this policy and procedures. The Quarterly reports are also initiated by Global Curtin as progress updates on action items identified within the Annual Review.

Global Curtin is responsible for the regular cycle of review for all collaborative offshore programs/locations that will be undertaken at least every seven years. This process will inform alignment to University vision and strategy, as well as incorporate external assessment such as benchmarking and external referencing. The process will be consistent with the purpose and outcomes of the School and Area Review policy.

2.2.2 Annual Reviews and Periodic Reviews of Global Campuses or Partnering Institutions

2.2.2.1 ANNUAL REVIEWS

The aim of **annual review** is to establish a mechanism which:

- a) ensures that Curtin's collaborative education services are meeting policy requirements, that agreed essential elements maintain equivalence to those on-campus, and that educational objectives are being fulfilled;
- b) provides a means of monitoring the quality of Curtin's collaborative education services;
- c) provides ongoing assessment and management of risks associated with providing collaborative education services, with particular reference to safety and health, academic, financial, legal, social/cultural and reputational risks;
- d) assures continuing suitability of any collaborator and the contractual arrangements governing Curtin's relationship with them;
- e) ensures timely renewal or variation of contracts governing collaborative education services; and
- f) provides for an orderly withdrawal from collaborative education services and termination of contracts as required.

The process flow for Annual Review is as below:

STEP	DESCRIPTION	ACCOUNTABLE	ACTION BY	CONSULTING WITH (but not limited to)
1	Global Curtin contacts Faculties and partners to arrange annual review meetings	Deputy Vice-Chancellor, Global	Director, Transnational Education & Partnership (Director TNE&P)	Dean(s) International
				Campus Pro Vice-Chancellor <i>(where applicable)</i>
				Partner
2	Global Curtin prepares annual review documentation, including obtaining an executive summary on the year in review from the Faculty Dean International (in the event of a transnational partnership), or the Campus Pro Vice-Chancellor (for Global Campuses)	DVC Global	Director TNE&P	Dean(s) International
				Campus Pro Vice-Chancellor <i>(if applicable)</i>
3	Global Curtin conducts Annual Review Meeting and circulates minutes and actions list post meeting.	DVC Global	Director TNE&P	Annual Review Committee
5	Annual Review minutes and actions are submitted to Global Positioning Committee for noting	DVC Global	Director TNE&P	Global Positioning Committee Secretary
6	Annual Review is submitted by Global Positioning Committee Secretary to Academic Board for noting, and for recommendation to the DVC Global that they approve the Annual Review.	DVC Global	Secretariat	Academic Board Secretary
7	Campus Quarterly Reports on Annual Review action items prepared by Global Curtin and submitted to Global Positioning Committee for noting	DVC Global	Director TNE&P and Director, Global Curtin	Global Positioning Committee Secretary
8	Quarterly Report is submitted by Global Positioning Committee Secretary to Academic Board for noting, and for recommendation to the DVC Global that they approve the Quarterly Report.	DVC Global	Secretariat	Academic Board Secretary

The CES Forms used in this process are:

Annual Review Reports

Usage: Compilation of the annual review report for each transnational partnership and campus. To be reported to Global Positioning Committee.

[Form 6 - Annual Review instructions.doc](#)

[Form 7 - CES Annual Review Coversheet for Offshore Programs.doc](#)

Quality Guidelines and Assessment Criteria

Usage: Reference document on the guidelines and assessment criteria that need to be in place for proposed and existing transnational partnerships and campuses

[Form 8 - Quality Guidelines and Assessment Criteria.doc](#)

Annual Income Statements

Usage: Annual financial statement by Senior Accountants on the enrolments and income generated by each transnational partnership and campus

STEP	DESCRIPTION	ACCOUNTABLE	ACTION BY	CONSULTING WITH (but not limited to)
1	Financial Services prepares Annual Income Statement on student enrolments and income from courses at transnational partnership or campus	CFO	Director, Financial Reporting	Faculty Pro Vice-Chancellor to sign (information is from Finance One)
2	Financial Services provides income statements to Global Curtin for review by DVC Global	CFO	Director, Financial Reporting and Director, TNE&P	N/A
3	Income Statements are submitted to TNE Steering Committee for noting/discussion	DVC Global	Director, TNE&P	TNE Steering Committee

Annual Review Quarterly Reports – See *Process Flow table*

Usage: Quarterly follow up on the action items generated within an annual review. To be reported to Global Positioning Committee

[Form 9a - Quarterly Report on TNE Partnerships Annual Review \(Non-Campus\) Programs \(Non-Campus\).doc](#)

[Form 9b - Global Campus Quarterly Report.doc](#)

2.2.2.2 PERIODIC REVIEWS

To establish a regular, planned cycle of **systematic program and location review** which as agreed between the Deputy Vice-Chancellor Global and Provost in consultation with Chief Strategy and Marketing Officer and other relevant stakeholders which:

- a) supports the ongoing quality assurance and improvement of international collaborative programs;
- b) examines the contribution of the program and location to the achievement of the University's vision and strategy;
- c) incorporates external assessment such as benchmarking or external referencing;
- d) has agreed terms of reference and documentation in relation to planning, conducting and following up of outcomes; and
- e) will include a visit to the location by the Review Panel.

2.3 VARIATION AND TERMINATION OF CONTRACTS PROCEDURE

The process flow for **variation** of existing agreements is:

STEP	DESCRIPTION	ACCOUNTABLE	ACTION BY	CONSULTING WITH (but not limited to)
1	Global Curtin or Faculty identifies the need for an agreement to be varied (e.g. entry requirements, fees etc.)	DVC Global	Director TNE&P	Faculty Pro Vice-Chancellor(s)
				Campus Pro Vice-Chancellor (if details are for a course at an existing campus)
				Dean(s) International
2	Completion of CES Form 10 (and financial plan where applicable)	DVC Global	Director TNE&P	Faculty Pro Vice-Chancellor(s)
				Campus Pro Vice-Chancellor (if details are for a course at an existing campus)
				Dean(s) International
				Senior Accountant and CFO if the proposed changes to fees are lower than what has been previously approved
3	Development of Agreement Variation	DVC Global	Director TNE&P	Chief Legal Officer or Director Legal Services
				Dean(s) International
4	Agreement Variation finalized and signed	DVC Global	Director TNE&P	Chief Legal Officer or Director Legal Services
				Faculty Pro Vice-Chancellor(s)
				Campus Pro Vice-Chancellor (if details are for a course at an existing campus)

The CES Form used in this process is:

Contract Variation

Usage: Request for Curtin approvals to terminate or not to renew an existing transnational partnership or transnational branch campus arrangement

[Form 10 - TNE Contract Management Coversheet.doc](#)

The process flow for **terminating or not renewing the agreement** for a partnership or campus is:

STEP	DESCRIPTION	ACCOUNTABLE	ACTION BY	CONSULTING WITH (but not limited to)
1	Global Curtin or Faculty identifies the need for a partnership to be terminated or not to be renewed	DVC Global and Faculty Pro Vice-Chancellor(s)	Director TNE&P	Campus Pro Vice- Chancellor (if details are for a course at an existing campus) Dean(s) International
2	Completion of CES Form 11 (which includes guidelines for communication with the partner and students as part of the exit strategy)	DVC Global	Director TNE&P	Faculty Pro Vice-Chancellor(s) Campus Pro Vice-Chancellor (if details are for a course at an existing campus) Dean(s) International
3	Development of Deed of Termination (applicable also for non-renewal of agreement)	DVC Global	Director TNE&P	Chief Legal Officer or Director Legal Services Campus Pro Vice-Chancellor (if details are for an existing campus) Dean(s) International
4	Deed of Termination finalized and signed	DVC Global	Director TNE&P	Chief Legal Officer or Director Legal Services Faculty Pro Vice-Chancellor(s) (to endorse final draft Deed) Campus Pro Vice-Chancellor (if details are for a course at an existing campus)

The CES Form used in this process is:

Contract Termination or Non-Renewal

Usage: Request for Curtin approvals to terminate or not renew an existing transnational partnership or campus arrangement

[Form 11 – Collaborative Program Non-Renewal or Termination Flowchart and Checklist](#)

3 RESPONSIBILITIES

Responsibilities are set out in section 2 within the process flow tables.

4 SCOPE OF PROCEDURES

These procedures apply to all staff.

The following education services are excluded from the provisions of this policy:

- a) Distance, online and mixed mode education services delivered without a collaborator;
- b) Regional (Australia) contracting, where Curtin programs are delivered through a collaborator on behalf of Curtin.

- c) Articulation arrangements involving students who are not Curtin-enrolled students and are covered by the 'Process for establishing international articulation (Credit Transfer) agreements'.
- d) Joint doctoral programs, Open University Australia programs and consultancy agreements.
- e) Collaborative (joint) award programs offered solely within Australia with another Australian educational institution, where the award is issued in joint names (refer to Collaborative Awards Procedures).

5. DEFINITIONS

Collaboration

Cooperative arrangement in which two or more parties (which may or may not have any previous relationship) work jointly towards a common goal.

Collaborative Education Services (International)

Means education programs and services (including teaching, supervision, examinations, professional development, training, moderation, educational support services, and library) provided to international students or collaborators overseas.

Collaborator/Partner

Someone who works with another person or group or individual who joins with other individuals (partners) in an arrangement (partnership) where gains and losses, risks and rewards are shared among the partners and with which Curtin engages in the delivery of education services.

Campuses

Curtin's campuses are on an area of land that contains the main buildings of a university or college and can be of an educational institution established in a country outside of the institution's initial founding location.

Offshore / Global

A location or base outside of Curtin's campuses in Australia.

Quality Assurance

Means the review and improvement of processes and outcomes to ensure a high level of quality is maintained.

Transnational Education (TNE)

All types of higher education study programs, or sets of courses of study, or educational services in which the learners are located in a different country from the one where the awarding institution is based" ([UNESCO/Council of Europe, 2001 p.1](#)). This definition includes non- collaborative arrangements such as branch campuses or corporate or international institutions, where degree courses, study, or other educational services are provided directly by an awarding institution.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Collaborative Education Services International\) Policy](#)

[Form 1 - Assessment of New Collaborative Programs Flowchart](#)

[Form 2 - Request for Approval to Negotiate](#)

[Form 3 - CES New Collaborator Assessment](#)

[Form 4 - Operational Risk Assessment](#)

[Form 5a - TNE Institution Partnership - New Course](#)

[Form 5b - TNE Campus - New Course](#)

[CES Form A - Business Case for New Course / Collaboration](#)

[Form 6 - Annual Review instructions.doc](#)

[Form 7 - CES Annual Review Coversheet for offshore programs](#)

[Form 8 - Quality Guidelines and Assessment Criteria](#)

[Form 9a - Quarterly Report on TNE Partnerships Annual Review \(Non-Campus\) Programs \(Non-Campus\).doc](#)

[Form 9b - Global Campus Quarterly Report.doc](#)

[Form 10 - TNE Contract Mgt Coversheet](#)

[Form 11 - Collaborative Program Non-Renewal or Termination Flowchart and Checklist](#)

[UNESCO/Council of Europe, 2001 p.1](#)

[Higher Education Standards Framework](#)

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Policy Manager	Deputy Vice-Chancellor, Global
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REVISION HISTORY (filled out by Risk, Compliance and Audit)

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	27/11/2015	Academic Board	AB 208/15	Attachment A to Item 16.2 (the actual Policy and Procedures were rescinded at the same meeting)
	Administratively Updated	18/01/2017	Director, Legal and Compliance Services		Review date updated
	Approved	06/08/2019	Deputy Vice-Chancellor, International	EM1948	-
	Approved	02/11/2020	Deputy Vice-Chancellor, International	EM2079	Partial Review
	Approved	01/10/2024	Deputy Vice-Chancellor, Global	EM2425	