



## Joint Award Courses Policy

**Authority Source:** Academic Board

**Approval Date:** 10/11/2014

**Publication Date:** 10/11/2014

**Review Date:** 10/11/2017

**Effective Date:** 10/11/2014

**Custodian:** Deputy Vice-Chancellor & Vice-President, Academic

**Contact:** [lt@canberra.edu.au](mailto:lt@canberra.edu.au)

**Accessibility:** Public

**Status:** Published

In developing this policy the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

### 1. PURPOSE:

1.1. The policy outlines the University's principles to be used by staff involved in the management and development of joint courses leading to joint awards with third party providers, both nationally and internationally, and the production of joint testamurs and graduate statements.

### 2. SCOPE:

2.1. This document is applicable to all staff at the University of Canberra (UC) and University of Canberra College (UCC) who plan to develop joint courses.

2.2. This policy applies to joint courses offered at [Australian Qualifications Framework](#) (AQF) levels 5–10, which lead to the award of a single qualification that is jointly conferred by the University and one or more third party providers, either nationally or internationally.

### 3. PRINCIPLE:

3.1. A joint course is a collaborative arrangement where one or more institutions develop and/or deliver a course. Joint courses do not necessarily lead to joint awards.

3.2. A joint award is a single qualification that is jointly conferred by the University and one or more third party providers involved in a joint course, either nationally or internationally.

3.3. A joint course leading to a joint award (a “joint award course”) will have the following attributes:

- Course delivery and subsequent completion, through a fully integrated joint course, contractually agreed by a Memorandum of Agreement (MoA) by UC and one or more institutions.
- A nominated host institution for all joint awards.
- A curriculum (and its means of delivery) agreed upon by all participating institutions, which supports the learning outcomes of the joint course.

- d. A testamur (and other formal completion documentation where required) that displays information and/or logos from all participating institutions.
- 3.4. Joint courses leading to joint awards must only be developed with higher education providers that are themselves an award issuing (AQF level 5 or above, or international equivalent) institution and are recognised as such by the appropriate national government.
- 3.5. Joint courses and awards must be consistent with the AQF.
- 3.6. Students undertaking a joint award course must meet the minimum requirements for study at the University to be eligible for the granting of an award, as specified in the [Credit for Non-award Studies Policy](#) and [Credit Procedure](#).
- 3.7. The University is directly responsible for the academic integrity of a joint award course through effective policies and measures. Processes to protect the University's integrity and interests must be explicitly addressed.
- 3.8. Joint courses should clearly protect and enhance the University's academic reputation, position and brand name.
- 3.9. Joint programs should be aligned with the University's strategic direction, and should not involve substantial additional resources, except in cases where the cost/benefit can be clearly justified.
- 3.10. All institutions are responsible for record keeping and external reporting requirements.
- 3.11. In the production of the testamur, graduate statement and any other formal documentation detailing and confirming the student's completion of the joint award course, templates must reference all relevant (sub) national legal frameworks in accordance with which the degree was awarded.

#### 4. RESPONSIBILITIES:

Who	Responsibility
UC staff with the authority to sign MoAs	<ul style="list-style-type: none"> <li>• To ensure that a full agreement is signed regarding proportionality for the joint award course, and that arrangements for total credits to be completed at UC follow this policy and other related policies as specified.</li> <li>• To agree upon (before commencement of the course) all arrangements regarding fees, management of learning content, delivery arrangements and location, contractual and legal requirements, agreement on the testamurs, transcripts and AHEGS, confirmation of who is to be the host institution and who will consequently arrange the conferrals for the joint courses.</li> </ul>
Faculty Dean	<ul style="list-style-type: none"> <li>• To ensure that the joint course fully supports the learning outcomes of the degree, and that material and course content provided by more than one institution demonstrate that learning outcomes are mapped from assessments, to unit outcomes, to the expected course outcomes.</li> </ul>

Associate Dean (Education) and (International, where relevant)	<ul style="list-style-type: none"> <li>• To oversee the management of joint award courses and ensure that they adhere to University policies relating to quality assurance and quality monitoring.</li> <li>• That on production of the DCP for the joint award course, a clear rationale is presented on the marketing and financial viability for developing a joint course leading to a joint award.</li> <li>• That all arrangements for teaching and provision of learning content are clearly articulated to all involved and that unit conveners are identified at the relevant institution for each component of the course.</li> </ul>
Course Convener	<ul style="list-style-type: none"> <li>• To ensure that in the development and delivery of the course, all learning outcomes are clearly mapped throughout units, irrespective of where, or by whom, they are delivered.</li> <li>• To work collaboratively with the partner institution/s course conveners to ensure the effective transition of course components from one provider to another.</li> </ul>
Student Connect	<ul style="list-style-type: none"> <li>• To produce testamurs, transcripts and AHEGS documents which adhere to University and government policy.</li> <li>• To monitor University compliance and related management processes where the course is offered to international students.</li> <li>• To arrange conferrals for students completing a joint award, where UC is the host institution.</li> </ul>
Graduate Research Office	<ul style="list-style-type: none"> <li>• To ensure that specific arrangements required for HDR students are supported, documented and monitored as per the requirements detailed above.</li> </ul>

## 5. LEGISLATION:

- [Principles for Joint Higher Degrees by Research between Australian Higher Education Providers \(May 2011\)](#)
- [Education Services for Overseas Students Act \(2000\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)

## 6. SUPPORTING INFORMATION:

- [Joint Award Courses Procedure](#)
- [Course Delivery by Third Party Providers Policy](#)
- [Course Delivery by Third Party Providers Procedure](#)
- [New Course Development Policy](#)
- [New Course Development Procedure](#)
- Course and Award Nomenclature Procedures
- [Credit for Non-award Studies Policy](#) and [Credit Procedure](#)

- [Course Policy](#)

## 7. DEFINITIONS:

Terms	Definitions
The University (UC)	Any reference to the University or UC throughout the document is relevant for both UC and UCC.