## PRINCIPLES OF EQUIVALENCE: SCHEDULE

	Description	Outcomes and Measures	VU Plans/Policies	Responsible Officer
1. STUDENT SELECTION, ADMISSION AND ENROLMENT	Entry qualifying requirements  The College Dean is responsible for ensuring admission requirements (academic, English and professional experience) in the partnership agreement and marketing material accurately reflect course requirements approved by Academic Board.  The Academic Registrar and Executive Director Student Services (herewith referred to as the Academic Registrar) is responsible for the administration of the process for assessing the eligibility of applicants for entry to a course. This process includes English language requirements, against admission requirements approved by Academic Board. Where there is any uncertainty consultation will occur with the relevant academic staff. The Australian Education International-National Office of Overseas Skills Recognition (AEI-NOOSR) list, which sets out comparability of overseas and Australian qualifications as well as other publicly available data about institutions' standing, may be used to assist with the assessment.  English requirements information can be obtained on the following link: <a href="http://www.vu.edu.au/international-students/apply-and-accept/entry-requirements">http://www.vu.edu.au/international-students/apply-and-accept/entry-requirements</a> If an applicant undertakes an approved English Language course to achieve an English Language Proficiency result,	<ul> <li>General Agreements and schedules</li> <li>Admission requirements</li> <li>Evidence of the assessment of academic quality of applicants</li> <li>Evidence of English proficiency level (eg IELTS, TOEFL or other acceptable English test results or previous qualifications using English as a medium of instruction) in assessment of applicants</li> <li>POA140408000 Courses and Pathways Lifecycle Policy and Procedures.</li> </ul>	<ul> <li>POA111222000         Admissions Policy         and Procedures</li> <li>POA140408000         Courses and         Pathways         Lifecycle Policy         and Procedures</li> <li>POS091203001         Enrolments         Offshore</li> <li>International         student         admissions</li> </ul>	College Dean (or delegate)  Academic Registrar

the Registrar is responsible for ensuring evidence is provided that the student has successfully completed the required level for entry to the intended course.		
If an applicant studied previous qualification(s) in an English- medium institution, the Registrar ensures relevant evidence is sighted and recorded.		
Admission process		
The Academic Registrar is responsible for the approval of all applications. Course Coordinators and admission staff in VU International may be consulted to check equivalence of admission results and processes.		Academic Registrar
Applicants who have been made and accepted offers can be enrolled in VU Connect, including those assessed by a partner with a delegated authority (if applicable) from the Academic Registrar.		
Letters of offer issued to students will include the following information:  a. that applicants will be enrolled as VU students should they accept the offer  b. courses in which students are to be enrolled  c. RPL assessment result (if applicable).		
Applicants may request reasons for an admission decision if they are dissatisfied with the outcome and subsequently lodge an appeal against the decision.		
Learning Pathways and Advanced Standing		
The College Dean ensures approved pathways (if any) are accurately reflected on the partnership agreement and course approval documentation. Applicants from approved pathways will be automatically granted Credit Transfer		College Dean (or delegate)

	provided all conditions of the pathways are met. The development and approval of pathways will be in accordance with the Courses and Pathways Lifecycle Policy and Procedures.  The Academic Registrar oversees and monitors the outcomes of Advanced Standing applications. Advanced Standing results are to be included in letters of offer issued to applicants.  Enrolment process		Academic Registrar
	The Academic Registrar is responsible for ensuring enrolment occurs in a timely manner after approval and that enrolment records are maintained accurately in VU Connect. VU International is responsible for providing the Academic Registrar with the academic calendars for each partner.		Academic Registrar  Vice-President International
2. ORIENTATION	Orientation for students  The Academic Registrar is responsible for providing the Offshore Student Guide to the VUI TNE Program Manager for provision to the Partner Course Coordinator for distribution during student orientation.  The Campus Director and Principal, VU Sydney is responsible for producing the VU Sydney Orientation Guide.  The Academic Registrar is responsible for the update of the Offshore Student Guide on a regular basis noting changes in VU policies and procedures.  The Dean of Students is responsible for ensuring that orientation programs in each teaching period are provided for commencing students. Orientation material may cover:  • study related information	<ul> <li>Evidence of student orientation sessions</li> <li>Offshore Student Guide</li> <li>VU Sydney Student Orientation Guide</li> </ul>	Academic Registrar  Vice-President International  Campus Director and Principal, VU Sydney  Academic Registrar  Dean of Students
	<ul> <li>policies and procedures relevant to Learning and Teaching</li> </ul>		

	<ul> <li>Student Complaints and Advocacy procedures</li> <li>learning resources, including the use of the LMS (VU Collaborate) and VU's online library resources</li> <li>student support services available.</li> </ul>		
3. STAFF REQUIREMENTS	Qualifications and requirements of teaching staff  The College Dean is responsible for ensuring that VU and partner teaching staff are appropriately qualified in the relevant discipline for their level of teaching (qualified to at least one AQF qualification level higher than the course of study being taught or with equivalent professional experience) and have the capacity to deliver the course in the English language. For VE courses the National Skills Standards Council (NSSC) is used as the reference for minimum teaching standards. Relevant experience in the field can be included in making an assessment and may be required to undertake teaching in some vocational and professional areas.  The Partner Course Coordinator submits qualification documents of nominated partner teaching staff for approval	<ul> <li>General Agreements and schedules</li> <li>Partner teaching staff's qualifications and resume lodged with People and Culture.</li> <li>Documents signed by College Dean that approves Partner staff to teach VU Courses.</li> <li>Documented selection process, e.g. interview results, teaching simulation results etc.</li> </ul>	Ceo, Partner Institution (or
	by the College Dean upon endorsement by the VU Course Coordinator.		delegate)
4. TEACHING STAFF SUPPORT	Teaching staff induction  The VU Course Coordinator, with advice from the partner Course Coordinator, is responsible for ensuring a briefing is provided for VU teaching staff who will undertake teaching or knowledge transfer with a partner institution.  The briefings include information on:  relationship between VU and the partner institution  teaching arrangements in the partner institution  travel arrangements if required  communication protocols with corresponding	<ul> <li>Induction checklists for partner and VU staff</li> <li>Unit of Study Guide template</li> <li>Moderation toolkit/ template</li> <li>Briefing toolkit (e.g. protocols, checklists, templates)</li> </ul>	College Dean (or delegate)

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	eaching staff perspectives in learning and teaching.		
Learning and teac	hing information		
the Partner teachi	oordinator is responsible for ensuring that ng staff are provided with sufficient ver a unit of study or components of it.		College Dean (or delegate)
outcomes:	achieving equivalence in learning elevant information for students standard and moderation process requirements in teaching a unit, eg. the use c software and Teaching Policy Assessment and Progress Policy c Honesty and Plagiarism Policy.		
<ul> <li>teaching</li> <li>pedagog</li> <li>including</li> <li>not be th</li> <li>advice or</li> </ul>	also be provided to support delivery: material and assessment tasks ical advice in delivering the particular unit, teaching students for whom English may e first language n approaches to internationalisation and teaching resources available through borate.		
Ongoing academi	c support for partner teaching staff		
	collegial relationships across teaching to the achievement of equivalent student s.		
• peer to p	port will be facilitated through: eer interactions with VU colleagues site visits and/or use of technology		

	<ul> <li>guidance from Unit Coordinators regarding VU curriculum design, teaching materials and preparation and moderation of assessment</li> <li>opportunities to contribute to customisation and internationalisation of the curriculum</li> <li>opportunities for participation in research activities, including supervision of research projects.</li> </ul>			
5. FACILITIES, EQUIPMENT AND TEACHING RESOURCES	Access to physical, online and teaching resources  The Deputy Vice-Chancellor (Academic and Students) is responsible for ensuring the agreement with a partner institution covers the provision of facilities to support learning and teaching, and is consistent with the TNE Academic Quality Assurance Framework document including:  • classrooms and other learning spaces as necessary  • learning resource centre spaces and collections  • laboratories and technical facilities (if applicable)  • facilities for student support services  • adequate teaching resources  • IT infrastructure and software adequate for the requirements of the Learning Management System (VU Collaborate)  • suitable facilities to conduct assessment.  The DVC (Academic and Students) is responsible for ensuring that access to VU learning resources, including the Learning Management System (LMS) and Library online resources is provided to students.  The College Dean is responsible for ensuring teaching staff resources provided offshore are comparable to those available to VU Melbourne staff for learning, teaching and related assessment activities.  The College Dean is responsible for ensuring that partner staff have the capability to use the facilities provided and that	<ul> <li>Satisfaction with IT facilities across cohorts and locations, including access to the facilities and performance of the facilities</li> <li>Student feedback on the use of online learning platform and resources</li> <li>Satisfaction with library resources and satisfaction with learning spaces</li> <li>Appropriate training/online tutorial/written guidelines on how to use online learning facilities</li> <li>Feedback from VU and Partner teaching staff regarding the use of online facilities</li> <li>All offshore sites meet the minimum requirements for operation of VU Collaborate</li> </ul>	<ul> <li>POA11080300         Learning and         Teaching Policy</li> <li>TNE Academic         Quality Assurance         Framework         document</li> </ul>	DVC (Academic and Students)  CEO, Partner institution (or delegate)  DVC (Academic and Students)  College Dean (or delegate)

6. CURRICULUM	this is reflected in the agreement.  The Offshore Student Guide will include information on how to use VU online resources for student and staff's ongoing reference.  Curriculum standards and customisation of curriculum	<ul><li>Unit guides used to</li></ul>	• The VU Agenda	DVC (Academic and
STANDARDS	The College Dean is responsible for ensuring the achievement of approved learning outcomes in the course and unit levels. Internationalisation and/or customisation of curriculum at the unit level may be required to ensure the relevance of learning outcomes in a local context. This may include:  • inclusion of local case studies and examples  • inclusion of comparative studies  • opportunities for students to consider issues and problems from a variety of cultural perspectives  • adjustment to teaching and learning strategies and assessment modes to accommodate students' various learning approaches  • course delivery customisation in line with partner academic calendars.  In regards to internationalisation and/or customisation of curriculum, the VU Course Coordinator ensures:  • internationalisation and/or customisation must be consistent with learning outcomes and assessment of a unit  • the same overall academic standard is maintained  • units of study are delivered entirely in English apart from approved Language Other Than English (LOTE) courses  • course learning outcomes are at the same AQF level for courses offered onshore and offshore.  The VU Unit Coordinator is responsible for ensuring that unit	teach in a partner institution  Annual Course Monitoring reports  Student Evaluation of Units  External review of courses and curriculum by regulatory agencies or professional accrediting bodies  Teaching and moderation reports  English language capability of staff  Learning & Teaching Quality Framework  Unit Guide template	and Blueprint for Curriculum Reform: Capabilities for the Future POA110803000 Learning and Teaching Policy POA120528004 Languages Other Than English in Award Course Delivery (The Use of) TNE Academic Quality Assurance Framework document	Students)  College Dean (or delegate)

	guides are consistent with the approved unit. If any issues arise these will be addressed by the Course Coordinator in the first instance. Matters which cannot be resolved by the above process will be referred to the Dean.  For VE courses appropriate validation processes should take place.  The Deputy Vice-Chancellor (Academic and Students), who has the oversight of academic standards, endorses curriculum arrangements and consistent with the TNE Academic Quality Assurance Framework document prior to course delivery.  The DVC (Academic and Students) is responsible for oversight of ongoing academic quality assurance and improvement.			DVC (Academic and Students)  DVC (Academic and Students)
7. ASSESSMENT STANDARDS	Assessment task development  The VU Course Coordinator is responsible for ensuring assessment tasks delivered in any location are equivalent and cover the approved learning outcomes.  The VU Course Coordinator is responsible for ensuring that the development of assessment items includes discussions between VU Unit Coordinator and Partner teaching staff.  Moderation of assessment  The VU Course Coordinator is responsible for ensuring that:  moderation processes take place in a collaborative manner between VU and Partner teaching staff as required by the Student Assessment and Progress Policy  all moderation processes are recorded on moderation templates	<ul> <li>Student Evaluation of Units</li> <li>Moderation reports.</li> <li>Assessment criteria across units of study</li> <li>Exam procedures</li> <li>Records of exam breaches</li> </ul>	<ul> <li>POA120529000         Student         Assessment and Progress Policy and Procedures         POS111114000E xamination Policy and Procedures     </li> </ul>	DVC (Academic and Students)  College Dean (or delegate)  College Dean (or delegate)

<ul> <li>results are not published prior to moderation processes being completed</li> <li>results are withheld should disputes arise during moderation process until the issues are resolved</li> <li>moderation processes are reviewed regularly.</li> </ul>	
<u>Transparent assessment processes</u>	
The VU Course Coordinator is responsible for making sure that assessment is undertaken in a transparent manner. This includes provision of the following items to students:	College Dean (or delegate)
<ul> <li>assessment criteria</li> <li>samples of marked assessment task from past delivery</li> <li>timely feedback to assist students in understanding their learning progress.</li> </ul>	
Security of examination papers and assessment documents	
The Academic Registrar is responsible for the administration and security of examination papers wherever the examinations occur, both prior to and after the examination	Academic Registrar
has taken place. Where this involves the transfer of examination papers from VU Melbourne to another location and administration at a partner location, the partner's Examination Officer will be responsible to the Academic Registrar for these processes.	CEO, Partner Institution (or delegate)
The VU Course Coordinator, in conjunction with the partner Course Coordinator, is responsible for ensuring the security of other assessment documents prior to, and after, their provision to teaching staff and students.	
The DVC (Academic and Students), who has the oversight of academic standards, endorses assessment arrangements prior to course delivery as approved by Academic Board.	DVC (Academic and Students)

O CTUDENT	The DVC (Academic and Students) is responsible for oversight of ongoing academic quality assurance and improvement.		DO 4400520000	DVC (Academic and Students)
8. STUDENT PROGRESS AND PERFORMANCE	The VU Course Coordinator, the VU Unit Coordinator and the Partner Course Coordinator work collaboratively to monitor student progress and provide support as necessary in accordance with the Student Assessment and Progress Procedures.	<ul> <li>Student performance distribution across cohorts.</li> <li>Progress hearing reports</li> </ul>	<ul> <li>POA120529000         Student         Assessment and         Progress Policy         and Procedures     </li> </ul>	College Dean (or delegate)
	The Academic Registrar is responsible for ensuring the provision of student progress reports to Colleges in a timely manner.			Academic Registrar
	The College Dean is responsible for ensuring that progress monitoring of students covered in these Policy and Procedures is included in the Assessment and Student Progress Boards (ASPB). The ASPB may:  • form a Progress committee comprising VU and Partner teaching staff to develop work plans for students at risk.  • review student performance distribution across cohorts.			College Dean (or delegate)
	The College Dean is responsible for the submission of reports to the Academic Board relating to unsatisfactory progress in accordance with the Student Assessment and Progress Policy and Procedures.			College Dean (or delegate)
9. ACADEMIC HONESTY	The VU Course Coordinator and Unit Coordinator, in collaboration with partner teaching staff, are responsible for ensuring that students are aware of the University's responsibilities in maintaining academic honesty.  Consistent with the Academic Honesty and Preventing Plagiarism Policy and Procedures, VU and Partner teaching staff are responsible for:  • including information on citation requirements and	<ul> <li>Marking and moderation reports indicating plagiarism issues.</li> <li>Reports on annual investigated cases</li> </ul>	POA120528000     Academic     Honesty and     Preventing     Plagiarism Policy     and Procedures	DVC (Academic and Students)  College Dean (or delegate)

	<ul> <li>preferred referencing style on the unit guide</li> <li>equipping students with language and writing skills to prevent them from committing plagiarism</li> <li>providing samples of past students' work that demonstrates academic honesty</li> <li>introducing tools to help students learn about proper citation techniques</li> <li>referring students to the resources available on the VU Library website</li> <li>educating students on the definitions of plagiarism and collusion, and the consequences of engaging in plagiarism, and</li> <li>using strategies in detecting plagiarism in checking assessments.</li> </ul>			
10. STUDENT EVALUATION	Student Evaluation Surveys (SES)  The Vice-President International is responsible for consulting with the Director, Quality, Information and Planning (QIP) to ensure partnership agreements cover inclusion of SES surveys.  The Survey Administrative Officer within QIP administers the Student Evaluation Surveys through a Partner as a standard means of collecting feedback about units. VUI will provide relevant information to the Survey Unit at the beginning of each academic cycle for each location. The Survey Unit will undertake the processing of survey forms, the analysis of responses and the creation of reports. The Survey Unit provides SEU (Student Evaluation of Unit) reports to the VU Course Coordinator who will share the information with the partner Course Coordinator. The VU Course Coordinator is responsible for actions arising out of these reports. The College will review the SEU results following standard processes.	Reports on SEU results across cohorts	POA110913000     Student     Evaluation Survey     Policy	Vice-President International  Director, Quality Information and Planning

	The partner institution may administer its own survey instruments. In this instance, the partner Course Coordinator provides feedback to the VU Course Coordinator for delivery improvement.  The Director, QIP has oversight of Student Evaluation			
11. STUDENT SUPPORT	Survey administration and report distribution.  The Vice-President International is responsible for consulting with the Dean of Students to ensure that the partnership agreement covers provision of student support services in the partner institutions by appropriately qualified personnel.  The Dean of Students is responsible for the provision and monitoring of support services required to meet learning needs of students based on advice from the VU Course Coordinator, VUI staff members and consistent with the TNE Academic Quality Assurance Framework document. The services may include:  • orientation and transition support  • ongoing academic language and learning support, including an appropriate range of generic and discipline specific support services and development activities that are available to onshore students.  • access to online support from VU Library  • personal support such as counselling, health, welfare, accommodation and career services.	<ul> <li>Partnership Agreement</li> <li>Evidence of support provision by a partner institution</li> </ul>	TNE Academic Quality Assurance Framework document	Vice-President International  Dean of Students
	The DVC (Academic and Students), who has the oversight of academic standards, endorses student support arrangements prior to course delivery.			DVC (Academic and Students)
12. COURSE APPROVAL AND REVIEW	Course approval  The College Dean is responsible for ensuring that a new	<ul><li>CAMS data on course approvals</li><li>Annual Course</li></ul>	<ul> <li>The VU Strategic</li> <li>Plan for 2012-</li> <li>2016: Excellent,</li> </ul>	DVC (Academic and Students)

PROCESSES	<ul> <li>course delivery:         <ul> <li>complies with an appropriate course approval process</li> <li>has the Academic Board's endorsement</li> <li>is Australian Qualification Framework (AQF) compliant</li> <li>includes appropriate consultation with all VU stakeholders (such as the Library).</li> </ul> </li> <li>Periodic reviews         <ul> <li>Courses within the scope of these Procedures are subject to Annual Course Monitoring (ACM) and Comprehensive Course Review (CCR) processes as set out in the Courses and Pathways Lifecycle Policy and Procedures.</li> </ul> </li> <li>The DVC (Academic and Students) is responsible for oversight of ongoing academic quality assurance and improvement, including annual and comprehensive course monitoring, review and improvement processes.</li> </ul>	Monitoring Report Comprehensive Course Review Report External audit reports (if applicable) Correlation analysis between student pass rate and RPL assessment results from approved institutions Comparative analysis of student academic outcomes across locations	Engaged, Accessible: The University of Opportunity  POA110803000 Learning and Teaching Policy POA140408000 Courses and Pathways Lifecycle Policy	College Dean (or delegate)  DVC (Academic and Students)
13. COURSE DISCONTINUATION	Course Discontinuation  If a course is discontinued there will be effective teach out or transition plans for all enrolled students to ensure that these students are not disadvantaged. The cessation of an internally or externally accredited course will be conducted in accordance with the Courses and Pathways Lifecycle Policy and the Course Cessation and Student Transition Procedure.	<ul> <li>Endorsement of Teach out Plan by Academic Board</li> </ul>	<ul> <li>Course Cessation and Student Transition Procedure</li> </ul>	DVC (Academic and Students)
14. COMPLAINT RESOLUTION, REVIEW AND APPEAL	Student Complaints Resolution  The Partner Course Coordinator nominates a member of staff to be the first point of contact in helping students resolve any complaints relating to their studies. The allocated staff may liaise with any concerned parties, including the VU Course Coordinator and Unit Coordinators.	<ul> <li>Evidence of implementation of policies</li> <li>Statistics on nature and number of grievances, statistics on outcomes of grievances and</li> </ul>	POS110617000     Student     Complaints     Resolution Policy     and Procedures	DVC (Academic and Students)

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	Consistent with the Student Complaint Resolution Procedures stage 1, a student with a complaint is to approach the concerned staff to resolve issues. This may be undertaken with an assistance of the appointed staff member mentioned above. If a matter remains unresolved, students are able to take action in accordance with the Student Complaints Resolution Procedures Stage 2 and 3.  If required, students and the partner appointed staff may engage the VU Student Advisory Service or local advisory service (if any) in going through resolution stages. Meetings may be organised through conference calls at any stage.  Staff Complaints Resolution	appeals	
	Should disputes arise during course delivery, VU and Partner teaching staff are able to raise concerns with the VU Course Coordinator in the first instance.  If the matter remains unresolved, the staff member is able to raise and, if preferred, formalise their concerns with the College Dean and if still unresolved the matter should be	POH12012500 Staff     Issue and Complaint     Resolution Policy	College Dean (or delegate)
	referred to the Deputy Vice-Chancellor (Academic and Students) who will consult with People and Culture (as appropriate).		DVC (Academic and Students)
15. APPLICATION OF VU POLICIES	The Vice-President International, through delegation to the TNE Program Manager, is responsible for ensuring that current versions of VU Policies and Procedures are provided to partners and regularly updated.	<ul><li>Relevant policies</li><li>Offshore Student Guide</li></ul>	Vice-President International
	The Academic Registrar is responsible for ensuring references to VU policies are maintained and updated on the Offshore Student Guide on a regular basis.		Academic Registrar

16. COURSES NOT	The College Dean is responsible for ensuring that the	Course Approvals	College Dean (or
OFFERED AT VU MELBOURNE	development of a new course which is not offered at VU Melbourne will include:  • analysis of local demand of the proposed course including competitor analysis and course sustainability  • evidence of rigorous consultation with a professional accrediting agency, if appropriate, and other relevant external organisation  • benchmarking analysis with other Australian or overseas institutions and a rationale for the proposed course being developed in a similar or different manner  • comprehensive information on resources available in a partner institution to deliver the proposed course  • course structure information that includes a generic set of units if study in a course under similar field delivered at VU Melbourne  • information on how moderation processes take place  • compliance with the LOTE Policy (if applicable)  • evidence of alignment with the AQF  • agreed Assessment and Student Progress Board (ASPB).	Documentation  Evidence of professional accreditation  Mapping template to demonstrate alignment with the AQF	delegate)
	The delivery of courses under this Principle requires academic and management endorsement by the DVC		DVC (Academic and Students)
	(Academic and Students) and the Deputy Vice-Chancellor. After considering any advice from the Academic Board the Vice Chancellor (or delegate) approves new courses, makes		Deputy Vice- Chancellor
	changes to existing courses and approves discontinuation of courses,		Vice-Chancellor