

PRINCIPLES OF EQUIVALENCE: SCHEDULE

| | Description | Outcomes and Measures | VU Plans/Policies | Responsible Officer |
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| 1. STUDENT SELECTION, ADMISSION AND ENROLMENT | <p><u>Entry qualifying requirements</u></p> <p>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.</p> <p>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.</p> <p>English requirements information can be obtained on the following link: http://www.vu.edu.au/international-students/apply-and-accept/entry-requirements</p> <p>If an applicant undertakes an approved English Language course to achieve an English Language Proficiency result,</p> | <ul style="list-style-type: none"> • General Agreements and schedules • Admission requirements • Evidence of the assessment of academic quality of applicants • 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 • POA140408000 Courses and Pathways Lifecycle Policy and Procedures. | <ul style="list-style-type: none"> • POA111222000 Admissions Policy and Procedures • POA140408000 Courses and Pathways Lifecycle Policy and Procedures • POS091203001 Enrolments Offshore • International student admissions | <p>College Dean (or delegate)</p> <p>Academic Registrar</p> |

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| | <p>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.</p> <p>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.</p> <p><u>Enrolment process</u></p> <p>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.</p> | | | <p>Academic Registrar</p> <p>Academic Registrar</p> <p>Vice-President International</p> |
| <p>2. ORIENTATION</p> | <p><u>Orientation for students</u></p> <p>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.</p> <p>The Academic Registrar is responsible for the update of the Offshore Student Guide on a regular basis noting changes in VU policies and procedures.</p> <p>The Dean of Students is responsible for ensuring that orientation programs in each teaching period are provided for commencing students. Orientation material may cover:</p> <ul style="list-style-type: none"> • study related information • policies and procedures relevant to Learning and Teaching | <ul style="list-style-type: none"> • Evidence of student orientation sessions • Offshore Student Guide • VU Sydney Student Orientation Guide | | <p>Academic Registrar</p> <p>Vice-President International</p> <p>Campus Director and Principal, VU Sydney</p> <p>Academic Registrar</p> <p>Dean of Students</p> |

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| | <ul style="list-style-type: none"> • Student Complaints and Advocacy procedures • learning resources, including the use of the LMS (VU Collaborate) and VU's online library resources • student support services available. | | | |
| 3. STAFF REQUIREMENTS | <p><u>Qualifications and requirements of teaching staff</u></p> <p>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.</p> <p>The Partner Course Coordinator submits qualification documents of nominated partner teaching staff for approval by the College Dean upon endorsement by the VU Course Coordinator.</p> | <ul style="list-style-type: none"> • General Agreements and schedules • Partner teaching staff's qualifications and resume lodged with People and Culture. • Documents signed by College Dean that approves Partner staff to teach VU Courses. • Documented selection process, e.g. interview results, teaching simulation results etc. | | <p>College Dean (or delegate)</p> <p>CEO, Partner Institution (or delegate)</p> |
| 4. TEACHING STAFF SUPPORT | <p><u>Teaching staff induction</u></p> <p>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.</p> <p>The briefings include information on:</p> <ul style="list-style-type: none"> • relationship between VU and the partner institution • teaching arrangements in the partner institution • travel arrangements if required • communication protocols with corresponding | <ul style="list-style-type: none"> • Induction checklists for partner and VU staff • Unit of Study Guide template • Moderation toolkit/ template • Briefing toolkit (e.g. protocols, checklists, templates) | | College Dean (or delegate) |

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| | <ul style="list-style-type: none"> partner teaching staff cultural perspectives in learning and teaching. <p><u>Learning and teaching information</u></p> <p>The VU Course Coordinator is responsible for ensuring that the Partner teaching staff are provided with sufficient information to deliver a unit of study or components of it.</p> <p>Requirements for achieving equivalence in learning outcomes:</p> <ul style="list-style-type: none"> course-relevant information for students marking standard and moderation process specific requirements in teaching a unit, eg. the use of specific software Learning and Teaching Policy Student Assessment and Progress Policy Academic Honesty and Plagiarism Policy. <p>The following will also be provided to support delivery:</p> <ul style="list-style-type: none"> teaching material and assessment tasks pedagogical advice in delivering the particular unit, including teaching students for whom English may not be the first language advice on approaches to internationalisation learning and teaching resources available through VU Collaborate. <p><u>Ongoing academic support for partner teaching staff</u></p> <p>Collaborative and collegial relationships across teaching teams are integral to the achievement of equivalent student learning outcomes.</p> <p>Ongoing staff support will be facilitated through:</p> <ul style="list-style-type: none"> peer to peer interactions with VU colleagues through site visits and/or use of technology | | | <p>College Dean (or delegate)</p> |
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| | <p>this is reflected in the agreement.</p> <p>The Offshore Student Guide will include information on how to use VU online resources for student and staff's ongoing reference.</p> | | | |
| 6. CURRICULUM STANDARDS | <p><u>Curriculum standards and customisation of curriculum</u></p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>In regards to internationalisation and/or customisation of curriculum, the VU Course Coordinator ensures:</p> <ul style="list-style-type: none"> • 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. <p>The VU Unit Coordinator is responsible for ensuring that unit</p> | <ul style="list-style-type: none"> • Unit guides used to 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 | <ul style="list-style-type: none"> • The VU Agenda 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 | <p>DVC (Academic and Students)</p> <p>College Dean (or delegate)</p> |

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| | <p>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.</p> <p>For VE courses appropriate validation processes should take place.</p> <p>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.</p> <p>The DVC (Academic and Students) is responsible for oversight of ongoing academic quality assurance and improvement.</p> | | | <p>DVC (Academic and Students)</p> <p>DVC (Academic and Students)</p> |
| <p>7. ASSESSMENT STANDARDS</p> | <p><u>Assessment task development</u></p> <p>The VU Course Coordinator is responsible for ensuring assessment tasks delivered in any location are equivalent and cover the approved learning outcomes.</p> <p>The VU Course Coordinator is responsible for ensuring that the development of assessment items includes discussions between VU Unit Coordinator and Partner teaching staff.</p> <p><u>Moderation of assessment</u></p> <p>The VU Course Coordinator is responsible for ensuring that:</p> <ul style="list-style-type: none"> • 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 style="list-style-type: none"> • Student Evaluation of Units • Moderation reports. • Assessment criteria across units of study • Exam procedures • Records of exam breaches | <ul style="list-style-type: none"> • POA120529000 Student Assessment and Progress Policy and Procedures • POS111114000E xamination Policy and Procedures | <p>DVC (Academic and Students)</p> <p>College Dean (or delegate)</p> <p>College Dean (or delegate)</p> |

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| | The DVC (Academic and Students) is responsible for oversight of ongoing academic quality assurance and improvement. | | | DVC (Academic and Students) |
| 8. STUDENT PROGRESS AND PERFORMANCE | <p>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.</p> <p>The Academic Registrar is responsible for ensuring the provision of student progress reports to Colleges in a timely manner.</p> <p>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:</p> <ul style="list-style-type: none"> • form a Progress committee comprising VU and Partner teaching staff to develop work plans for students at risk. • review student performance distribution across cohorts. <p>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.</p> | <ul style="list-style-type: none"> • Student performance distribution across cohorts. • Progress hearing reports | <ul style="list-style-type: none"> • POA120529000 Student Assessment and Progress Policy and Procedures | <p>DVC (Academic and Students)</p> <p>College Dean (or delegate)</p> <p>Academic Registrar</p> <p>College Dean (or delegate)</p> <p>College Dean (or delegate)</p> |
| 9. ACADEMIC HONESTY | <p>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:</p> <ul style="list-style-type: none"> • including information on citation requirements and | <ul style="list-style-type: none"> • Marking and moderation reports indicating plagiarism issues. • Reports on annual investigated cases | <ul style="list-style-type: none"> • POA120528000 Academic Honesty and Preventing Plagiarism Policy and Procedures | <p>DVC (Academic and Students)</p> <p>College Dean (or delegate)</p> |

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| | <p>preferred referencing style on the unit guide</p> <ul style="list-style-type: none"> • equipping students with language and writing skills to prevent them from committing plagiarism • providing samples of past students' work that demonstrates academic honesty • introducing tools to help students learn about proper citation techniques • referring students to the resources available on the VU Library website • educating students on the definitions of plagiarism and collusion, and the consequences of engaging in plagiarism, and • using strategies in detecting plagiarism in checking assessments. | | | |
| <p>10. STUDENT EVALUATION</p> | <p><u>Student Evaluation Surveys (SES)</u></p> <p>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.</p> <p>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.</p> | <ul style="list-style-type: none"> • Reports on SEU results across cohorts | <ul style="list-style-type: none"> • POA110913000 Student Evaluation Survey Policy | <p>Vice-President International</p> <p>Director, Quality Information and Planning</p> |

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| | <p>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.</p> <p>The Director, QIP has oversight of Student Evaluation Survey administration and report distribution.</p> | | | |
| 11. STUDENT SUPPORT | <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>The DVC (Academic and Students), who has the oversight of academic standards, endorses student support arrangements prior to course delivery.</p> | <ul style="list-style-type: none"> • Partnership Agreement • Evidence of support provision by a partner institution | <ul style="list-style-type: none"> • TNE Academic Quality Assurance Framework document | <p>Vice-President International</p> <p>Dean of Students</p> <p>DVC (Academic and Students)</p> |
| 12. COURSE APPROVAL AND REVIEW | <p><u>Course approval</u></p> <p>The College Dean is responsible for ensuring that a new</p> | <ul style="list-style-type: none"> • CAMS data on course approvals • Annual Course | <ul style="list-style-type: none"> • The VU Strategic Plan for 2012-2016: Excellent, | <p>DVC (Academic and Students)</p> |

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| | <p>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.</p> <p>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.</p> <p><u>Staff Complaints Resolution</u></p> <p>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.</p> <p>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 referred to the Deputy Vice-Chancellor (Academic and Students) who will consult with People and Culture (as appropriate).</p> | <p>appeals</p> <ul style="list-style-type: none"> • POH12012500 Staff Issue and Complaint Resolution Policy | | <p>College Dean (or delegate)</p> <p>DVC (Academic and Students)</p> |
| <p>15. APPLICATION OF VU POLICIES</p> | <p>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.</p> <p>The Academic Registrar is responsible for ensuring references to VU policies are maintained and updated on the Offshore Student Guide on a regular basis.</p> | <ul style="list-style-type: none"> • Relevant policies • Offshore Student Guide | | <p>Vice-President International</p> <p>Academic Registrar</p> |

