PRINCIPLES OF EQUIVALENCE: SCHEDULE

	Description	Outcomes and Measures	VU Plans/Policies	Responsible Officer
1. STUDENT SELECTION, ADMISSION AND ENROLMENT	 <u>Entry qualifying requirements</u> 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: http://www.vu.edu.au/international-students/apply-and-accept/entry-requirements If an applicant undertakes an approved English Language course to achieve an English Language Proficiency result, 	 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. 	 POA111222000 Admissions Policy and Procedures POA140408000 Courses and Pathways Lifecycle Policy and Procedures POS091203001 Enrolments Offshore International student admissions 	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. 		Academic Registrar
2. ORIENTATION	Enrolment processThe 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.Orientation for studentsThe 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 • policies and procedures relevant to Learning and	 Evidence of student orientation sessions Offshore Student Guide VU Sydney Student Orientation Guide 	Academic RegistrarVice-President InternationalAcademic RegistrarVice-President InternationalCampus Director and Principal, VU SydneyAcademic RegistrarDean of Students

	 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	Qualifications and requirements of teaching staffThe 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 	 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. 	College Dean (or delegate) CEO, Partner Institution (or delegate)
4. TEACHING STAFF SUPPORT	Coordinator. <u>Teaching staff induction</u> 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 VIL and the partner institution	 Induction checklists for partner and VU staff Unit of Study Guide template Moderation toolkit/ template Briefing toolkit (e.g. protocols, checklists, 	College Dean (or delegate)
	 relationship between VU and the partner institution teaching arrangements in the partner institution travel arrangements if required communication protocols with corresponding 	templates)	

partner teaching staffcultural perspectives in learning and teaching.	
Learning and teaching information	
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.	College Dean (or delegate)
 Requirements for achieving equivalence in learning outcomes: 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. 	
 The following will also be provided to support delivery: 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. 	
Ongoing academic support for partner teaching staff	
Collaborative and collegial relationships across teaching teams are integral to the achievement of equivalent student learning outcomes.	
 Ongoing staff support will be facilitated through: peer to peer interactions with VU colleagues through site visits and/or use of technology 	

	 guidance from Unit Coordinators regarding VU curriculum design, teaching materials and preparation and moderation of assessment opportunities to contribute to customisation and internationalisation of the curriculum opportunities for participation in research activities, including supervision of research projects. 			
5. FACILITIES, EQUIPMENT AND TEACHING RESOURCES	Access to physical, online and teaching resourcesThe 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: 	 Satisfaction with IT facilities across cohorts and locations, including access to the facilities and performance of the facilities Student feedback on the use of online learning platform and resources Satisfaction with library resources and satisfaction with learning spaces Appropriate training/online tutorial/written guidelines on how to use online learning facilities Feedback from VU and Partner teaching staff regarding the use of online facilities All offshore sites meet the minimum requirements for operation of VU Collaborate 	 POA11080300 Learning and Teaching Policy TNE Academic Quality Assurance Framework document 	DVC (Academic and Students) CEO, Partner institution (or delegate) DVC (Academic and Students) College Dean (or delegate)

STANDARDSThe 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: 	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	 Unit guides used to 	The VU Agenda	DVC (Academic and
The VU Unit Coordinator is responsible for ensuring that unit		 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. 	 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 	 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 	Students) College Dean (or

7. ASSESSMENT STANDARDS	 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. <u>Assessment task development</u> 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. <u>Moderation of assessment</u> The VU Course Coordinator is responsible for ensuring that: moderation processes take place in a collaborative manner between VU and Partner teaching staff as 	 Student Evaluation of Units Moderation reports. Assessment criteria across units of study Exam procedures Records of exam breaches 	 POA120529000 Student Assessment and Progress Policy and Procedures POS111114000E xamination Policy and Procedures 	DVC (Academic and Students) DVC (Academic and Students) DVC (Academic and Students) College Dean (or delegate) College Dean (or
	 all moderation processes are recorded on moderation templates 			

processes bein results are within moderation proce- moderation proce- <u>Transparent assessment</u> The VU Course Coordina that assessment is under includes provision of the assessment cri- samples of man delivery timely feedback their learning pro- timely feedback	held should disputes arise during cess until the issues are resolved cesses are reviewed regularly. <u>processes</u> ator is responsible for making sure rtaken in a transparent manner. This following items to students: iteria rked assessment task from past k to assist students in understanding rogress.		College Dean (or delegate)
The Academic Registrar and security of examinat examinations occur, both has taken place. Where examination papers from and administration at a p Examination Officer will B Registrar for these proce The VU Course Coordina Course Coordinator, is re	a prior to and after the examination this involves the transfer of VU Melbourne to another location artner location, the partner's be responsible to the Academic esses. ator, in conjunction with the partner esponsible for ensuring the security		Academic Registrar CEO, Partner Institution (or delegate)
provision to teaching star The DVC (Academic and academic standards, end	uments prior to, and after, their ff and students. I Students), who has the oversight of dorses assessment arrangements s approved by Academic Board.		DVC (Academic and Students)

	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	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.	 Student performance distribution across cohorts. Progress hearing reports 	 POA120529000 Student Assessment and Progress Policy and Procedures 	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	 Marking and moderation reports indicating plagiarism issues. Reports on annual investigated cases 	 POA120528000 Academic Honesty and Preventing Plagiarism Policy and Procedures 	DVC (Academic and Students) College Dean (or delegate)

	 preferred referencing style on the unit guide 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. 			
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 Survey administration and report distribution.			
11. STUDENT SUPPORT	 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. 	 Partnership Agreement Evidence of support provision by a partner institution 	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	 CAMS data on course approvals Annual Course 	The VU Strategic Plan for 2012- 2016: Excellent,	DVC (Academic and Students)

PROCESSES	 course delivery: complies with an appropriate course approval process has the Academic Board's endorsement is Australian Qualification Framework (AQF) compliant includes appropriate consultation with all VU stakeholders (such as the Library). Periodic reviews 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. 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. 	 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	<u>Course Discontinuation</u> 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.	 Endorsement of Teach out Plan by Academic Board 	 Course Cessation and Student Transition Procedure 	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.	 Evidence of implementation of policies Statistics on nature and number of grievances, statistics on outcomes of grievances and 	 POS110617000 Student Complaints Resolution Policy and Procedures 	DVC (Academic and Students)

		appeals	
	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.	αμμαισ	
	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		
	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.	 POH12012500 Staff Issue and Complaint Resolution Policy 	College Dean (or delegate)
	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).		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.	Relevant policiesOffshore Student Guide	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

23	 benchmarking analysis with other Australian of 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 (f applicable) evidence of alignment with the AQF agreed Assessment and Student Progress Board (ASPB). The delivery of courses under this Principle requires academic and management endorsement by the DVC (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 changes to existing courses and approves discontinuation of courses. 	 proposed course being developed in a similar or different manner comprehensive information on resources available in a partner institution to deliver the proposed course
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