

# Third-Party Academic Partnerships Procedures

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## 1. Governing Policy

[Third-Party Academic Partnerships Policy](#)

## 2. Purpose

To specify the processes for the development, establishment, governance, and quality assurance of third-party academic partnerships consistent with the principles of the [Third-Party Academic Partnerships Policy](#).

## 3. Third-Party Arrangements Advisory Committee

- a. Proposals for new third-party academic partnerships must be submitted to the Third-Party Arrangements Advisory Committee (TPAAC) for assessment and endorsement prior to submission for approval.
- b. The TPAAC is also responsible for:
  - i. assessing major changes to third-party partnership arrangements and making recommendations on such changes
  - ii. monitoring the effectiveness of the systems and operations of the third parties to ensure a cycle of continuous improvement and enhance the overall quality of service delivery at each third-party academic location
  - iii. annual review of third-party partnerships to ensure ongoing compliance with regulatory requirements for academic programs and standards, and equivalency of services, and making recommendations on the continuation, renewal or termination of partnership arrangements
  - iv. identifying opportunities for new third-party academic partnerships, in line with the University's international strategic priorities (where relevant), and promoting third-party arrangements across the University to create better synergies and develop good practices.
- c. The TPAAC will be comprised of:
  - i. Director, International Partnerships (Chair)
  - ii. Director, Student Administration Services
  - iii. Pro Vice-Chancellor (Academic Quality and Enhancement)
  - iv. Directors of College Services.

- d. The TPAAC will at a minimum meet bi-annually, and as needed to consider new or major changes to academic partnership proposals.
- e. The quorum of the TPAAC is 50% plus one, which must include the Chair.

## 4. Establishment of Third-Party Academic Partnerships

### 4.1. Strategic and Capability Evaluation

When an opportunity for a third-party academic partnership is identified:

#### a. In the case of partnerships with domestic third parties

<b>Proposal initiator</b>	i. Following consultation with the relevant College Dean (Education) and the Director, College Services, prepare a preliminary business case using the <a href="#">form</a> provided.
<b>Director, College Services</b>	ii. Undertake an initial evaluation of the preliminary business case to assesses the strategic alignment, partner suitability and academic capability of the prospective partner, including consulting with the Education Quality Team.  iii. Seek endorsement of the preliminary business case from: <ul style="list-style-type: none"> <li>• Teaching Program Director</li> <li>• Dean (Education), on the advice of the College Education Committee</li> <li>• College Senior Executive Team (SET).</li> </ul> iv. Refer the preliminary business case to the Vice-President and Executive Dean.
<b>Vice-President and Executive Dean</b>	v. Consider the preliminary business case, and either authorise the development of a full business case or reject the preliminary business case.

#### b. In the case of partnerships with international third parties

<b>Proposal initiator</b>	i. Following consultation with Flinders International, prepare a proposal following the <a href="#">international engagement model</a> .
<b>Director, International Partnerships</b>	ii. Undertake an initial evaluation of the proposal to assess the strategic alignment, partner suitability and academic capability of the prospective partner, including consulting with the Education Quality Team.  iii. Seek endorsement of the preliminary business case from: <ul style="list-style-type: none"> <li>• Teaching Program Director</li> <li>• Dean (Education), on the advice of the College Education Committee</li> <li>• College Senior Executive Team (SET).</li> </ul> iv. Refer the preliminary business case to the Vice-President and Pro Vice-Chancellor (International).

<b>Vice-President and Pro Vice-Chancellor (International)</b>	v. Consider the proposal, and either authorise the development of a full business case or reject the proposal.
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## 4.2. Proposal Development and Approval

If the preliminary business case or proposal is authorised:

<b>Director, College Services or Director, International Partnerships</b>	<p>a. Using the <a href="#">form</a> provided, prepare a full business case which includes details of rationale, risk management (in line with the University's <a href="#">Risk Management Policy</a>) and financial analysis. An academic partnership site validation report must also accompany the business case, and a course roll-out plan and activities schedule must be included.</p> <p>b. In preparing the full business case, consult with:</p> <ul style="list-style-type: none"> <li>i. Education Quality Team</li> <li>ii. relevant College SET</li> <li>iii. Director, Student Recruitment (domestic) or Director, International Recruitment, as applicable</li> <li>iv. Finance and Procurement Services</li> <li>v. Governance, Legal and Risk, and</li> <li>vi. any external regulator or professional accreditor, as applicable.</li> </ul> <p>c. With the support of the above group, refer the full business case to the Third-Party Arrangements Advisory Committee (TPAAC) for assessment and endorsement.</p>
<b>Third-Party Arrangements Advisory Committee (TPAAC)</b>	<p>d. Review the full business case and advice, and determine whether to endorse or reject the proposal, or refer it back for further work.</p> <p>e. In assessing the proposed partnership, check:</p> <ul style="list-style-type: none"> <li>i. it is consistent with the types of partnerships and principles set out in the <a href="#">Third-Party Academic Partnerships Policy</a></li> <li>ii. it has the capability and capacity to deliver the course(s) to achieve the quality standards and/or equivalency of learning outcomes as if it were delivered by the University</li> <li>iii. the practicality of course closure and teach-out arrangements, if it becomes necessary</li> <li>iv. risks have been identified, assessed and managed</li> <li>v. there is a process of regular, evidence-based review and continuous improvement.</li> </ul> <p>f. If the full business case is endorsed by the TPAAC, it will be referred to the appropriate authority for approval as specified in the <a href="#">Award Courses Policy</a> (in consultation with the Vice-President and Pro Vice-Chancellor (International), where relevant) or the <a href="#">Non-Award Courses Policy</a>, as applicable.</p>

### 4.3. Agreement Execution

a. Once the academic approvals for the partnership have been granted:

<b>Director, College Services or Director, International Partnerships</b>	<ul style="list-style-type: none"> <li>i. Negotiate and prepare an agreement in liaison with Legal as set out under the University's <a href="#">Contract Management Framework</a>.</li> <li>ii. After the agreement has been executed: <ul style="list-style-type: none"> <li>• advise relevant areas, including: <ul style="list-style-type: none"> <li>- Educational Quality Team</li> <li>- Student Administration Services</li> <li>- relevant College Education Committee</li> <li>- TPAAC.</li> </ul> </li> <li>• ensure the agreement is recorded in the Contract Management System as required by the Contract Management Framework i.e. it is appropriately flagged as a Third-Party Arrangement for accurate reporting, and any renewal/notice requirements are noted so that critical dates/time periods are not overlooked.</li> </ul> </li> </ul>
<b>Appropriate delegate under the <a href="#">Delegations of Authority to Enter into Contacts policy</a></b>	<ul style="list-style-type: none"> <li>iii. Execute agreement in accordance with the <a href="#">Contract Management Framework</a>.</li> </ul>

b. Where there is to be a major change to the third-party partnership arrangement for one of the reasons specified under s.4.3.b of the policy or following an annual review, an amended business case must be prepared and approved consistent with Procedure 4.2, and a variation to the contract arranged and executed by the appropriate delegate in accordance with this Procedure (4.3).

## 5. Monitoring and Review of Third-Party Partnerships

- a. A Joint Management Committee (JMC) will be convened for each course or part of a course delivered by a third-party to provide oversight of the equivalence of standards and student outcomes.
- b. The JMC will liaise with the third-party provider to implement the decisions and recommendations from the annual review and award course improvement and accreditation processes (as applicable).
- c. The JMC will be comprised of at least one Senior Executive Team member of the relevant Flinders University College and/or any other relevant Flinders academic or professional services staff, a senior Flinders International representative and Student Administration Services representative (where applicable), as well as representatives nominated by the third party.

<b>Director, College Services or Director, International Partnerships</b>	<ul style="list-style-type: none"> <li>d. Annually arrange a review of third-party partnerships for which they are responsible using the <a href="#">Annual Partner Review Report</a>, which includes: <ul style="list-style-type: none"> <li>i. third-party partner performance, such as student numbers, market assessment, financial viability and performance</li> <li>ii. student academic performance</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>iii. student and graduate survey data, and graduate employment outcomes</li> <li>iv. comparison data to similar Flinders student cohorts</li> <li>v. compliance with relevant regulatory and legislative requirements, both within Australia and, where relevant, in the country of deliver e.g. compliance with TEQSA Threshold Standards, professional accreditations, if applicable</li> <li>vi. progress against any improvement plans identified from previous reviews.</li> </ul> <p>e. Where the third-party agreement is due to expire, ensure the annual review is conducted in a reasonable time period for a new agreement to be executed prior to the expiration of the existing agreement, where it is determined to renew the partnership. In such cases, an application for renewal of the partnership is to accompany the review report.</p> <p>f. Submit the Annual Partner Review Reports to the TPAAC for consideration.</p>
<b>Third-Party Arrangements Advisory Committee (TPAAC)</b>	<p>g. Review the Annual Partner Review Reports and:</p> <ul style="list-style-type: none"> <li>i. in the case of award courses, submit the report, together with the relevant Course Quality Advisory Group report, to the College Education Committee for information</li> <li>ii. recommend to the Deputy Vice-Chancellor (Students) or Vice-President and Pro Vice-Chancellor (International) via the Education Committee that: <ul style="list-style-type: none"> <li>• the partnership continues without variation to the arrangement, or</li> <li>• the partnership continues with variation to the arrangement, in which case Procedure 4.3.b applies, or</li> <li>• the partnership is renewed (where the term of the agreement is due to expire), in which case Procedure 4.3 applies, or</li> <li>• the partnership is terminated, in which case Procedure 5.1 applies.</li> </ul> </li> </ul>
<b>Joint Management Committee (JMC)</b>	<p>h. Meet six months following the annual review to ensure any actions arising from the review are being implemented with the third party.</p>

### 5.1. Agreement Termination

If, with the advice of Legal, it is determined to terminate a third-party academic partnership arrangement:

<b>Director, College Services or Director, International Partnerships</b>	<p>a. Prepare a plan for the termination of the agreement, including a teach-out plan, with consideration to the matters set out at s.4.5.b of the policy. All termination plans are to be prepared and carried out in consultation with:</p>
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	<ul style="list-style-type: none"> <li>i. TPAAC</li> <li>ii. College SET</li> <li>iii. Governance, Legal and Risk</li> <li>iv. Educational Quality Team</li> <li>v. Student Administration Services.</li> </ul>
<b>Delegate who entered into the agreement or Vice-Chancellor</b>	b. Authorise the termination of the agreement.
<b>Vice-President and Executive Dean OR Vice-President and Pro Vice-Chancellor (International) AND Deputy Vice-Chancellor (Students)</b>	<ul style="list-style-type: none"> <li>c. Notify the third-party partner that the agreement is to be terminated.</li> <li>d. Inform Academic Senate via the Courses and Admissions Committee that the academic partnership has been terminated and the teach-out arrangements for remaining students.</li> <li>e. Advise any external regulators or professional accreditors, as applicable.</li> </ul>

## 6. Recordkeeping

A register of all domestic and international third-party academic partnerships will be maintained by the Director, International Partnerships.

## 7. Forms

[Preliminary Business Case for Domestic Third-Party Academic Partnerships](#)

[Full Business Case for Third-Party Academic Partnerships – New or Major Changes to Existing Partnerships](#)

[Annual Partner Review Report](#)

<b>Approval Authority</b>	Deputy Vice-Chancellor (Students) and Vice-President and Pro Vice-Chancellor (International)
<b>Responsible Officer</b>	Pro Vice-Chancellor (Academic Quality and Enhancement) and Director, International Partnerships
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\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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