

DOCUMENT TYPE	D	
ACADEMIC	1	
TEACHING AND LEARNING	1	
INCOMING STUDENT	1	
NUMBER	030	Policy Database Document Reference Number 111030D

EDUCATIONAL PARTNERSHIPS - THIRD PARTY TEACHING ARRANGEMENTS PROCEDURE

SCHEDULE 1 – RESPONSIBILITIES MATRIX

A Responsibilities Matrix must be produced for each course delivered under each agreement. Each Responsibilities Matrix must list a single primary responsible person / position for at minimum each item listed below and include contact details for this responsible person / position. Additional persons / positions may be listed as having secondary responsibility for any item. Additional items may be added to the matrix as necessary to the agreement.

Items in italics must be assigned to a La Trobe staff member.

- Academic Program Director
 - *La Trobe*
 - Partner
- Organisation of Joint Management Committee meetings
 - *At La Trobe*
 - At the partner's premises
- *General agreement management including updates / variations to agreement*
- *Relationship management*
- *Quality assurance of teaching and other facilities and support services*
- Course operating standards
 - Preparation of course operating standards
 - *Approval of course operating standards*
- *Financial management, invoicing and reporting*
- *Load planning and teaching allocation*
- Student recruitment strategy and operations
- Marketing and communications operations
 - Development of marketing collateral
 - *Approval of marketing collateral*
- Admissions Procedure
 - Prospect enquiry management
 - Data Entry of Applications
 - *Assessment of Applications*
 - *Issuing Offer Letters*
 - *Processing Confirmation of Enrolment (International students)*
 - *Compliance Monitoring of Applications Processes*
- *Third Party to La Trobe Transfer Services*
 - *Enquiry management*
 - *Data Entry of Applications*
 - *Assessment of Applications*
 - *Issuing Offer Letters*
 - *Processing Confirmation of Enrolment (International students)*
 - *Compliance Monitoring of Applications Processes*
 - *Pre-departure orientation (International students)*
- *Advanced Standing*
 - *Assessment of Advanced Standing*
 - *Preparation of Advanced Standing Letter*
 - *Uploading Advanced Standing to Student Systems*

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- Orientation
 - Preparation of Offshore Student Handbook
 - *Approval of Student Handbook Content*
 - Conducting Orientation at Third Party's Premises
- *Enrolment and Re-enrolments*
 - *Creation of course structure in the La Trobe student systems*
 - *Check and Approve Enrolment Forms*
 - *Enrol students in La Trobe systems*
 - *Student Username and Password Activation*
 - *Timetabling*
 - *Student ID cards*
- *Enrolment variations (eg. Leave of absence)*
 - *Enquiries and Applications*
 - *Data Entry into La Trobe systems*
 - *Approval and system entry*
- Teaching staff management
 - *Approval of non La Trobe teaching staff*
 - *Staff training and orientation – La Trobe staff*
 - Staff training and orientation – non La Trobe staff
 - *Induction pack preparation – La Trobe staff*
 - *Induction Pack Preparation - non La Trobe staff*
 - *Approval of Induction Packs*
 - Development of teaching and learning resources
 - *Ongoing academic support*
 - *Coordination of staff travel arrangements*
 - *Coordination of La Trobe system access*
- Teaching resources (note, where responsibilities vary between individual subjects these should be listed in an appendix to the Responsibilities Matrix)
 - Preparation of teaching material / subject packs
 - Preparation of assessment tasks
 - Preparation of examination papers
 - Preparation of supplementary and special examination papers
 - *Approval of assessment items and/or examination papers prepared by partner*
 - *Provision of teaching resources to partner*
 - *LMS, Moodle and other teaching technology support*
 - *Other ICT support*
 - Uploading subject materials on LMS
 - *Approval of partner developed teaching content*
- Academic Management (note, where responsibilities in relation to assessment vary between individual subjects these should be listed in an appendix to the Responsibilities Matrix)
 - Conducting examinations
 - Marking assessment tasks and examinations
 - Data entry of student results
 - *Distribution of student results*
 - *Appeals of grades*
 - *Special consideration applications*
 - *Academic Integrity Adviser*
 - *Academic progress review*
 - *Moderation of assessment and examination results*
- *Student evaluation*
 - *Student feedback on subjects and teaching*
 - *Course level student feedback (include survey instrument)*
 - *Response to student feedback*

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- *Student complaints process*
- *Course Completion and Graduation*
 - *Development of testamurs*
 - *Provision of academic transcripts*
 - *Preparation of graduate lists*
 - *Processing graduation applications*
 - *Preparation of letters of completion*
 - *Graduation ceremony*

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SCHEDULE 2 – QUALITY ASSURANCE OF TEACHING FACILITIES, OTHER FACILITIES AND SUPPORT SERVICES

An assessment of the quality of the items listed below must be included to support the approval of the proposed new agreements as outlined in Section 1. Additional items may be added as relevant to the proposed agreement.

- Library spaces
- Library resources – physical
- Library resources – online
- Library support services
- Currency of teaching materials used in classes
- Class timetables (ensuring appropriate contact hours)
- Classrooms used for teaching La Trobe students, including fittings and audio-visual equipment
- Laboratories and laboratory equipment used for teaching La Trobe students
- Safe storage of hazardous materials
- Computer laboratories used for teaching La Trobe students, including software installed
- Computer laboratories available outside of class time, including software installed
- Examination services, including security of examination paper / script storage
- Student IT support services
- Student administration / enquiries services
- Student learning support services
- Student support / counselling services
- Campus security services and safety provisions

For existing agreements, an annual review of the quality of the items above must be conducted as outlined in Section 8. Additional items may be added as relevant to the agreement. The review must note whether each item is satisfactory or unsatisfactory. Where an item is unsatisfactory, recommendations for improvement must be made and communicated to the partner. The review should also encompass interviews or focus groups with a selection of students to obtain their feedback on the quality of facilities and services available to them.