

## Transnational Education Policy

### POLICY PURPOSE

Transnational education (TNE) students are entitled to the same educational benefits and experience to those enrolled in courses delivered by UTS Insearch at the Sydney campus. To safeguard this equivalence, the intention of the Transnational Education Policy is to ensure effective academic governance and delivery of UTS Insearch programs by transnational partners and Subsidiaries.

### SCOPE

This policy applies to all:

- staff and affiliates of Transnational Partners; and
- Staff and Affiliates of UTS Insearch and its Subsidiaries

involved in the delivery and management of UTS Insearch education courses, including UTS Foundation Studies, UTS Insearch Diplomas and Academic English programs.

It applies to enrolled students across all UTS Insearch courses delivered by transnational partners and Subsidiaries regardless of location.

**DEFINITIONS** are set out at the end of this policy.

### POLICY PRINCIPLES

Principle	Responsible
<b>STUDENT PARTICIPATION AND ATTAINMENT</b>	
1. Student application, admission and enrolment  1.1 Student admission processes are to involve assessment of applicants against the prescribed UTS Insearch Academic Board approved course entry requirements. The principles are to be in accordance with the UTS Insearch Student Application, Admission and Enrolment Policy 1.2 The process for assessing and granting advanced standing for transnational students should be the same as for students studying at the Sydney campus. This process is to be in accordance with the Recognition of Prior Learning Policy 1.3 Students are to be provided with an orientation program that familiarises them with policies, student services, student rights and responsibilities, and complaints and appeals processes. Running concurrently with orientation, students are to be provided with a UTS Insearch endorsed preparation program introducing them to the core skills and learning outcomes of their course	TNE Partner Subsidiaries
2. Learning Outcomes All learning outcomes and assessment criteria for transnational students are the same as those when taking the course at the Sydney campus.	UTS Insearch TNE Education Managers / TNE Partner

Principle	Responsible
<p>3. Progression</p> <p>Transnational students are to have the same opportunities to achieve learning outcomes, including those in need of additional support. These opportunities include:</p> <ol style="list-style-type: none"> <li>a. Assessment of progress and an early intervention program in-line with UTS Insearch systems</li> <li>b. Access to learning and teaching advice from teaching staff and affiliates outside of formal classes</li> <li>c. Access to library and other learning resources</li> <li>d. Advice on and access to student support services</li> <li>e. Access to course information, including an Academic Handbook</li> <li>f. Advice on rules and policies applicable to students enrolled in TNE courses</li> </ol>	<p>TNE Partner Subsidiaries</p>
<p>4. Student representation</p> <p>4.1 Students are to be able to express their views on all aspects of their learning experience</p> <p>4.2 Students are to provide feedback on teaching and subjects. Results of evaluation are to be used in regular review of course delivery</p>	<p>TNE Partner Subsidiaries</p>
<b>LEARNING ENVIRONMENTS</b>	
<p>5. TNE learning environments are to be fit for purpose</p> <p>5.1 TNE Partners are to provide the facilities, equipment and teaching resources to a standard that enables the achievement of the learning outcomes of the UTS Insearch course offered</p> <p>5.2 Partner facilities are to support technology-enabled learning; this includes the technical infrastructure to support the UTS Insearch learning management system</p> <p>5.3 While understandably contextual in nature, TNE Partners are to have an approach to diversity and equity that is consonant with UTS Insearch principles and policies</p> <p>5.4 TNE students are entitled to conditions that ensure wellbeing and safety, including appropriate levels of cybersecurity</p>	<p>TNE Partner Subsidiaries</p>
<p>5.5 Students will have access to a formal complaints policy and procedure</p>	<p>TNE Partner Subsidiaries</p>

Principle	Responsible
<b>TEACHERS</b>	
<p>6. Teacher qualifications</p> <p>6.1 Minimum academic qualifications for teachers of transnational courses are the same as those expected at UTS Insearch. Details are specified in the Course Quality Manual</p> <p>6.2 Teacher qualifications must also conform to in-country requirements</p> <p>6.3 Curriculum vitae, together with certified copies of degrees and recent English language test results of all teachers employed on UTS Insearch programs are to be retained as evidence of compliance</p>	<p>TNE Partner Subsidiaries</p>
<p>7. Professional development</p> <p>7.1 All teachers are to be provided with appropriate professional development opportunities at regular intervals</p> <p>7.2 The TNE Partner is to have written procedures governing the recruitment, induction and ongoing professional development of teachers</p>	<p>UTS Insearch TNE Education Managers/ TNE Partner</p>
<p>8. Policies and procedures</p> <p>8.1 Teachers are to be acquainted with all policies and procedures relevant to their work</p> <p>8.2 Teachers are to have access to a formal complaints policy and procedure</p>	<p>TNE Partner Subsidiaries</p>
<b>QUALITY ASSURANCE</b>	
<p>9. Quality approvals</p> <p>9.1 TNE course delivery partnerships are approved by the UTS Insearch Board</p> <p>9.2 Academic risks associated with delivering TNE programs are captured in the Enterprise Risk Registry and reviewed by the UTS Insearch Board and its committees at least once a year</p> <p>9.3 Courses offered in all locations will have quality assurance arrangements endorsed by the UTS Insearch Academic Board</p>	<p>UTS Insearch TNE Education Managers/ TNE Partner</p>
<p>10. TNE courses are subject to systematic moderation of course outcomes to maintain integrity of the course and ensure continuous improvement</p>	<p>UTS Insearch TNE Education Managers/ TNE Partner</p>

Principle	Responsible
11. TNE courses are to be delivered in accordance with the UTS Insearch Model of Learning	TNE Partner Subsidiaries
12. The language of instruction for all UTS Insearch courses is English	TNE Partner Subsidiaries
13. Curriculum standards  13.1 UTS Insearch learning and teaching materials, including delivery patterns, lesson plans and teaching methodology, are to be used 13.2 Under certain circumstances content may be varied to ensure relevancy to the transnational context. UTS Insearch Learning and Teaching Committee approval is to be obtained in such cases	TNE Partner/ UTS Insearch TNE Education Managers
14. Assessment and appeals  14.1 Assessment tasks and assessment standards are the same across locations 14.2 Regular and systematic moderation of assessment practices will occur in accordance with the UTS Insearch Assessment Policy 14.3 Student appeals: The TNE Partner must have the same appeal procedure as UTS Insearch	UTS Insearch TNE Education Managers/ TNE Partner
15. Academic governance and management  15.1 Academic governance is the responsibility of UTS Insearch. Regular, business as usual academic management of the courses is the responsibility of the TNE Partner 15.2 A Transnational Education Management Committee for each partnership or offshore centre is to be constituted. The committee will review and report on course data (including but not limited to grade distributions, pass rates, teacher and subject feedback), review moderation activities and reports, and raise any other matter concerning quality of learning and student experience 15.3 Findings and enhancement recommendations from TNE quality processes will be reported to the UTS Insearch Academic Board through the UTS Insearch Learning and Teaching committee and/or the UTS Insearch Academic Standards committee	UTS Insearch TNE Education Managers/ TNE Partner

<b>Principle</b>	<b>Responsible</b>
16. UTS Insearch is to approve the appointment of the following Academic positions: a) Course Director / ELT Centre Manager b) Academic Program Managers / ELT Directors of Studies c) Teachers	UTS Insearch TNE Education Managers/ TNE Partner
<b>REPRESENTATION AND INFORMATION</b>	
17. The TNE Partner is to ensure all information regarding the UTS Insearch course(s) they deliver are accurate, ethical and not misleading in their claim(s)	TNE Partner Subsidiaries
18. All students are to have access to accurate and up-to-date course information	TNE Partner Subsidiaries
19. The TNE Partner's information management system and processes are to ensure the security and integrity of student details	TNE Partner Subsidiaries

## DEFINITIONS

Academic support	The support provided by UTS Insearch academics (Program Managers, Level Leaders and Subject Coordinators) to their transnational counterparts
Academic governance	Academic governance is the framework of policies, structures, relationships, systems and processes that collectively provide leadership to and oversight of a higher education provider's academic activities (teaching, learning and scholarship, and research and research training if applicable) at an institutional level (TEQSA definition)
Academic management	The regular administration of learning and teaching practices and management of learning environments and student experience
Affiliates	UTS Insearch Board members, honorary appointees, contractors, labour hire personnel, volunteers, agency staff and any other person appointed or engaged by UTS Insearch or its Subsidiaries to perform work or functions for UTS Insearch
Course	UTS Insearch Diplomas, UTS Foundation Studies programs and ELT levels
Course Quality Manual	The Course Quality Manual provides detailed information of transnational course provision and requirements; it operationalises the Transnational Education Policy

Course Information	The documents that the student requires for the program of study. These include the Academic Handbook, Orientation, Preparation, Subject outlines, ELT level course books, Policies and procedures, Complaints and Appeals, Special Consideration Procedure
ELT	English Language Teaching programs developed by UTS Insearch
Enterprise Risk Register (ERR)	The Enterprise Risk Register is a document that identifies current key risks to UTS Insearch, risk mitigation plans, risk ratings, risk owners and mitigation owners
Equivalence	Courses are equivalent if they have the same intended learning outcomes, student support and comparable learning environments
UTS Insearch Transnational Education Managers	Primarily refers to the Transnational Executives (Academic and English), but may also include Deans (or equivalent) of offshore centres owned by UTS Insearch or Subsidiaries. It may also refer to when required or appropriate, UTS Insearch Dean of Studies, Associate Dean of Studies, Director of Studies ELT, UTS Insearch Program Managers and senior UTS Insearch management
UTS Insearch Policies	UTS Insearch policies relevant to the delivery of TNE programs (see supporting documents below)
Learning Environment	Covers all factors that contribute to students' learning experiences, including but not limited to: Attitudes and values embedded in the curriculum and teaching practices, learning spaces, including their size, arrangement and lighting; Learning resources and teaching aids (e.g. handouts, slides, videos); Assessment methods and timeframes; Technologies and equipment; Student services and facilities (e.g. lift access)
Learning Outcomes	The expression of the knowledge and skills a student has acquired and is able to demonstrate because of learning
Moderation	The assurance of consistency of learning outcomes between locations. Moderation includes course moderation in which course materials and measures of quality are aligned, and assessment task moderation (e.g. blind, double-marking)
Preparation Program	Mandatory period of learning activities before formal classes begin
Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS Insearch.
Subsidiaries	Subsidiaries of UTS Insearch.
Student Support	The various mechanisms that UTS Insearch has in place to assist students achieve the intended learning outcome of the program in which they are enrolled
Transnational Education (TNE)	Courses of study delivered in a country other than the provider's home country

Transnational Partner (TNE Partner)	Any third-party delivering UTS Insearch programs offshore
UTS Insearch	Insearch Limited

## SUPPORTING DOCUMENTS

- TEQSA Threshold Standards
- NEAS International Standards and Criteria for ELT Centres
- National Standards for Foundation Programs
- Academic Course Progress Policy
- Academic Integrity Policy
- Application, Admission and Enrolment Policy
- Assessment Policy
- Attendance Policy and Completion Policy
- Education Access and Inclusion Policy
- Recognition of Prior Learning Policy
- Student Complaints and Appeals Policy

## ADMIN USE ONLY

APPROVAL		
Signature:		
Position title:	<b>Chair of the Academic Board</b>	<b>Date: 08/08/2019</b>
Policy Title	Transnational Education Policy	
Executive	Dean of Studies	
Manager	Transnational Academic Executive	
Policy ID	PO/EDUC/02/19/Exec	
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<b>Endorsed by</b>	<b>The Executive</b>	<b>Date: 30/07/2019</b>
<b>Approved by</b>	<b>Academic Board</b>	<b>Date: 08/08/2019</b>