

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 College. To safeguard this equivalence, the intention of the Transnational Education Policy is to ensure effective academic governance and delivery of UTS College programs by transnational partners and Subsidiaries.

SCOPE

This policy applies to all:

- Staff of Transnational Partners
- Staff and Affiliates of UTS College and its Subsidiaries.

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

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

DEFINITIONS are set out at the end of this policy.

POLICY PRINCIPLES

Principle
STUDENT PARTICIPATION AND ATTAINMENT
<p>1. Student application, admission and enrolment</p> <p>1.1 Student admission processes are to involve assessment of applicants against the prescribed UTS College Academic Board approved course entry requirements. The principles are to be in accordance with the UTS College Student Application, Admission and Enrolment Policy.</p> <p>1.2 The process for assessing and granting advanced standing for transnational students should be the same as for onshore students. This process is to be in accordance with the Recognition of Prior Learning Policy.</p> <p>1.3 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 College endorsed preparation program introducing them to the core skills and learning outcomes of their course.</p>

Principle
<p>2. Learning Outcomes</p> <p>All learning outcomes and assessment criteria for transnational students are the same as those when taking the course onshore.</p>
<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> <ul style="list-style-type: none"> a. Assessment of progress and an early intervention program in-line with UTS College systems b. Access to learning and teaching advice from teaching staff and affiliates outside of formal classes c. Access to library and other learning resources d. Advice on and access to student support services e. Access to course information, including an Academic Handbook f. Advice on rules and policies applicable to students enrolled in TNE courses.
<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>
LEARNING ENVIRONMENTS
<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 College course offered.</p> <p>5.2 Partner facilities are to support technology-enabled learning; this includes the technical infrastructure to support the UTS College 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 College principles and policies.</p> <p>5.4 TNE students are entitled to conditions that ensure wellbeing and safety, including appropriate levels of cybersecurity.</p>

Principle
<p>5.5 Students will have access to a formal complaints and appeals policy and procedures which is aligned with the UTS College Students Complaints and Appeals Policy. The TNE Partner complaints and appeals policy and procedures must be made available to UTS College via a data repository for a yearly review or when updated.</p> <p>5.6 A Complaints and appeals register must be updated by the TNE Partner when TNE students raise a complaint or appeal. The register must be made available to UTS College via a data repository and will be reviewed by the TNE Quality manager at the end of each TNE Partner teaching term.</p>
TEACHERS
<p>6. Teacher qualifications</p> <p>6.1 Minimum academic qualifications for teachers of transnational courses are the same as those expected at UTS College. 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 College programs are to be retained as evidence of compliance.</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>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>
QUALITY ASSURANCE

Principle
<p>9. Quality approvals</p> <p>9.1 TNE course delivery partnerships are approved by the UTS College Board.</p> <p>9.2 Academic risks associated with delivering TNE programs are captured in the Enterprise Risk Registry and reviewed by the UTS College 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 College Academic Board.</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>11. TNE courses are to be delivered in accordance with the UTS College Model of Learning</p>
<p>12. The language of instruction for all UTS College courses is English</p>
<p>13. Curriculum standards</p> <p>13.1 UTS College learning and teaching materials, including delivery patterns, lesson plans and teaching methodology, are to be used</p> <p>13.2 Under certain circumstances content may be varied to ensure relevancy to the transnational context. UTS College Learning and Teaching Committee approval is to be obtained in such cases</p>
<p>14. Assessment and appeals</p> <p>14.1 Assessment tasks and assessment standards are the same across locations</p> <p>14.2 Regular and systematic moderation of assessment practices will occur in accordance with the UTS College Assessment Policy</p> <p>14.3 Student appeals: The TNE Partner must have the same appeal procedure as UTS College</p>

Principle
<p>15. Academic governance and management</p> <p>15.1 Academic governance is the responsibility of UTS College. Regular, business as usual academic management of the courses is the responsibility of the TNE Partner.</p> <p>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.</p> <p>15.3 Findings and enhancement recommendations from TNE quality processes will be reported to the UTS College Academic Board through the UTS College Learning and Teaching committee and/or the UTS College Academic Standards committee.</p>
<p>16. UTS College is to approve the appointment of the following Academic positions:</p> <ul style="list-style-type: none"> a) Course Director / ELT Centre Manager b) Academic Program Managers / ELT Directors of Studies c) Teachers
REPRESENTATION AND INFORMATION
<p>17. The TNE Partner is to ensure all information regarding the UTS College course(s) they deliver are accurate, ethical and not misleading in their claim(s)</p>
<p>18. All students are to have access to accurate and up-to-date course information</p>
<p>19. The TNE Partner's information management system and processes are to ensure the security and integrity of student details</p>

DEFINITIONS

Academic support	The support provided by UTS College 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 College Board members, honorary appointees, contractors, labour hire personnel, volunteers, agency staff and any other person appointed or engaged by UTS College or its Subsidiaries to perform work or functions for UTS College
Course	UTS College 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 College
Enterprise Risk Register (ERR)	The Enterprise Risk Register is a document that identifies current key risks to UTS College, 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 College 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 College or Subsidiaries. It may also refer to when required or appropriate, UTS College Dean of Studies, Associate Dean of Studies, Director of Studies ELT, UTS College Program Managers and senior UTS College management
UTS College Policies	UTS College 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 a full-time, part-time, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS College or its Subsidiaries

Subsidiaries	Subsidiaries of UTS College.
Student Support	The various mechanisms that UTS College 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 College programs offshore
UTS College	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:	Chair of the Academic Board	Date: 18 May 2023
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Executive	Dean of Studies	
Manager	Transnational Education Quality Manager	
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