

Accreditation of Programs Offered by Other Institutions Schedule



1 Purpose

To establish principles which must be upheld when accrediting programs offered by other institutions.

2 Scope

This schedule must be read in conjunction with the Program Accreditation Procedure and is subordinate to it.

3 Schedule

The following principles must be upheld when accrediting programs offered by another institution in addition to the requirements of the Academic Programs and Courses Quality Policy and the Program Accreditation Procedure.

1. The proposed program/s and Courses need to conform to the standards of the University and be subject to formal internal review and accreditation as is any other offering of the University. The objectives of the program/s and Courses need to be clearly stated and consistent with the practice of the University.
2. The University retains the right to impose conditions in relation to the academic ethos underpinning any program or Course.
3. Staff appointed by the external body are to be appropriately qualified, sufficient to be appointed as adjunct staff of the University. The external body must ensure that any staff teaching into the accredited program are approved by the University before teaching begins.
4. The external body would be held accountable to the University for the staff appointed in terms of the quality of content and delivery of Courses in the program.
5. Students entering the accredited program would be Students of the University with full rights and privileges.
6. Students entering the accredited program would have qualifications for entry that meet the University's specifications. The University would be the final arbiter in the determination of who gains entry to any program offered by the external agency or organisation. Systems which give confidence that entry qualifications are as claimed,

would need to be in place.

7. The determination of the University in the awarding of Grades within Courses, the awarding of degrees and diplomas and the granting, or otherwise, of appeals, would be final.
8. All instruments of Assessment would need to be approved by the appropriate School.
9. Assessment Items and Assessment Scheme would be moderated by suitably qualified staff of the University.
10. The University would retain the right to appoint persons external to the University to review or moderate any aspect of proposed and/or accredited program/s and Courses.
11. Formal Examinations would need to be run in the same controlled environment that exists for other Students.
12. Students need to be informed at the outset of their Course/program (and in promotional material) that they are being taught by a body different from the University, however the Course/program is accredited and monitored by the University.

In accordance with the Intellectual Property Policy and the following issues should be considered in addition to these principles:

1. Ownership- Ownership of material produced by the other party should remain with that party. Any material that the University produces to supplement the material from that other source would belong to the University.
2. Licences/Permissions - There should be a licence that the University has an irrevocable, royalty free licence to digitally use, reproduce, adapt and communicate the material for its own internal academic purposes and for any purpose under the agreement with the other party.
3. Trade Mark -The University owns Intellectual Property (IP) in the University trademark. The University would have to give permission to the other party to use and reproduce the logo and mark under agreed conditions. The University would also need permission to use the other party's mark.

4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Academic Affairs)
Responsible Officer	Dean (Academic Transformation)
Policy Type	University Procedure
Policy Suite	Academic Programs and Courses Quality Policy
Approved Date	31/1/2022
Effective Date	31/1/2022
Review Date	28/3/2019
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	Intellectual Property Policy
Related Procedures	Commercialisation of Intellectual Property Procedure Intellectual Property Procedure Program Accreditation Procedure
Related forms, publications and websites	
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Assessment</p> <p>The process of evaluating the extent to which Students have achieved the Learning Outcomes of a Course.</p> <p>Assessment Item</p> <p>An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may be formal, informal, Formative or Summative in nature.</p> <p>Assessment Scheme</p> <p>The approved schedule of Assessment Items for a Course.</p> <p>Course</p> <p>A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.</p>

	Formal Examination A Summative Assessment Item in the form of an Examination held during the Formal Examination Period. Grade (noun) A Grade is a code that indicates the status of the Assessment of Student performance against the Learning Outcomes of a Course. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this schedule only
Keywords	
Record No	14/705PL