Higher Education Third Party Arrangement Implementation and Administration Policy

Fact box

- **Policy owner:** Chair, Quality Assurance Committee
- **Policy category:** Academic: Third Party Agreements
- **Policy status:** Approved
- **Approval body:** Academic Board
- **Endorsement body:** Quality Assurance Committee
- **Related policies:**
  - [Higher Education Third Party Arrangement Selection and Approval Policy](#)
  - [Marketing Policy](#)
  - [Research and Scholarship Policy](#)
- **Last amended:** 20th Dec. 2022
- **Relevant HESF:** 5.4

Purpose

The purpose of this policy is to outline the procedures to regulate the implementation and administration of both onshore and offshore Alphacrucis University College (AC) Higher Education Third Party (HETP) Arrangements for the provision of HE courses of study, infrastructure, facilities and services.

Scope

All HETP delivery sites of AC

Policy

AC HETP Arrangements are governed by appropriate contracts or written agreements, whereby a HETP delivers part or all of AC courses of study.

AC is responsible for ensuring that delivery and administration of all AC courses of study by a HETP meet the standards required. HETP arrangements must comply with AC's policies and procedures. Agreements and contracts for HETP Arrangements include clauses providing for monitoring and review of those arrangements against the requirements of the Threshold Standards to ensure that the arrangements continue to provide adequately for their intended purposes. Monitoring and review processes are used to ensure AC quality and standards are maintained, and that AC policies and procedures are followed.

Responsible for implementation

Chair, Quality Assurance Committee

Key stakeholders

All AC staff and students involved in HETP Arrangements

Procedures

HE Third Party Arrangement Implementation and Administration Procedure

The Quality Assurance Department is responsible for coordinating quality assurance arrangements and liaising with all staff and departments who have responsibility for overall review and management of the quality of AC programs under the HETP Arrangement. Responsibilities may include:

1. act as primary point of contact between AC staff and HETP staff;

2. coordinate and organise HETP Management Committee meetings;

3. collect and collate all reports required at the HETP Management Committee meetings;

4. liaise with the HETP and AC departments to ensure all reporting, compliance and requirements are being met, including:

- assessment and communication of cross credit options;

- cooperation and engagement in AC's academic governance and quality assurance procedures;

- implementation of the AC student management system if required or integration with the HETP student management system;

- appropriate sharing and management of student records;

- contextualisation of admission criteria and comparable entry requirements, developed through the standard AC processes;

- Moodle access (where required), induction and support;

- accounts and financial reporting sufficient for AC to ensure the ongoing financial viability of the HETP;

- consistent application of the fee schedule agreed upon by AC and the HETP;

- notification to AC of HETP academic calendars, teaching periods, timetables and census dates;

- implementation of research and scholarship requirements for faculty, if relevant;

- library and information services access for staff and students.

There will be regular communication between AC and HETP staff. Generally, a representative from AC's Quality Assurance Department or a senior officer will also conduct a site visit meeting on an annual basis.

A HETP Management Committee will be appointed. This Committee will organise and coordinate information, communication, actions, responsibilities, and procedures necessary to monitor the implementation of the reporting, compliance, and other requirements mentioned above.

HETP Arrangement Handbook and Student Handbook

AC will provide the HETP with a HETP Arrangement Handbook, describing the key information needed by staff managing or teaching AC courses under HETP Arrangements. The Handbook will set out the standards, methods and requirements expected of both parties with respect to the teaching,

delivery, delivery methods and academic administration of each course. It will also include the process for contextualisation of subjects for local contexts.

In consultation with AC, the HETP provider will develop and maintain a Student Handbook for prospective and enrolled students in AC courses at the HETP. The Manual will cover course information and student services, resources and facilities available from AC and/or the HETP. It will include all necessary information for AC students at the HETP, such as: key dates, Learning Management System (LMS) instructions, study resources and assistance, student support, student rights and responsibilities, credit transfers, assessment and academic progress.

Report Requirements

It is expected that the HETP will participate in all AC Quality Assurance Framework and AC Curriculum and Assessment Quality Assurance System processes, as well as other quality reviews as required.

The Quality Assurance Department will ensure all required information is received from the HETP Provider and is distributed to the appropriate AC committees and/or departments utilising the reports outlined in the HETPA Handbook. These may include reporting and improvement plans on activities related to academic administration, research and scholarship, learning and teaching, student support, and learning environment management.

The HETP is expected to submit an annual performance report to AC. The report shall be tabled to the HETP Management Committee and will be used to inform internal AC annual reporting for the purpose of monitoring comparability to AC performance.

Faculty Register

All HETP faculty members must provide CVs noting experience, qualification and research status, for approval by AC Heads of School. All HETP faculty members, including sessional staff, are expected to maintain a faculty profile. HETP faculty will undergo online induction and orientation programs facilitated by the HETP and will be provided the opportunity to participate in the mentoring and professional development activities of AC.

Student Support Services

While AC is responsible for Student Support Services, the HETP, in liaison with the AC Director of Student Experience, must provide agreed and appropriate teaching support and infrastructure areas (Library, IT, etc.) to support the program/courses being delivered in arrangement with the HETP provider.

Equity of student experience across campuses

AC ensures the equity of student experience across all campuses and HETP Arrangements through the following means:

- online student orientation and induction processes;

- monitoring and measuring student experience and satisfaction through Student Feedback Surveys;

- student support measures, including grievance/dispute resolution arrangements.

The HETP must ensure that all students enrolled in AC programs at their location have access to these programs and measures.

Assurance Arrangements

If, for any reason, an agreement should be terminated while students are enrolled in the program, AC is responsible for ensuring that students under HETP Arrangements have an appropriate opportunity to complete their studies, including transition arrangements.

Governance and Quality Assurance

AC is ultimately responsible for students and quality assurance of all aspects of HETP Arrangements.