

Joint and Dual Award Courses Procedure

Section 1 - Purpose

- (1) This Procedure sets out the University's procedures for the development and management of:
- a. joint and dual award courses; and
 - b. the issuance of testamurs and graduate statements for joint and dual awards.

Section 2 - Scope

- (2) This Procedure has the same scope as the [Joint and Dual Award Courses Policy](#).

Section 3 - Policy

- (3) This Procedure supports the [Joint and Dual Award Courses Policy](#).

Section 4 - Procedure

Course proposals

- (4) Joint and dual award courses course proposals are developed and approved in accordance with the [University of Canberra Courses and Awards \(Courses of Study\) Rules 2023](#), and the [Course Procedure - Courses and Course Components \(Development, Revision, Suspension and Closure\)](#).

Agreements

- (5) Agreements with third party providers are developed in collaboration with the Legal Office and approved as specified in the [Course Delivery by Third Party Providers Policy](#) and the [Course Delivery by Third Party Providers Procedure](#).
- (6) Agreements for joint or dual award courses must include, without limitation:
- a. the responsibilities of each institution
 - b. which institution is nominated as the host (the host institution is normally the institution responsible for delivery of the highest proportion of the course)
 - c. which institution will be responsible for development and delivery of each respective course component
 - d. minimum proportional requirements for the course at each institution
 - e. a quality assurance schedule to protect the standards of each partner institution and to explicitly state their responsibilities and obligations
 - f. responsibilities for collecting fees, student support, examinations (where applicable), disbursement and reporting
 - g. requirements for issuance of joint awards (in some countries, the issuing of joint award is illegal), and

- h. further items noted under the 'Higher degree by research courses' heading in this Procedure, for a joint or dual HDR award course.

(7) Each institution considers proposals for joint courses through their own accreditation processes.

Course development, revision, suspension and closure

(8) The process for developing, revising, suspending and closing a joint and dual award courses is specified in the [University of Canberra Courses and Awards \(Courses of Study\) Rules 2023](#), [Course Policy](#) and [Course Procedure - Courses and Course Components \(Development, Revision, Suspension and Closure\)](#).

(9) Each joint and dual award course must have its own Course Assurance Pack and Course Assurance Summary. Requirements include:

- a. the primary location of study and modes of study available for all elements of the course, including whether delivered on campus, online or through other flexible methods;
- b. details of arrangements that allow students to geographically move between the institutions; and
- c. details about which institution will manage which component of the course.

(10) Components of a joint and dual award course delivered by different partner institutions should be able to be undertaken concurrently or sequentially as determined by the academic requirements of the course.

(11) There must be provision for students to transfer from a joint award course and apply for admission to a non-joint course at any of the participating institutions.

(12) Joint award coursework courses should not be offered where the University already offers such degrees. Instead, alternative approaches should be considered, such as:

- a. a joint course leading only to a University of Canberra (University) or University of Canberra College (UCC) award;
- b. an alternative course which could be produced collaboratively; or
- c. through articulation arrangements allowing students to move from one institution to the other.

Higher degree by research courses

(13) For joint and dual Higher Degree by Research (HDR) courses (AQF level 9, Masters by Research and level 10, PhD) the agreement must include details of the arrangements agreed between the parties as to the acceptable codes of supervision practice.

(14) Each collaborative HDR course established under the terms of an agreement must be subject to the conditions of a separate individual student agreement between the institutions concerned.

(15) HDR students must be enrolled at both institutions for the entire period of the award.

(16) Joint HDR courses must individually provide HDR students with how much time is to be spent at each institution during the course of their study.

(17) Specific supervisory arrangements, including the proportion of time each supervisor will spend with a student, should be specified in the HDR student's individual agreement with each provider.

(18) For HDR joint and dual courses, the collaborative partners must agree on what training will be provided to students by each institution. Training costs are to be met by the institution as detailed in the individual student agreement.

(19) The individual student agreement should specify which institution will provide the student's [Research Training Program](#) (RTP) or International Postgraduate Research Scholarship funding, should the student be eligible. In most cases, the host institution will fund the entire payment for the student.

(20) The University and other provider(s) must determine and report annually on successful completions from a joint or dual HDR course and in accordance with the Higher Education Student Data Collection (HESDC) to the Commonwealth Department of Education.

Management of quality assurance

(21) Joint and dual award courses must be developed and quality assured in accordance with the Course Policy and associated procedures.

(22) Each institution in the joint or dual award course arrangement must ensure that they:

- a. conduct due diligence when establishing and monitoring partner arrangements;
- b. promote and maintain academic integrity across institutions in accordance with their relevant policies and procedures; these include the University's [Academic Integrity Policy](#), [Academic Integrity Procedure](#) and [Research Conduct and Governance Policy](#);
- c. oversee and monitor student progress and students using their specified policies and procedures, of which the University of Canberra's are the:
 - i. [University of Canberra \(Academic Progress\) Rules 2022](#);
 - ii. [Academic Progress Policy](#) and [Academic Progress \(Coursework Units\) Procedure](#); and
 - iii. where relevant the [Bachelor Honours Degree Thesis Procedure](#), [Higher Degree by Research Progress and Milestones Policy](#) and [Higher Degree by Research Progress and Milestones Procedure](#);
- d. provide accurate and sufficient information about joint and dual course arrangements;
- e. resolve any conflicts between their academic policies or cultural norms that may affect the progress of students or the quality of learning and assessment;
- f. avoid inappropriate and excessive granting of credit between mutually interdependent courses of study;
- g. prevent premature commencement of a higher level course of study without sufficient academic or other preparation arising from a lower level of prerequisite study;
- h. prevent unmanageable student workloads and/or insufficient opportunities for engagement;
- i. prevent logistical issues for students;
- j. prevent unintended adverse consequences for [Commonwealth Register of Institutions and Courses for Overseas Students](#) (CRICOS) registration and/or international students; and
- k. maintain records to confirm that a student is enrolled in a joint or dual award course and the nature of the relationship between the participating institutions.

(23) The host institution's rules, statutes, policies and procedures governing academic matters (apart from matters that relate to individual subjects only) will apply.

(24) Student or staff conduct issues (unless otherwise stated in the agreement) are handled under the host institution's policies. The University's Rules, policies and procedures are the:

- a. [Academic Integrity Policy](#) and [Academic Integrity Procedure](#);
- b. [Student Grievance Resolution Policy](#);
- c. [University of Canberra \(Student Conduct\) Rules 2023](#);
- d. University of Canberra [Enterprise Agreement](#); and
- e. [Research Conduct and Governance Policy](#).

(25) Dispute resolution processes must be identified in the agreement and follow existing processes set out in templates approved by the Legal Office wherever possible.

(26) Government requirements relating to international students and institutional responsibilities are applicable if the joint or dual award course is offered to international students, whether studying in Australia or at an international institution. These requirements are outlined in the [Education Services for Overseas Students Act 2000](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#).

Testamurs, transcripts and AHEGS

(27) The host institution is responsible for producing testamurs and arranging conferral.

(28) The University has standard templates that must be used for joint and dual award testamurs and transcripts, unless otherwise specified in the agreement for the joint award course.

(29) Testamurs for dual award courses and collaborative testamurs are issued in accordance with the [Academic Certification Policy](#) and [Academic Certification Procedure](#). The collaboration with other institutions in the teaching of an award course is acknowledged at the foot of the testamur in the following manner:

‘A joint degree of the University of Canberra and the [name of institution(s)].’

(30) Reference to the education institutions logos and/or full names and signatures of competent authorities are limited to the awarding institutions/authorities that award the joint degree.

(31) The testamur must include all the elements in the [University of Canberra \(Conferring of Awards\) Rules 2022](#), including without limitation, the qualification’s full name(s) as recognised in all the relevant legal frameworks. Refer to the University’s [Academic Certification Policy](#) and [Academic Certification Procedure](#) for more information.

(32) An academic transcript will be provided by each of the accrediting institutions which details the units and credit points or equivalent the student has undertaken in their institution.

(33) Academic transcripts from each participating institution should contain the comparable information in the applicable format. Transcripts can refer to the host institution.

(34) The [Australian Higher Education Graduation Statement](#) (AHEGS) is issued in accordance with the [Academic Certification Policy](#) and [Academic Certification Procedure](#).

Section 5 - Roles and Responsibilities

WHO	RESPONSIBILITIES
Academic Board	<ul style="list-style-type: none">• Approving joint and dual award course proposals that have been endorsed by the Curriculum Committee and where relevant, University Research Committee (URC).

WHO	RESPONSIBILITIES
Associate Dean, Education (ADE) or Associate Dean, Research (ADR)	<ul style="list-style-type: none"> Overseeing the management of joint and dual award courses and ensuring that they adhere to the Course Policy and associated procedures. Ensuring that on production of a course proposal for the joint or dual award course, a clear rationale is presented for marketing and financial viability for developing and running a joint or dual award course. Ensuring that arrangements for teaching and provision of learning content are clearly articulated to all involved and that Unit Conveners and employed in accordance with the Academic Staff Qualifications and Professional or Industry Experience Equivalence Policy and Academic Staff Qualifications and Professional or Industry Experience Equivalence Procedure.
Band 1 and Band 0 executives (usually the Vice-Chancellor and Chancellor)	<ul style="list-style-type: none"> Approving and signing agreements or contracts with third-party providers.
Course Convener/Program Director (or equivalent)	<ul style="list-style-type: none"> Working collaboratively with partner institution Course Conveners (or equivalent) to ensure the effective transition of course components from one provider to another.
Curriculum Committee	<ul style="list-style-type: none"> In accordance with the Curriculum Committee Charter.
Faculty Board	<ul style="list-style-type: none"> In accordance with the Faculty Board Charter.
Faculty Dean	<ul style="list-style-type: none"> Ensuring that joint and dual award courses are developed in accordance with the Course Policy and associated procedures, and that material and course content provided by more than one institution demonstrate that course learning outcomes are mapped to unit learning outcomes and assessments.
Graduate Research School	<ul style="list-style-type: none"> Ensuring that specific arrangements required for HDR students are supported, documented and monitored as per the requirements detailed above.
Student Connect	<ul style="list-style-type: none"> Producing testamurs, transcripts and AHEGS documents which adhere to the requirements set out in the University of Canberra (Conferring of Awards) Rules 2022, the Higher Education Standards Framework (Threshold Standards) 2021 and any other relevant government law or policy. Arranging conferrals for students completing a joint award, where the University of Canberra is the host institution.
Student Wellbeing & International Support	<ul style="list-style-type: none"> Monitoring University compliance and related management processes where the course is offered to international students.
UC staff with the delegated authority to sign agreements	<ul style="list-style-type: none"> Ensuring that an agreement is signed regarding proportionality for the joint award course, and that arrangements for total credits to be completed at the University follow this Policy and its accompanying Procedure and other related policies as specified. Agreeing to (before commencement of the course) all arrangements regarding fees, management of learning content, delivery arrangements and location, contractual and legal requirements, agreement on the testamurs, transcripts and Australian Higher Education Graduation Statement (AHEGS), confirmation of who is to be the host institution and who will consequently arrange the conferrals for the joint courses.

Section 6 - Definitions

TERM	DEFINITION
Australian Higher Education Graduation Statement (AHEGS)	A supplementary statement to qualification certification documentation that provides information to enhance understanding of the qualification by students, employers, industry, professional associations and internationally. The Australian Higher Education Graduation Statement is issued only on award of a qualification (AQF Glossary of Terminology).

TERM	DEFINITION
Australian Qualifications Framework (AQF)	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training.
Course Assurance Pack	Provides the strategic case, business case, course description, inherent requirements and academic case (alignment of the academic requirements with the Higher Education Standards Framework (Threshold Standards) 2021).
Course Assurance Summary	Provides the entry requirements, academic requirements and alignment of learning outcomes and graduate attributes of an award course.
Dual Award	Two separate qualifications at either the same AQF level or sequential, conferred by the University of Canberra and one third-party provider, either nationally or internationally.
Higher Education Student Data Collection (HESDC)	The higher education student data collection encompasses enrolments, equivalent full-time student load (unit of study data) and completions, and includes all higher education institutions that have been approved under the Higher Education Support Act 2003 .
Joint Award	A joint award is an award granted and conferred on the basis of completion of a joint course under a formal agreement between two or more institutions.
Joint Course	A collaborative arrangement where one or more institutions develop and/or deliver a course. Joint courses do not necessarily lead to joint awards.
Research Training Program (RTP)	The Research Training Program (RTP) provides block grants to higher education providers (HEPs) to support both domestic and overseas students undertaking research doctorate and research masters degrees, known as higher degrees by research (HDRs). Funding is provided on a calendar year basis. (Australian Government definition.)
Testamur	A testamur is an official certification document that confirms that a qualification has been awarded to an individual. (AQF Glossary of Terminology).

Status and Details

Status	Current
Effective Date	5th January 2025
Review Date	6th January 2028
Approval Authority	Deputy Vice-Chancellor
Approval Date	7th November 2024
Expiry Date	To Be Advised
Custodian	Michelle Lincoln Deputy Vice-Chancellor
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