



Academic Partnerships Policy

1. Purpose

The Academic Partnerships Policy describes the framework for academic partnerships with King's Own Institute (KOI), including memoranda of understanding, articulation agreements, student exchange agreements, research collaborations and benchmarking agreements with national and international institutions and organisations.

2. Scope

The policy applies to all academic partnerships with KOI.

3. Definitions

Articulation is a formal agreement which enables a student to progress from a course at another institution to a course at KOI with a specified amount of credit.

Memorandum of Understanding (MOU) is an overarching non-legally binding document indicating an intention to undertake collaboration with national or international institutions or organisations. An MOU may be used as a preliminary document between parties who are negotiating a legally-binding agreement.

Staff exchange is a reciprocal agreement where staff teach or conduct research or undertake professional development for a period at a partner institution and are paid by the home institution.

Student exchange is a reciprocal agreement where students study for a period at a partner institution, with no tuition fees involved for the host institution, and students receive pre-approved credit from the home institution.

Study abroad is an arrangement where students from a partner institution study at KOI for a period on a fee-paying basis and may receive credit from the home institution.

Study tour is an arrangement where students at KOI undertake a non-award and non-accredited study tour program with relevant academic or industry partners in relation to their studies at KOI or an agreement where students and/or staff from partner institutions attend KOI for short-term non-award and non-accredited programs.

4. Policy principles

Academic partnerships offer pathways to assist:

- KOI's students, staff and graduates to undertake study or research with an external institution
- Students and staff from other institutions to enter an appropriate course or conduct research or professional development at KOI.

Academic partnerships are designed to recognise learning and industry achievements, facilitate student progress, minimise curriculum duplication and ease the transition from one institution to the other.

All academic partnerships are administered, approved, managed and reviewed in accordance with this policy and recorded in the KOI Partnership Register.

The viability of a potential partner for a partnership is verified in accordance with national and international regulatory standards with appropriate risk management processes in place.

5. Proposal and expression of interest

A proposal for an academic partnership will usually be outlined in an expression of interest which will be evaluated in accordance with the following criteria:

- Alignment with KOI's international strategy



- Appropriate and clear key performance indicators (KPIs) or benefit statement
- Timeframe for achieving or meeting the KPI(s) or benefit outcome(s).

6. Criteria for various types of partnerships

a. External articulation agreements:

- Recognition and equivalence at the qualification level, ensuring that all relevant course learning outcomes are met
- Equivalencies in subject learning outcomes to justify recognition of credit
- Student eligibility for admission
- Support for the transition of students from one qualification to the other

b. Student exchange agreements:

- Prospective students must meet KOI's course admission requirements and maintain enrolment at the appropriate level of study
- Assessment of prospective students must ensure appropriate support and learning services are in place
- Recognition and equivalence at the qualification level, ensuring that the exchange partner's course is equivalent to KOI's course
- Equivalencies in subject learning outcomes between the qualifications for granting credit under the Credit Transfer Policy

c. Study abroad agreements:

- Prospective students must meet KOI's course admission requirements and maintain enrolment at the appropriate level of study
- Assessment of prospective students must ensure appropriate support and learning services are in place

d. Study tour agreements:

- Assessment of prospective students must ensure appropriate support and learning services are in place

e. Staff exchange agreements:

- Assessment of the candidate in accordance with KOI's position description in relation to the level of qualification, duration of work experience, appropriate discipline area and any work permit or visa requirements.

f. MOUs:

- Assessment of the potential partner such as recognition at the required level according to qualifications recognition tools or other quality assurance checks as deemed appropriate.

7. Approval and execution

Once the type of partnership and outline of the agreement have been established, the CEO and President will give instructions for drafting the agreement using the approved KOI template, opening an official KOI file and liaising with the partner.

The CEO and President will provide advice as appropriate to the AIBM Council, Academic Board and other parties within KOI and arrange for any approvals that may be required.

Once the MOU is approved by KOI and the other party the CEO and President or authorised delegate will execute the agreement and organise its execution by the other party.



After the agreement is fully executed the CEO and President will register the agreement in the KOI corporate records system.

8. Monitoring and reporting

KOI is committed to monitoring the activities and performance of all its agreements. Academic partnerships will be reviewed at least annually. The annual monitoring of agreements forms the basis for their renewal or non-renewal.

The Vice-President (Academic) is responsible for reporting to the Academic Board on the performance of academic partnerships against the relevant KPI(s) or outcome(s).

The Vice-President (Academic) is responsible for reviewing the renewal status and termination of non-performing agreements in consultation with the CEO and President, the Vice-President (Student Affairs) and the Vice-President (Partnership and Marketing).

The CEO and President is responsible for the approval, renewal and termination of all agreements and academic partnerships.

Agreements may be terminated following an annual review if KPIs or outcomes were not met, the collaboration is negatively impacting on KOI or as otherwise deemed appropriate. Termination and notification of termination must follow the terms in the agreement. Terminations will be recorded in the corporate records system.

Agreements may be renewed with approval from the CEO following the terms of the agreement.

Document control

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Policy approver	Council
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*****END OF POLICY*****