

SHARED PROGRAM PROPOSALS

Faculties/Graduate Schools/Course Standing Committees proposing to establish a shared program must address all of the following matters as part of the course proposal, in addition to the information required in the rest of the form:

1. **The course is intellectually coherent and that the proposed structure of the course is appropriate.**
2. **Each partner institution applies established transparent and comparable criteria for selection into the course.**
3. **Each partner institution has established procedures for approving subjects taught in the course.**
4. **Each partner institution applies established criteria for assessment, as well as procedures for reviewing, or appealing against, assessment outcomes.**
5. **Appropriate provision is made by partner institutions for course advice and student support systems.**
6. **Library and IT facilities are available to Melbourne students taking subjects at partner institutions, as well as to students from other institutions taking subjects at Melbourne.**
7. **The course is run in a safe and supportive manner taking into account the overall welfare of participating students and that joint responsibility is taken for same.**
8. **An academic and administrative contact, or liaison officer, has been identified at the partner institution with authority to resolve day-to-day operational issues.**
9. **The institution which is to be recognised as the registered provider of the program for the purposes of the *Education Services for Overseas Students Act 2000 (Cth)* must be specified.**

10. **The arrangements which have been put in place for ensuring compliance with the Act by all participating institutions must be specified.**

11. **A Course Standing Committee sponsoring a shared program must draw the attention of the Undergraduate Programs Committee and the Academic Board to any significant disparity between the University's principles and policies in relation to assessment, course advice and academic support and the principles and policies applied in these areas by institutions with which the Faculty is intending to enter into partnership.**

12. **Proposals for establishing shared courses must, following consultation with Legal Services, confirm that the course complies with all relevant privacy legislation.**