# Teaching delivered by a Third Party

This form is only to be completed when the University is proposing to enter into an arrangement with a third party to deliver a course or program that will be **available to international students** studying in Australia on a student visa.

## 1. Proposers Details

|  |  |
| --- | --- |
| **Name** | [Start typing here] |
| **Faculty** | [Start typing here] |
| **School/Discipline** | [Start typing here] |

**2. Name of proposed partner**

|  |
| --- |
| [Start typing here] |

**3. Program/ Course details**

|  |  |
| --- | --- |
| **Name of course/ program to be delivered by partner** | [Start typing here] |
| **If course, list programs affected?** | [Start typing here] |
| **Who will award the qualification?** | University [ ]  Partner [ ]  Both [ ]   |
| **Where will the teaching be delivered?** | North Terrace [ ]  Waite [ ]  Roseworthy [ ] Partner Site [ ]  Online [ ] *If partner site please complete the following. If not proceed to section 4***Street address of property:** [Start typing here]**Postal address (if different to street address:** [Start typing here]**Phone**: [Start typing here]**Website**: [Start typing here]**Please provide a copy of the lease and a certificate of occupancy.****When are operations due to commence?** date:       ***What is the proposed capacity of the partner’s delivery site****?**Domestic students:* [Start typing here]*International students:* [Start typing here]*Total students:* [Start typing here] |

## 4 Program management

**Summarise the University’s and the proposed partners responsibilities for managing the program/ course, including responsibilities for curriculum design, teaching delivery and academic standards, library and learning resources, and assessment.**

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| [Start typing here] |

If this proposal is a revision of an existing program, briefly describe the transition arrangement for currently enrolled students.

## 5. Marketing

**Summarise the University’s and the proposed partners responsibilities for marketing information and practices, information provided to students prior to enrolment, formalising enrolment, and use of education agents, including responsibility for written agent agreements**

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| [Start typing here] |

Note that [ESOS Standards](https://www.legislation.gov.au/Details/F2017L01182) 1-4 impose various obligations in relation to these matters – TEQSA will want to see that the partnership will ensure compliance with these obligations. Should you require any advice on the ESOS obligations mentioned in this form please contact: lqscompliance@adelaide.edu.au

## 6. Student Support Services

**Summarisethe University’s and the proposed partner’s responsibilities for arrangements for student support services**

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| [Start typing here] |

Note that [ESOS Standard](https://www.legislation.gov.au/Details/F2017L01182) 6 impose various obligations in relation to these matters – TEQSA will want to see that the partnership will ensure compliance with these obligations

## 7. CoE Issues

**Summarise the University’s and the proposed partners responsibilities for ensuring completion within expected duration of CoE, monitoring academic progress, supervision and assessment of work-based training (where applicable), course credit, and deferring, suspending, or cancelling a student’s CoE.**

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| [Start typing here] |

Note that [ESOS Standards](https://www.legislation.gov.au/Details/F2017L01182) 8 & 9 impose various obligations in relation to these matters – TEQSA will want to see that the partnership will ensure compliance with these obligations

## 8. Due diligence & formalising the TPA

The TPA must meet all of the following criteria. By ticking the boxes below you are confirming that the criterion has been, or will be met:

|  |
| --- |
|[ ]  A credible, rigorous evidence-based due diligence assessment of the third party has been undertaken. |
|[ ]  A contract has or will be entered into with the third party that addresses all of the [issues listed](https://www.adelaide.edu.au/learning/educational-compliance/third-party-arrangements#teqsa-requirements-legislation-due-diligence-agreements-qa) on the TPA webpage  |
|[ ]  Students will receive clear and accurate information about the arrangement and any implications it has on them. |

## 9. Monitoring and quality assurance

What systematic processes have been put in place to periodically monitor, review and report on the TPA in order to provide evidence that it meets the requirements of HESF (includes performance against deliverables of agreement and compliance with relevant requirements of HESF)?

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| [Start typing here] |
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# Checklist

Please forward to LQS (lqscompliance@adelaide.edu.au):

|  |
| --- |
|[ ]  This form completed in full |
|[ ]  A copy of the draft contract(s) with the proposed partner(s) |
|[ ]  A copy of the lease, and certificate of occupancy if the teaching will be delivered at the partner’s site |

LQS will review the information provided to ensure that it meets and demonstrates compliance with the ESOS & TEQSA Standards before submitting to TEQSA, and may raise questions or request further information.

Please note, once submitted to TEQSA, applications take approximately 4-6 weeks to process.