

Third Party Providers Committee

Sub-committee of the University Education Committee
Terms of Reference



UNIVERSITY OF
CANBERRA

Purpose and function	To oversee quality assurance for UC courses and units delivered by third parties, and to advise the University Education Committee on all aspects of UC's domestic and International strategy as it relates to third party program delivery. The TPP is a sub-committee of the University Education Committee.
Terms of Reference	<ol style="list-style-type: none">1. To support the faculties in managing quality assurance for units and courses delivered by third parties.2. To ensure that third party arrangements comply with TEQSA and AQF requirements relating to academic programs and standards, service provision and staff qualifications, in particular ensuring equivalence and comparability to standards and services on campus.3. To monitor the implementation of UC policies and procedures through third parties.4. To advise on new partnership proposals as requested and review course developments in accordance with course approval procedures.5. To develop and maintain benchmarking on the delivery of academic programs by third parties, regularly review data on performance, and monitor student feedback on their perception of courses and the learning environment.6. To promote the international development of UC through partnerships, articulation and credit transfer, staff mobility, and relevant strategies in the International Plan.7. To advise on and monitor development, implementation and performance of the University's transnational education programs.8. To provide academic oversight of the University of Canberra College (UCC) as a subsidiary of the University by –<ol style="list-style-type: none">a) ensuring that academic standards at UCC are consistent with those of the University and relevant external standards;b) monitoring and reviewing policies and procedures, academic programs, teaching and learning, the student experience and effective transition to University study; andc) supporting UCC to fulfil its purpose of preparing domestic and international students for study at the University of Canberra.9. To advise on other matters referred to it by the University Education Committee.

Membership	<ul style="list-style-type: none"> • Academic staff member or nominee – Chair (1) • Up to two academic representatives from each faculty with expertise in the areas of Committee responsibility, normally including the Associate Dean (International) or Associate Dean (Education) (4-8) • Director, Advanced Marketing and Communications or nominee (1) • Director, Teaching and Learning Centre or nominee (1) • Director, International or nominee (1) • Dean of Students or nominee (1) • Director, Student Administration and Planning or nominee (1) • Director, Academic Quality and Development or nominee (1) • Manager, Quality Standards and Improvement (1) • UC Executive Officer, Partnerships (1) • University Librarian or nominee (1) • Course Manager, Academic Quality and Development (1) <p>Total – up to 19 members</p> <p>(Except as specified above the Committee may not make arrangements for alternates but may co-opt members with specific expertise.)</p>
Chair	An academic staff member appointed by the University Education Committee.
Deputy Chair	Appointed by the Committee from its members.
Method of appointment	Chair of TPP appointed by the University Education Committee. All other members are <i>ex officio</i> or nominee.
Period of office	Nominally two years except where members are <i>ex officio</i> .
Secretariat arrangements	Secretary provided by Academic Quality and Development. The Secretary will maintain minutes of Committee meetings and a record of reports and associated material as part of the official University records.
Links	Liaison with: <ul style="list-style-type: none"> • University Education Committee via the Chair and Secretary • Academic Board via University Education Committee • Faculties via faculty representatives • Students' Association via the Chair and Secretary • Students via the Dean of Students' elected student representatives • Service units and implementation agencies via the directors and Secretary
Quorum	A quorum consists of half the members plus one. Where there is no quorum the Committee may still meet to ensure that the work of the Committee continues. Any resolutions of such meetings would need to be endorsed by a subsequent meeting where a quorum was present.
Schedule of meetings	Normally meets about 6 times per year. The Committee should not meet unless there is sufficient business to warrant a meeting being held.
Notes	The Committee may establish working groups to consider specific issues.