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# Academic Agreements Policy

## Academic Policy

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### 1 Purpose

The purpose of this policy is to ensure that all academic agreements support the strategic direction of the Victoria University of Wellington ('the University'), do not pose a risk to the University and, where appropriate, are commercially viable.

### 2 Organisational Scope

This is a University-wide policy that applies to academic agreements between the University and other New Zealand and international institutions.

### 3 Definitions

For purposes of this policy, unless otherwise stated, the following definition shall apply:

**Academic Agreement:** These include memoranda of understanding or agreement with other educational institutions. Such agreements include general academic collaboration, credit transfer, merger, joint venture, joint delivery, strategic alliance, strategic partnership, student exchange agreements and staff exchange agreements.

**CUAP** The Committee on University Academic Programmes: a subcommittee of the New Zealand Vice-Chancellors' Committee (also known as Universities New Zealand – *Te Pōkai Tara*)

### 4 Policy Content and Guidelines

#### 4.1 General

All academic agreements must have a University sponsor who is responsible for developing the proposal and in particular ensures that:

- (a) the agreement is in the University's best interests;
- (b) the agreement meets the requirements of s4.2 of this policy;
- (c) the agreement is consistent with the strategic direction of the University, and the proposal clearly demonstrates which objectives of the Strategic Plan the agreement is designed to meet; and
- (d) all academic, quality, policy and administrative issues arising from the proposed relationship are resolved to the satisfaction of all parties during the development phase to ensure that the agreement poses no risk to the University or the University's academic reputation.

#### 4.2 Procedure for academic agreements

- (a) The following categories of international agreements must satisfactorily address all points specified in the Proposal for Prospective International Partnership Form (Appendix A):
  - (i) general academic collaboration;
  - (ii) credit transfer agreements;
  - (iii) staff exchange agreements; and
  - (iv) student exchange agreements.
- (b) Proposals to establish any other agreement must satisfactorily address all points listed in the Academic Agreements Checklist (Appendix B).
- (c) The proposal must demonstrate that the agreement is academically viable and, where appropriate, commercially viable.
- (d) Any Victoria University qualification that will be jointly taught or jointly awarded with another institution with must also comply with the CUAP requirements, as set out in the *CUAP Handbook*.

#### 4.3 Approval

- (a) All academic agreements must be approved by the Vice-Chancellor or his/her delegate.
- (b) The Vice-Chancellor has granted delegated authority to approve academic agreements to the Provosts and Vice-Provosts.
- (c) No other member of the University staff may approve an academic agreement without explicit authority from the Vice-Chancellor.

#### 4.4 Registers

A register of all signed academic agreements will be held by the Academic Office (for national agreements) and the Office of the Vice-Provost (International Affairs) (for international agreements).

### 5 Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework, there is no specific legislation guiding this policy.

### 6 References

[Credit Transfer Statute](#)

*CUAP Handbook*, available at [www.universitiesnz.ac.nz](http://www.universitiesnz.ac.nz)

Victoria University of Wellington *Strategic Plan*, available on the University website at [www.victoria.ac.nz/strategy](http://www.victoria.ac.nz/strategy)

Previous Version: [Academic Agreements Policy](#)

### 7 Appendices

Appendix A: [Proposal for Prospective International Partnership Form](#)

Appendix B: [Academic Agreements Checklist](#)

**8 Approval Agency**

Academic Board

**9 Approval Dates**

This policy was originally approved: 1 July 2003 (as the Inter-Institutional Academic Agreements Policy)

This version was approved on: 1 December 2011

This version takes effect from: 1 October 2014

**10 Policy Sponsors**

Provost

Vice-Provost (International Affairs)

**11 Contact People**

The following people may be approached in relation to this policy:

Senior Academic Quality Advisor

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Executive Assistant to the Vice-Provost (International Affairs)

Ext: 6796