



THIRD PARTY ARRANGEMENTS POLICY AND PROCEDURES

Including delivery with other parties, collaborative research training, work-integrated learning and research partnerships

1. Purpose

This Policy establishes how Lincoln Institute of Higher Education (LIHE) governs, approves, quality-assures and monitors any arrangement under which a part of a course of study, research training, work-integrated learning or a research activity is delivered, supported or undertaken in conjunction with a party other than LIHE.

The Policy gives effect to:

- **Standard 5.4.2** — that where a course of study, any part of it, or research training is delivered through arrangements with another party, LIHE remains accountable for the course and verifies continuing compliance with the Higher Education Standards Framework;
- **Standard 5.4.1** — that work-integrated learning, other community-based learning and collaborative research training arrangements are quality assured, including assurance of the quality of supervision of student experiences; and
- **Standard 4.1.1c** — that research and its associated activities are conducted in accordance with a research policy framework designed to achieve the successful management of research partnerships.

This Policy establishes the framework that applies to any such arrangement whether or not one exists at the date of approval. Its existence ensures that, should LIHE pursue the industry partnerships and co-supervised research projects contemplated in its Research Plan, each will be entered into, managed and monitored in a manner that protects students and preserves LIHE's accountability.

2. Current position

- 2.1 As at the date of approval of this Policy, no part of the Master of Information Technology (Research), and no part of its research training, is delivered through an arrangement with another party. The course is delivered solely by LIHE.
- 2.2 LIHE's Research Plan sets strategic objectives to establish industry partnerships and to secure co-supervised, industry-based research projects in future years. Those objectives are aspirations for future development. No such partnership or co-supervised arrangement has been entered into, and none will commence, until it has been approved and quality-assured under this Policy and, where required, notified to TEQSA.
- 2.3 This Policy therefore reconciles the two positions: the current statement that there is no third-party delivery remains accurate, while this framework governs any future arrangement so that it cannot commence without the assurances required by Standards 5.4.1, 5.4.2 and 4.1.1c.
- 2.4 Where a future arrangement is entered into, LIHE will update its student-facing documents, including the Student Information – MIT (Research) Handbook and the Course Brochure, to describe the arrangement accurately, and will notify TEQSA in accordance with its material change obligations.



3. Scope

3.1 This Policy applies to any arrangement in which a party other than LIHE is involved in:

- The delivery or assessment of any part of a course of study or research training;
- The supervision of a research candidate, including external or industry co-supervision;
- The provision of work-integrated learning, placements, internships or other community-based learning;
- The provision of research facilities, data, equipment or sites used by candidates; or
- A collaborative research project or research partnership involving LIHE staff or candidates.

3.2 This Policy does not apply to the ordinary procurement of goods and services that do not affect the delivery, assessment or supervision of a course or research training. It does not displace the Intellectual Property Policy and Procedures, which governs ownership of intellectual property arising from a partnership, or the Authorship and Publication Policy.

3.3 The types of arrangement within scope are set out in the table below.

Arrangement type	Description and governing standard
Delivery partner	A party delivering or assessing part of the course or research training (Standard 5.4.2). None exists at present.
Collaborative research training	A party jointly providing research training or co-supervision, including industry co-supervisors (Standards 5.4.1, 4.1.1c).
Work-integrated learning (WIL)	A host organisation providing a placement, internship or project-based learning experience (Standard 5.4.1). The MIT (Research) presently includes no WIL.
Research partnership	A collaboration or MOU with an industry or academic partner for joint research (Standard 4.1.1c).
Facilities and site access	A party providing research facilities, sites, data or equipment used by candidates (Standards 5.4.1, 6.2.1i).

4. Principles

- 4.1 LIHE remains fully accountable for every course of study and for all research training, regardless of any arrangement with another party. Accountability cannot be delegated or outsourced.
- 4.2 No arrangement within scope may commence before it is approved under clause 6, is the subject of a written agreement under clause 7, and has been assessed for compliance with the standards relevant to the specific arrangement.
- 4.3 The academic and research integrity of the course, and the quality of supervision of candidates, must be preserved in every arrangement. A candidate must not be disadvantaged by an arrangement.
- 4.4 Every arrangement is quality-assured before it commences and monitored throughout its life, with the capacity for LIHE to intervene or terminate where quality or compliance is at risk.



4.5 Students and candidates affected by an arrangement are informed accurately, before they are affected, of what the arrangement involves and of LIHE's continuing responsibility for their course.

5. Due diligence and risk assessment

5.1 Before entering an arrangement, the sponsoring officer prepares a due diligence assessment for the approval authority, addressing:

- The identity, standing, capability and financial stability of the proposed party;
- The academic or research capacity of the party, including the qualifications and research standing of any person who will supervise or assess candidates;
- The specific HESF standards engaged by the arrangement, and how compliance will be verified;
- Risks to candidates, to academic and research integrity, to data and intellectual property, and to work health and safety, with mitigations;
- Insurance, indemnity, privacy and confidentiality requirements; and
- The exit and contingency arrangements should the party fail to perform (clause 9).

5.2 For any arrangement involving the supervision of candidates, the due diligence assessment must confirm that each external supervisor meets the requirements of the Supervisor Accreditation Policy and is entered on the Register of Approved Supervisors before supervision begins.

6. Approval

6.1 Arrangements are approved as follows.

Arrangement	Approval pathway
Delivery partner (part of a course or research training)	Recommended by the Academic Dean and (for research training) the Dean (Research); approved by the Academic Board; binding agreement endorsed by the Corporate Governance Board; TEQSA notified as a material change.
Collaborative research training / co-supervision / research partnership	Recommended by the Dean (Research) through the Research Committee; approved by the Academic Board; agreement endorsed by the Corporate Governance Board.
Work-integrated learning	Recommended by the relevant Program Coordinator; approved by the Academic Board on advice from the Research Committee where research training is involved.
Facilities and site access	Approved by the Dean (Research), with a written access agreement and a work health and safety assessment.

6.2 No arrangement is approved unless the approval authority is satisfied that LIHE will remain accountable for the course, that the quality of supervision and of the student experience is assured, and that continuing compliance with the relevant HESF standards can be verified and monitored.



7. Written agreement

7.1 Every approved arrangement is governed by a written agreement executed before it commences. The agreement must address, at a minimum:

- The parties, the term, and the scope of the arrangement;
- The allocation of responsibility for delivery, assessment and supervision, and LIHE's retained accountability for the course;
- The quality assurance obligations of the party and LIHE's rights to monitor, audit and require rectification;
- The qualifications and accreditation of any person supervising or assessing candidates;
- Intellectual property, consistent with the Intellectual Property Policy and Procedures and any Candidate IP Deed;
- Confidentiality, privacy, data management and security;
- Insurance, indemnity and work health and safety;
- Candidate rights, including that a candidate is not disadvantaged and retains access to LIHE support and complaints processes;
- Reporting, review points and key performance indicators; and
- Termination, transition and contingency provisions protecting candidates (clause 9).

8. Quality assurance and monitoring of supervision and student experience

8.1 For every arrangement involving the supervision or teaching of candidates, LIHE assures the quality of supervision by:

- Requiring every external supervisor to be accredited under the Supervisor Accreditation Policy and listed on the Register of Approved Supervisors before supervision begins;
- Appointing a LIHE Principal Supervisor who retains primary responsibility for the candidate, with any external party providing an Associate Supervisor or co-supervisory role only;
- Applying the same minimum supervision meeting frequency and progress-monitoring requirements as for wholly internal candidatures, under the Higher Degree by Research Framework;
- Obtaining candidate feedback on the quality of the arrangement each trimester; and
- Conducting an annual review of each arrangement against its key performance indicators, reported to the Research Committee.

8.2 For work-integrated learning, LIHE assures quality by approving each host and placement, briefing the host on learning outcomes and supervision expectations, maintaining a LIHE academic contact for each placement, and assuring student work health and safety, insurance and support for the duration of the placement.

8.3 LIHE monitors continuing compliance of each arrangement with the relevant HESF standards, and records the outcome in the Third Party Arrangements Register. Where a risk to quality or compliance is identified, LIHE requires rectification within a stated period and may suspend or terminate the arrangement under clause 9.



9. Termination, transition and contingency

- 9.1 Every agreement provides for termination by LIHE where a party fails to meet its quality or compliance obligations, and for an orderly transition that protects affected candidates.
- 9.2 Where an arrangement ends, LIHE ensures that affected candidates can continue and complete their course without disadvantage, including by bringing supervision or delivery in-house or by making alternative arrangements. This obligation aligns with the Course Discontinuation and Teach-out Policy and Procedures, which is applied with specific regard to the availability of supervisors and access to research facilities required for research candidates.
- 9.3 Contingency arrangements for research candidates address the continued availability of qualified supervision and of the research facilities, data and equipment required to complete the thesis.

10. Register, reporting and TEQSA notification

- 10.1 LIHE maintains a Third Party Arrangements Register recording each arrangement, its type, the party, the approval, the agreement, the responsible officer, the review dates and the monitoring outcomes.
- 10.2 The Register is reported to the Research Committee each trimester and to the Academic Board annually. Where the Register is empty, that fact is recorded and reported, confirming that no third-party arrangement is in place.
- 10.3 Where an arrangement constitutes a material change to the course or its delivery, LIHE notifies TEQSA in accordance with its obligations under the Tertiary Education Quality and Standards Agency Act 2011 (Cth) before the arrangement commences.

11. Roles and responsibilities

Role	Responsibility
Academic Board	Approves arrangements; assures itself that LIHE remains accountable and that quality and compliance are verified; receives annual reporting.
Corporate Governance Board	Endorses binding agreements; oversees financial and institutional risk of arrangements.
Research Committee	Recommends research-related arrangements; monitors the Register; reviews annual QA reports on supervision quality.
Academic Dean	Institutional accountability for third-party arrangements affecting coursework; recommends delivery-partner arrangements.
Dean (Research)	Accountable for research partnerships, collaborative research training and facilities access; ensures external supervisors are accredited; manages research-partnership performance.
Program Coordinator	Recommends and administers WIL arrangements; maintains the LIHE academic contact for placements.