



31 October 2017

Dr John McMahon FMS
National Director Marist Tertiary Program
Marist Schools Australia
PO Box 753
Templestowe Vic 3106

Dear Brother John

Re: Credit Agreement for the articulation of the *Leadership from a Marian Perspective* program between Australian Catholic University and Marist Schools Australia

I am writing in response to your request for a Credit Agreement (Agreement) from the Marist Schools Australia (MSA) *Leadership from a Marian Perspective* program for articulation into courses offered by the Faculty of Education and Arts at Australian Catholic University (ACU).

ACU extends to your students the opportunity to apply for credit for the *Leadership from a Marian Perspective* program once they have completed the program, submitted assessment and received a satisfactory grade for the assessments.

The conditions of this Agreement are as follows:

1. One unit of 10 credit points of unspecified elective credit at AQF Level 9, into the following Faculty of Education and Arts' courses (in accordance with course rules):
 - Master of Educational Leadership
 - Postgraduate Certificate in Educational Leadership*
 - Master of Religious Education
 - Postgraduate Certificate in Religious Education*
 - Graduate Certificate in Religious Education
 - Master of Education
 - Graduate Certificate in Education.

Applicants should check with the Director Postgraduate for further information (feapg@acu.edu.au).

* The Postgraduate Certificate in Education Leadership and the Postgraduate Certificate in Religious Education will discontinue at the end of 2018. Student enrolled in Postgraduate Certificate programs will be able to complete their course, as per the course rules at their time of enrolment. In 2019 Postgraduate Certificates will be replaced with Graduate Certificates.

Professor Geraldine Castleton
Deputy Dean, Faculty of Education and Arts

Brisbane Campus
1100 Nudgee Road
Banyo Qld 4014

T: +61 7 3623 7202
E: geraldine.castleton@acu.edu.au
W: www.acu.edu.au

2. In accordance with the terms of the Agreement, ACU will require:
 - the completion of the two assignments
 - marking of the assignments by ACU staff.
3. Assessment items will only be graded as Satisfactory or Unsatisfactory. Marking by the Faculty attracts a fee. (Please refer to the *Fee Schedule for 2018 – 2020* at Attachment 1.)
4. Assessment items will be lodged by individual students who will pay the marking fee.
5. As part of this Agreement, students who successfully complete the *Leadership from a Marian Perspective program* and the assessment tasks need to apply to ACU for credit once they have enrolled into an ACU course.
6. Assessment items must be submitted to ACU for ACU credit within 18 months of completion of the program. (Please refer to the *Faculty Procedure for Marking of Assessment Items for Third Party Providers* at Attachment 2.)
7. Assessment items and all queries regarding the credit process should be forwarded to the Faculty of Education and Arts Postgraduate Studies Unit by email at: feapg@acu.edu.au.

This Agreement will apply from **31 December 2017** until **31 December 2020** unless it is otherwise updated or replaced with a new Agreement. Either party may terminate this Agreement during the Agreement period with written notice of 6 months to the other Party. In the event that the Agreement is terminated by either Party, students who have commenced their study at ACU prior to notification of termination of this Agreement, will be permitted to complete the award in which they are enrolled.

As part of this association, MSA is welcome (and, indeed, encouraged) to display ACU's official logo and information pertaining to this Agreement on its web page and in official marketing material during the period of the Agreement. We do ask, though, that the form of any public use of ACU's official logo and reference to ACU be approved by our Office of Academic Partnerships prior to any such display.

Should you have any queries about this Agreement or matters pertaining to it, please contact the Faculty Partnership's Officer via FEA.Partnerships@acu.edu.au.

We thank you for your interest in establishing this formal Agreement with ACU and look forward to an ongoing mutually satisfactory association.

Yours sincerely



Professor Geraldine Castleton

Att/-

Attachment 1 – Fee Schedule for 2018 – 2020

Moderation Fees per piece of Assessment for 2018 – 2020

	Assessment Length	2018	2019	2020
500 or 600 Level Unit	3500 – 5500	\$70	\$75	\$80
	2500 – 3500	\$50	\$55	\$60
	1000 – 2500	\$40	\$45	\$50

Marking Fees per piece of Assessment for 2018 – 2020

	Assessment Length	2018	2019	2020
500 or 600 Level Unit	3500 – 5500	\$550	\$600	\$650
	2500 – 3500	\$400	\$450	\$500
	1000 – 2500	\$450	\$500	\$550

Attachment 2 – Faculty Procedure for Marking of Assessment Items for Third Party Providers

MARKING OF ASSESSMENTS	
Background	Tertiary Education Quality Standards Agency (TEQSA) requires that all ACU courses be AQF compliant. As part of ensuring the Standards are met ACU staff will undertake marking/ moderation of the assignments for credit purposes for programs run by third party providers.
Purpose	<ul style="list-style-type: none"> • To define the process for marking of assessment item/s submitted by third party providers (and/or students of their course). • To ensure a rigorous quality assurance process is undertaken regarding the provision and the assessment item/s required. • To ensure equity and academic integrity is maintained.
Scope	This Procedure governs the marking of student assessment item/s of third party providers.
Protocol Detail	<p>Where a student wishes to obtain credit for a program completed with a third party provider, all assessment item/s relating to that program must be marked and/or moderated by an ACU staff member.</p> <p>Individual students who have completed a program that has not included assessment undertaken by the provider may seek credit into ACU courses by submitting their assignment to ACU for marking following their enrolment into an ACU course. Assessment items will only be graded as Pass or Fail. Marking by the Faculty attracts a fee.</p>
Procedure detail for Faculty undertaking the marking	<p>Step 1: A Copy of all assessment item/s to be submitted to feapg@acu.edu.au as a PDF with a cover sheet that clearly states the following:</p> <ol style="list-style-type: none"> 1. Name of program and dates the program was completed. 2. Assignment details in full. 3. Assessment criteria and rubric in full. 4. A copy of their CEO Certificate of Attendance. <p>Step 2: Assessment item/s will be graded as Satisfactory or Unsatisfactory and returned to the student.</p> <p>Step 3: The Faculty will confirm receipt of assignment item/s and the third party provider or the student will be invoiced accordingly. If a student is not currently enrolled in an ACU course, the third-party provider will be invoiced.</p>
Timelines	<ul style="list-style-type: none"> • All assessment item/s should be submitted to the Faculty within 18 months of completion of the third party provider program for which credit is being sought. • Students seeking credit must complete tasks in line with third party provider timelines. ACU does not set the timelines for the Assessment item/s.