New Educational Partnership Offering

1. **Advise intent**

   - External Faculty Dean
   - Educational Partnerships Office
   - ME Faculty Dean
   - Faculty Business Manager
   - School Dean
   - School PA
   - Program Chair
   - Unit Coordinator
   - External FBM

2. **Confirm offering 6 weeks prior to commencement**

   - External Faculty Dean
   - Educational Partnerships Office
   - ME Faculty Dean
   - Faculty Business Manager
   - School Dean
   - School PA
   - Program Chair
   - Unit Coordinator

   **In case of withdrawal of offering:**
   - Programme Chair to advise School Dean of workload estimate for Unit Coordinator.
   - School Dean to liaise with School BM and advise Faculty Dean of business outcome.

3. **Finalize Offering – new tutor approval 4 weeks prior to commencement**

   - Educational Partnerships Office
   - Unit Coordinator
   - Program Chair
   - School Dean
   - ME Faculty Dean
Semester Operations Summary

- **Preparation of Unit Materials**
  Unit Information, study schedule, unit notes, assignments, tests, worksheets, prepare online unit and arrange LMS access for students, examination.

- **Liaison with Tutor and Partner Institution**
  Provision of lecture materials, tutorial support, assignments and tests with solutions and marking keys, moderation of assessments, maintaining mark sheets, student concerns, supplementary examination arrangements, letters of congratulations.

- **Liaison with Educational Partnerships Office**
  Moderation reports, LMS access for tutor, student or staff concerns.

- **Final grades**
  Exam marking if required, moderation of exams if required, preparation of final grades and/or moderation report for approval, results to Faculty Student Administration or MIT.

4. **Approval of final grades and/or moderation report.**

To finalize this Partnership Offering:
- School Dean to advise School PA that unit is completed.
- Faculty BM to advise School PA when payment is received.
- School PA to advise Head of Discipline and School Dean when payment to School has been received.
- CMS School Dean to advise Faculty Dean of business outcome.