
Guidelines for AIUA

Joint Award



ASIAN ISLAMIC UNIVERSITIES ASSOCIATION
2018

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Foreword

Assalamualaikum wr.wb.

As a result of eight meeting, 5-7 July 2018 in Yogyakarta, we are delighted to present AIUA guidelines that consist of: Student Exchanges and Mobility Programme, Guidelines for Business Economic Partnership, Guidelines for Joint Award, Guidelines for AIUA QA Assessment Manual, AIUA-QA Framework, Practical Approaches to the Management of Joint Degree (JD) Programmes and Guidelines for Knowledge Dissemination.

Contemporary changes and disruptive technology, however, pose crucial challenges to us and to higher education institutions in general. A greater expectation to be able to deal with those challenges rests on Islamic higher education institutions, in particular, as the latter carry ethics and values as part of their mission to educate the future generations. To do so, it is an imperative for Islamic higher education institutions to build their capacity as well as expand their networks within and across the nations. Asian Islamic Universities Association serves as a unique and excellent platform for Asian Islamic Universities to learn and help each other to remain relevant and even gain recognition from a wider and non-traditional audience.

We hope our policies and actions on which cooperation and partnerships are forged between AIUA members and other promoting parties.

We wish you could use these guidelines and implement them in your institution.

Wassalamualaikum wr. wb
Yogyakarta, 27 Agustus 2018

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I. Table of Contents

A. Introduction to the Guidelines

As guidance, joint awards involve a single programme arranged and delivered jointly by two or more providers that lead to the award of a single qualification that is recognized within AIUA framework. Therefore, joint awards involve close cooperation among the providers on the basis of the AIUA decision in the design of awards qualifications. In addition, joint awards are a partnership arrangement whereby two or more awarding bodies together provide a programme leading to a single award made by both or all participants. As a consequence, a single certificate of document signed by the competent authorities attests to the successful completion of the jointly delivered programme.

B. About the Contents

1. Decide on the objective and scope together

a. Overall Aim and Practical Suggestion

The purpose of these guidelines is to facilitate the formulation and implementation of non-degree joint programmes between AIUA and/or its partner. Partnership may be defined as a voluntary and collaborative agreement between AIUA and its one or more partners.

Two aspects must be considered. On the one hand, partnership must be set which fit in with the interests of all those involved. On the other hand, these general priorities must be distinguished from specific ones to be conducted by AIUA or its partner. Since the joint award partnership is complex, a form of collaboration will be needed. Such collaboration is most likely to internationally empower the quality of those involved and enhance their international reputation.

AIUA should go to its partner as soon as possible and discuss and plan the partnership project in detail. This will avoid essentially one sided interests being considered. In order to involve more partners, special meetings need to be organized and information must be prepared in a form in which it can be understood by those involved.

b. Checklist

- ❖ Who originally proposed the project?
- ❖ Is the joint awarding precisely formulated and understood by those involved?
- ❖ Are all the relevant actors and people involved decided?
- ❖ Does the joint-awarding take the interests of all the participants?
- ❖ Is the profit of the planned area of joint-award programme well considered?

2. Build up mutual Trust

a. Overall Aim and Practical Suggestion

Without mutual trust, joint award programme can be hardly be imagined. The creation of trust between partners who may be different requires time and patience, and considerable ability to put oneself in another's place.

Positive experiences in the past promote trust. Therefore, it is a good idea to take up contact again with whom previous collaboration has been successful. It is a good idea to analyse the earlier collaboration carefully, and characterize all the partners as objectively as possible. Therefore, the power of each to award a joint program is important to be considered.

b. Checklist

- ❖ Do those involved know and trust each other?
- ❖ Are descriptive outlines and references available for all suggested partners?

- ❖ Are there plans to make a systematic cooperation for the partners of joint award programmes?

3. Share information: develop networks

a. Overall Aim and Practical Suggestion

A well-functioning communication system is decisive for satisfactory joint award programme between or among partners who are often far apart geographically. It is vital to be able to exchange information regularly and comprehensively – to set up a functioning network. Since there is often a considerable cultural distance between the partners, it is necessary for them to adjust their ways of thinking and expressing themselves so that they can come closer to each other. Ideally, all partners should have a comparable level of information and knowledge about the cooperation and the environment in which they are being carried out. Thus, the issue of how and who should sign the award can be well understood.

b. Checklist

- ❖ Has provision been made on both organizational and technical levels for all the partners to have sufficient regular contact with each other.
- ❖ Do all the partners have adequate opportunities to make contact with international organizations?
- ❖ Are those involved sufficiently familiar with the technical equipment that will be used?

4. Share responsibility

a. Overall Aim and Practical Suggestion

Both the scientific and the technical leadership and management responsibility for the project should be carried as far as possible by all those involved, taking into consideration the competence and the resources of each. If all those involved are included in administration, it also gives those with less experience the opportunity to gain expertise

in research management.

An early discussion between the partners to clarify the exact division of responsibility for the management of the project is of paramount importance, especially when the partners come from different cultural backgrounds. It is to be recommended that the division of responsibilities should be defined in face to face discussion, and recorded in writing. Arrangements should be put in place to ensure the effective decision and preparation of the joint awarding.

b. Checklist

- ❖ Will all those involved be included in the scientific supervision and the administrative responsibility?
- ❖ Will all the responsible people have an opportunity to see all the documents relevant to them?
- ❖ Are the personal, organisational, and financial conditions necessary for the taking over of responsibility fulfilled in the case of all those included?

5. Create transparency

a. Overall Aim and Practical Suggestion

If all those involved contribute to the resources needed for the planned project their commitment to the common enterprise will be strengthened. To satisfy the need for transparency, the source and amount of all resources must be declared openly to all partners. Financial decisions should as far as possible be taken by all those involved together and the amount of material support given should not be the basis for allowing some partners a stronger voice in decision making than others.

To avoid conflict, it is advisable to prepare a binding agreement on paper which lays down the contribution to be made by all those involved to the work and their right and duties. Regular balancing of the accounts, audits, and periodic checking of inventories are also measures which help to create transparency. Furthermore, the requirements

of donors for financial statements must be fulfilled. Therefore, certain area such as administrative arrangements, relevant dates, marketing and publicity, assessment, financial arrangements, admission, external examiner appointments, award requirements, ceremony, quality assurance, and registration and enrolment should be agreed before awarding.

b. Checklist

- ❖ Are the mutually agreed financial and other contributions and the rights and duties of all those involved recorded in writing?
- ❖ Will all those involved be fully informed about where financial and other resources come from, how their use is planned, and what they have in fact been used for?
- ❖ Are there clear and fair rules about who has the authority to make what financial decisions?

6. Monitor and evaluate the collaboration

a. Overall Aim and Practical Suggestion

Both the progress, development, and functioning of the joint award programme should continuously monitored. Furthermore, there should be regular internal or external evaluations, which should assess as accurately as possible how successful (or unsuccessful) the partnership's project has been from the point of view of partnership in all its aspects.

Exchange of information and regular meetings help the partners to become aware of problems in good time and to deal with them effectively. For periodic internal evaluations, the criteria should be worked out together whereas for external evaluations care must be taken that evaluating team includes representatives from AIUA and its one or more partners. Therefore, a joint committee or management board should be established to manage and review the arrangement at timely intervals.

b. Checklist

1. Is monitoring of the functioning of the partnership foreseen?
2. In internal evaluation, are all the partners actively involved in a balanced way?
3. Have the criteria for internal evaluation been jointly defined?
4. Are the criteria known to all?
5. Is an external evaluation advisable?
6. Are the planned or promised financial resources adequate for monitoring and evaluation?

7. Disseminate the results

a. Overall Aim and Practical Suggestion

It is a basic principle that there should be unlimited access to the result of joint award programme. Care must be taken that all partners can take part to the proper extent in the dissemination of the results of the joint award. Care should also be taken that the results are communicated adequately to the people who will finally use them.

Because of differences in experiences with publishing, the partners involved will need to work closely together in preparing the publishing. The arrangement for marketing and publicising the joint awards should be clearly defined in the MoU to ensure those involved have effective control over the accuracy of public information, publicity, and promotional product. All those who participated in the work should discuss their rights and make concessions. To make the results widely available, they will also need to be described in a way that can be understood by the general public. The transfer of knowledge can take place in many ways.

b. Checklist

1. Must access to or dissemination of the results of the joint awards be limited?

2. Are launching the new products resulting from the project of economic partnership for a wider audience planned well?
3. Are there concrete plans for passing on the new awards to the people who are directly affected?
4. Are there plans to include appropriate people out of the target group in the process of spreading the new awards?

8. Apply the results

a. Overall Aim and Practical Suggestion

Joint award programme is related to real life and is concerned with the world development. The programme thus raises expectations among the partners. As far as it can, the partnership has an obligation to ensure that the products are used to benefit others.

It may even be best to establish a special firm for the purpose of commercialise the awards. It is always a good idea to keep academic and non-academic decision makers and/or government bodies well informed about the awards so that they will reach, at least, all the target groups.

b. Checklist

1. Are there concrete plans to spread the products to the target and other groups?
2. Will both academic and non-academic decision makers be informed and involved in the discussion periodically about the progress of offering joint awards?
3. Will all those involved take part in the plans to pass the awards?

9. Share profits equitably

a. Overall Aim and Practical Suggestion

Joint award programmes have both intellectual worth and a commercial value. A very frequent complaint of partners is that their partner have launched products under the partner own name that were the results of collaborative

work and have then held the copyright. In fact, the products have even benefitted financially (taking out patents). This should not be allowed.

When the awards are launched, all those who were involved to any significant extent should appear. Due credit should also be given to other people who took part in organizing the awards. It is to be recommended that the right to spread them should be discussed beforehand and laid down in writing. Any conditions laid down by the funding agency will also have to be taken into consideration.

The awards have a considerable potential commercial value. Again, the legal rights of all those involved to the expected awards should be discussed, and preferably recorded in writing as far as possible before the awarding is done. International law (e.g. concerning patent rights and the national regulations of the host country must be considered.

b. Checklist

- ❖ Will all those involved appropriately considered when the products of economic partnership are disseminated?
- ❖ Who will make the decision about joint awards dissemination?
- ❖ Who will present joint awards during launching?
- ❖ Have binding agreements been made about the rights of all partners in case the awarding prove to be of potential commercial value?
- ❖ Who should be allowed to use the economically valuable results and under what conditions?

10. Increase awarding capacity

a. Overall Aim and Practical Suggestion

The chief concern when joint award programmes are established is to strengthen the total capacity of all those involved for effective awarding both on the individual and on the institutional level. In this process, the different personal and institutional backgrounds and possibilities must be taken into account.

A stay in another country as a guest or for further training can offer an opportunity to gather valuable experience, learn new methods, exchange information and make new contacts. Formal support for institutions, with agreements, contracts of cooperation, management advice and infrastructure provision can also contribute to increasing the capacity of the joint award programme. Therefore, this is a way for those who would like to have the joint award within AIUA framework.

b. Checklist

- ❖ Is it to be expected that the planned joint awarding will contribute to increasing the production capacity of all those involved?
- ❖ Are there plans for the exchange of partners for further awarding?
- ❖ Which concrete support measures are foreseen with the aim of strengthening joint award programmes among those involved?

11. Build on the achievements

a. Overall Aim and Practical Suggestion

If a project is successful there should be at least three valuable outcomes: new knowledge, a contribution to sustainable development, and new or more highly developed awarding capacities. Making a contribution to development means that the new joint awards must meet the needs of people. If new awarding capacity is to be maintained two things are needed: existing institutions must continue to thrive or new ones must be founded and the people who worked in the awarding must be able to offer new awards to new markets.

The key question is how far world-wide joint-awarding activity is perceived as an important and urgent one. Partners and their institutions must not simply be left to themselves after the joint awarding has been completed, but as far as possible there should be frequent personal contacts and a lively exchange of information.

b. Checklist

- ❖ Will the joint awards obtained be used in an appropriate form, to meet the need of people?
- ❖ Are provisions being made will be further employed to make re-awarding?
- ❖ Have preparations been made to enable the awarding to be continued after the end of the joint awarding?

