

Caspian International University (CIU)

Application for Credit Transfer Programs

Submission to

Swinburne University of Technology

Bachelor Degrees in

- A. Software Engineering**
- B. Civil Engineering**
- C. Electronics and Computer Systems Engineering**
- D. Mechanical Engineering**

January 2005

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1. General Information

1.1. Name and Address of University

Caspian International University
Branches in Jolfa (CIUJ) and Anzali (CIUA)-Iran
Established in Free Commercial and Industrial Zones

Supported by:

Tabriz University: www.tabrizu.ac.ir
Azarbaijan university of Tarbiat Moallem: www.agrauniv.ac.ir
Sahand University of technology: www.sut.ac.ir
Handbooks of These Universities are also submitted.

1.2. Name and title of person responsible for this submission

Name: Mr. S.M. Ali Bathaei

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1.3. Courses for which approval is sought

Full Title of Program	Program family Code
A. Soft ware Engineering	UI4000
B. Civil Engineering	UC1000
C. Electronics and Computer Systems Engineering	UE2000
D. Mechanical Engineering	UM3000

For each family of courses there is a section in Part 2 which gives detailed information on the program including objectives, structure, program details, graduate attributes and assessment.

2. Operating Environment

2.1. Organization of the University

Please see the structure in Figure 1.

2.1.1. Chief Executive Officer

Mr S.M. Ali Bathaei

2.1.2. Principal academic entity responsible for education

Director Education

2.1.3. Educational profile

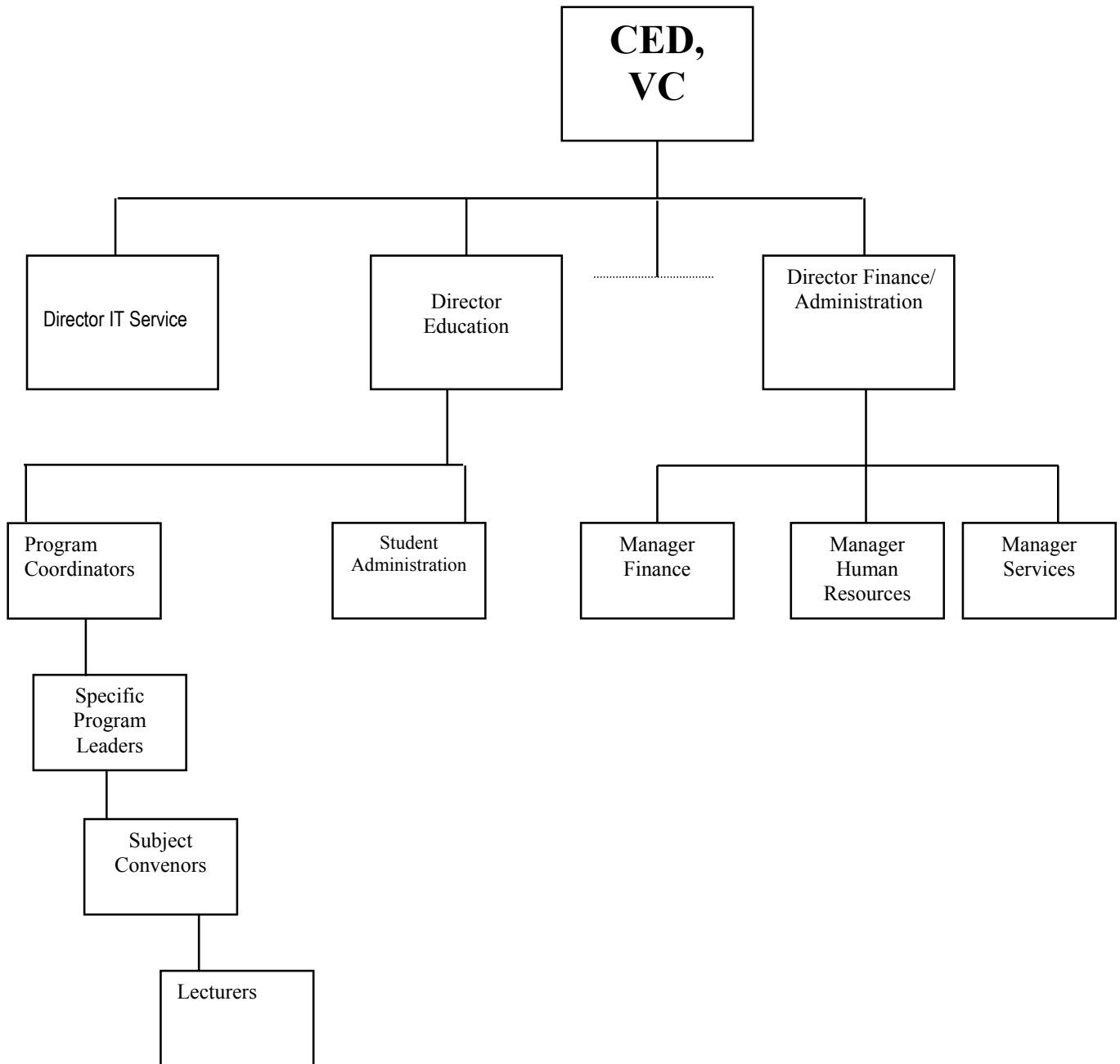
The Caspian International University will be established Free Commercial and Industrial Zones in Jolfa and Anzali in Iran. It is a new University under establishment and aims to initially offer a small number of high quality courses, which will be progressively extended to cover most of the areas in under graduate, graduate by coursework and research, which are, in accordance with the market needs.

Total student numbers are expected to be about 120 under graduate in the first year. This will be extended to about 2000 in four years when more national and international courses are established. The University is following two schemes:

- 1- To establish Credit Transfer programs of 2+2 or 3+1. The ultimate goal is to establish full international courses delivered at CUIJ in Iran. Students who cannot go overseas, to the partner university to complete their education under Credit Transfer agreement, will either exit with a Diploma from CIUJ, continue to get a degree from CIUJ or transfer to another university to complete their degree.

3. Structure of the University

The structure is currently under review and will be developed towards the middle of 2005 after agreement is signed with Swinburne. The structure will also consider other courses developed based on the Iranian Education System. The current structure is depicted in Figure 1.



4. Teaching and Learning Environment

4.1. Structure responsible for education

Education will be conducted and coordinated by the Education Director who receives advises from the course leaders and other management staff on all matters.

4.2. Strategic statement on education, institutional support and leadership

The language of teaching at CUIJ is English. Caspian's vision is to be a highly sought after provider of specialist national and international education, in Iran. The long-range plan for education at CIUJ will also cover an extensive range of highly specialized undergraduate and postgraduate degrees with extensive links with international institutions, on the basis of Credit Transfer or award of degrees by partner international universities. The educational programs will be delivered in a variety of modes and will be progressively established in various fields including but not limited to fields of engineering, science, technology, arts and performances, management, social sciences, medicine etc..

As an international university characterized by its linkage with overseas universities, particularly in Australia, CIUJ is committed to both the expansion and enhancement of its education programs. Delivery of each course will be based on standards and to the approval and satisfaction of the partner university.

4.3. Advisory mechanisms involving industry participation

At the first stage of establishment of the CIUJ, advice will be sought from SUT and supporting universities for organization and conduct of the subjects and quality assurance of the courses. As the university progresses in its activities, all courses are required to have functioning Advisory Committees involving external members from local and national industries. These committees have both an advisory and formal accreditation role. They are mandated to play a critical role in course design and review and they also advise on strategic matters related to directions and development based on market needs.

5. Capabilities and resources

5.1. Staff

Appendices 2 list the academic staff available to the Caspian International University of Jolfa Staff members. This state has several other Universities with staff servicing 75000 students state and non – profit universities. Most of these people and academic staff from all over Iran are engaged in sessional teaching. So staff recruitment is not a problem at all. The staff will be selected for each course based on their expertise, experience and availability. The list only provides their official time availability. However these people have all agreed to make their own time also available to teaching at CIUJ. Some of these staff will be absorbed to CIUJ permanently. Other qualified staff will be gradually recruited to eventually have a core of highly qualified academic staff.

Administrative staff are already being recruited based on needs.

5.2. Staff policies

5.2.1. Appointment

CIUJ will endeavour to employ the most suitable staff based on established procedures.

5.3. Facilities and infrastructure

5.3.1. Library resources

CIUJ commits to establish a modern computer based library system which will be progressively resources with a yearly budget to ensure that all educational supports are in place or accessible through the library in the shortest time possible.

Appendix4: CIUJ will register to have access to other universities' libraries.

The system is operating in Iran and is quite rich in journals and text books.

5.3.2. IT resources

The University has a major plan for IT infrastructure that will be progressively installed. CIUJ will invest each year to keep this current. All staff will be provided with at least a PC configured to conform to the selected Standard Operating Environment. Software, as well as hardware, will be constantly upgraded.

All CIUJ students will be provided with an email account and access to storage space on network drives. Student computer laboratories, equipment and software, both for general student access and for specialized teaching will be established in Jolfa, maintained and upgraded.

A website will be developed to contain comprehensive information for both staff and students (including prospective students) on issues such as course information, policies and procedures, learning and general support services, staff contacts, assessment results, library access and timetables. Supporting universities will provide the necessary support until CIUJ establishes its IT infra structure as clear from the tables under resources and library section.

Conferencing facilities will also be established for teleconferencing, remote lectures, etc. CIUJ will seek advice from SUT on IT support in order to make its systems as compatible as possible. Necessary agreements will be sought to utilize online service from SUT.

5.3.3. Laboratory Resources

A range of specialized laboratories, as part of the teaching of professional courses, is required. The supporting universities will initially provide these facilities. Lists of specialized laboratory facilities available at supporting universities are included in

Appendix 3. CIUJ will develop its own laboratories at its main site as construction progresses.

5.3.4. Financial arrangements and resource allocation

CIUJ will derive its income from local and international student fees and the usual range of other income sources. Initially CIUJ is housed at a complex in Jolfa, which belongs to the investing company. Plan of the full university in a 10Ha campus is being developed. The land has been allocated, and construction is estimated to start in June 2005. At the first stage faculty of engineering will be completed in about two years. The rest of the university will be progressively constructed per the master plan. Caspian Trade Fair will provide all the initial investment funding until the university becomes fully operational, when it must become self sufficient.

CIUJ will pay a nominal fee of A\$500 per student to Swinburne for each student enrolled at CUIJ in the first two years. This is expected to compensate for the supervisory role of SUT for this period. CIUJ expects to reciprocally receive A\$1,000 for each CIUJ student who enrolls at SUT to continue after completion of the first stage at CUIJ.

6. Program Objectives and Structure

6.1. Objectives

The University's objective in education is to be a leading provider of high quality undergraduate and postgraduate courses, taught in English, in the region. The University, through the design and focus of its programs, aims to be regionally recognized as a producer of graduates who can perform well in the multicultural environment in this region which is getting increasingly more involved in the international activities.

6.2. CIUJ Graduate Attributes

CIUJ is a new university that will progressively develop its culture and focus. It is expected that by the end of their studies at CIUJ and partner university (eg SUT), students:

- Ability to apply knowledge of basic science and engineering fundamentals;
- In-depth technical competence in at least one engineering discipline;
- Understanding of professional and ethical responsibilities and commitment to them;
- Understanding of the principles of sustainable design and development;
- Operate effectively in work and community situations;
- Ability to communicate effectively, not only with engineers but also with the community at large;
- Ability to utilise a systems approach to design and operational performance;
- Ability to function effectively as an individual and in multi-disciplinary and multi-cultural teams, with the capacity to be a leader or manager as well as an effective team member;

- Are adaptable and manage change;
- Ability to understand problem identification, formulation and solution;
- Expectation of the need to undertake lifelong learning, and capacity to do so;
- Are aware of environments in which they will be contributing.

Understanding of the social, cultural, global and environmental responsibilities of the professional engineer, and the need for sustainable development.

6.3 Modes of study

Courses are conducted in normal on-campus mode with full-time and part-time students. Entry is through a special selection program conducted by CIUJ. Student who do not qualify for the English proficiency will have to take English training as specified by CUIJ prior to start of their main course of study. Appropriate English courses will be developed and taught as compulsory subjects in each major.

The aim is to also establish a virtual learning environment to host distance education.

6.4. Program structure

The CIUJ subjects will closely follow SUT subjects. Accordingly they will operate under the same student workload model based on 100 credit points for a full-time academic year (50 credit points per semester). One credit point is broadly deemed equivalent to one hour of student work per week for one semester whether in contact with staff or in private study. Usually, four subjects are taken per semester, each subject having a value of 12.5 credit points. The typical student's average weekly workload during semester is therefore expected to be 50 hours. Total student contact hours in undergraduate courses, including lectures, classes, tutorials, laboratory and field sessions, will be typically 18 - 22 hours/week during academic semesters.

CIUJ will also develop an internal equivalent parallel unit system to be compatible with the Iranian system. It should not be of concern in this application.

6.4.1 Single Degree and Industry Based Learning

The normal single degree program will follow the following patterns:

Year 1		Year 2		Year 3		Year 4	
CIUJ		CIUJ		CIUJ/SUT		CIUJ/SUT	
A1	A2	A3	A4	A5	A6	A7	A8

A = Academic Semester IBL = Industry Based Learning

6.5. Cooperative education (IBL) (Future option)

Should CIUJ decide to adopt the IBL, a set of guidelines will be developed to control the process and assess the student. There is a strong local industry in Tabriz region who have already shown interest in this plan.

IBL: The IBL program has merits. However at this stage CUIJ does not wish to follow it up. Should this decision change later on as resources are provided, we will follow the following structure:

Year 1		Year 2		Year 3		Year 4		Year 5	
CIUJ		CIUJ		CIUJ		CIUJ/SUT		CIUJ/SUT	
A1	A2	A3	A4	IBL	IBL	A5	A6	A7	A8

6.5. Cooperative education (IBL)

Full time local students can elect to undertake an optional industry based learning (IBL) program during their course. IBL involves normally 12 month of supervised full-time professional experience in a suitable industry undertaking discipline-specific work. IBL is designed to reinforce the skills and knowledge gained during study and to enable the student to gain a better appreciation of the profession. Minimum academic progress standards generally need to be met before students are eligible to apply for IBL. A set of guidelines will be developed to control the process and assess the student. There is a strong local industry in Tabriz region who have already shown interest in this plan.

7. Program administration and statistics

7.1. Admission policies

The language of teaching is English. The normal entry into the programs involves direct application to CIUJ on pre specified dates, which will be advertised. Each course or family of courses has detailed entry requirements for selection. The selection criteria will be equivalent to SUT standards or higher. Subject to meeting the entry requirements, selection is dependent on scores and experiences of applicants, which vary with course, but all are in excess of 65% average.

The University will be taking some enrolments from students who have performed very well in relevant Diplomas.

The University accepts enrolments of international students who can demonstrate equivalent entry qualifications and achievements to those required by CIUJ. Minimum English language requirements will apply to all students through special tests. Those who are below the required level in English will take English training provided by CIUJ or a recommended service provider.

7.2. Assessment

The University will have a detailed Assessment and Appeals Policy to provide policies and procedures relating to assessment, satisfactory progress and appeals.

In the interim we will adopt SUT approaches of installing Subject Panel, Convener to be responsible for preparing a subject outline in accordance with guidelines, making it available to students at the start of the subject, devising, moderating and approving assessment items and agreeing on final results.

The University will also have Course Panels chaired by a Course Coordinator/Program Manager with duties associated with overall course management and change.

The details of the academic assessment of the objectives and graduate/generic attributes for each course are contained in Appendix 1.

7.3. Processes to ensure meet the requirements

The course administrators will develop the necessary mechanisms and systems to ensure that students enrol in subjects according to the prescribed structure of their course, which has been designed by the Course Panel with desired graduate attribute outcomes in mind.

The University will have a central student database that keeps track of student results.

8. Quality systems

To be developed in full. Mean while CIUJ will attempt to follow SUT policies as a guide.

8.1. Program planning, curriculum development and program review

CIUJ teaching programs will undergo regular planning and review processes at several levels.

At the level of individual subjects, Subject Panels meet several times a year to review and update subject content, teaching approaches and assessment tasks when necessary. Significant (minor) changes need to be approved by the School's Academic Committee

and Advisory Committee (or equivalent), and go to the Education Director Committee for noting.

Each Course coordinator is responsible for quality control and improvement in the relevant teaching programs.

8.2. University accreditation systems

Current courses must be reviewed and reaccredited every 5 years or when the host university courses change. It is expected that such changes at host universities are reported to CIUJ in advance. Processes for minor and major changes will be developed progressively. The resulting process will be submitted to SUT, and other partner universities, for approval for amendment of the Credit Transfer agreement.

To be approved, a new program must be in accordance with University strategic plans and directions, be academically rigorous, satisfy a demonstrable need and be financially viable.

8.3. Student feedback

Mechanisms will be developed for student feedback. Initially students will be provided with feedback forms to fill at the end of each semester. This will be analyzed and recorded by the Educational Coordinator office for necessary actions.

Processes will be in place to ensure that student concerns are addressed. Course Coordinators have overall responsibility for ensuring the quality of learning and teaching in their School.

8.4. Records management systems

The University will develop a central student administration database. Records management is the responsibility of the Manager, Student Administration. Individual student files are also held centrally.

9. Industry Links

CIUJ is being established in Jolfa free Commercial and Industrial Zone. Several companies have already been established in the area including manufacturers, import/exporters, logistic companies. These companies have already started enquiring about how they can benefit from and contribute to CIUJ. In addition Tabriz is a strong industrial region. It is a definite aim of CIUJ to establish links with these companies to attract support, recruit students and arrange student projects.