

UNIVERSITY OF THE COMMONWEALTH CARIBBEAN (UCC) GROUP

University of the Commonwealth Caribbean's (UCC) Prospective Partner Form

Institution Details	
Name of Institution	
Address	
Year of establishment	
Website	
Social media pages (e.g. Facebook, LinkedIn, Twitter...)	
Professional Standing and recognition (i.e. authority to deliver courses & accreditations)	
Bodies that accredit/recognize courses	
Institution mission statement	

College Status and Management	
Status (public, private etc.)	
Governance (shareholders/ promoters)	
Management team; experience; qualification	
Number of full-time & part-time faculty	
Academics' teaching/faculty qualifications; experience	

Student Profile	
Total number of students	
Home/ national students (% or number)	
International students (% or number)	
Full-time students (% or number)	
Part-time students (% or number)	
Male/ female ratio	
International recruitment regions/countries	

Course Profile	
Number of programmes/courses offered	
Academic subject areas	
Awarding levels	
Language of tuition and assessment	

Library & Learning Resources	
Approx. size (number of books, journals, IT facilities, staff etc.)	
Do you use a virtual learning environment? If so, which one?	
Additional learning resources	

Institution Expansion Plans	
Academic developments/strategy	
Building/ infrastructure developments (Size of Facilities (~Sq Ft)	

Current Partnerships	
Institution names	
Country	
Type of collaboration	
Date partnerships established	
Number of students involved in collaborative partnership etc.	

Commonwealth/International Partnerships	
What type of arrangement would you like with the UCC? Please tick appropriate box below. (See appendix 1 for further information)	
Franchise/License	
Joint	
Program Validation (Please provide detailed curriculum for each proposed degree program)	
Distance/Online Learning	
Distributed Delivery (flying faculty)	
Double/Dual Degree Award	
Articulation	
Study Abroad/Student Exchange	

Non-Reciprocal Student Exchange	
With which UCC School(s)/College(s) would you like to collaborate? Please tick appropriate box (es) (http://www.ucc.edu.jm)	
Business & Management	
Humanities & Law	
Technology & Mathematics	
Medicine, Health & Applied Sciences	
iCreate Institute	
College of Graduate Studies	
Please provide any further useful information about the type of partnership you would like:	
Estimated student numbers <u>per programme per year</u> for this proposed partnership	
Approximate fees to be charged to students <u>per programme, per year</u> (US\$ equivalent)	
Notional timescales for partnership	

Notes: 1. Please note that before any collaboration can be agreed, the University will request three (3) elements of Due Diligence as follows:

a. **Legal:** To ascertain the institutions right to award qualifications etc.

b. **Financial:** Two-three previous years' management accounts

c. **Reputational:** To ascertain if the institution is a suitable partner

2. In general a minimum of **1-2 months** is required from initial enquiry to operational status

3. Please email your completed form to commonwealthpartnershipsdirector@ucc.edu.jm & executiveassistant@ucc.edu.jm.

Appendix 1

Models of Collaborations at the UCC

The UCC is involved in a range of collaborative relationships with other institutions. The following range of models defines the ways in which we can collaborate with other institutions. Any new collaborative proposal will need to be matched with one of the models:

1. **Franchise/License:** The UCC may license other institutions to deliver whole programmes, or stages of programmes, designed by the UCC staff, leading to an award or the award of credit by UCC. Core modules will be as set out in the UCC programme specification for the programme, save that differences in curriculum content in core modules may be permitted to reflect cultural and regional differences as long as learning outcomes remain consistent. The partner may be permitted to develop a different set of optional modules, as long as they enable the programme learning outcomes to be met. Additional optional modules would need to be approved through the UCC approval procedures;
2. **Joint:** A programme developed jointly with at least one other institution, which may also have degree awarding powers, leading to a UCC award, or a degree awarded jointly by the institutions, or a comparable award from another institution;
3. **Validation:** The UCC may accredit a programme developed by another institution as equivalent to a UCC award, or leading to the award of a specific number of credits;
4. **Distance/Online Learning:** A programme of study whereby a student would not normally attend a UCC campus or that of a partner institution. Attendance may be required for residential sessions, for study support or for assessment purposes. Collaborative programmes offered by distance learning may apply the franchise, validation, joint or double model. The collaborative partner may manage elements of delivery, support and/or assessment, as agreed at validation;
5. **Distributed Delivery** (also known as ‘flying faculty’): A programme of study, or part thereof, leading to a UCC award, whereby programme delivery and assessment is undertaken by UCC staff at the partner site. The partner may provide certain specialist resources, as approved by the University;
6. **Double/Dual Degree Award:** A programme of study leading to the granting of both a UCC award and that of a partner institution. The programme may be offered under either a franchise or a validation agreement; or offered as an integrated programme of study, in accordance with regulations for the UCJ; or via an articulation arrangement. The UCC will be responsible only for the elements of the programme that contribute to a UCC award;

7. **Articulation:** An arrangement whereby programmes and modules delivered by a partner institution are formally recognised for the purposes of advanced standing towards a UCC award.

8. **Study Abroad/Non-Reciprocal International Exchange:** An agreement allowing for the exchange of students between partner institutions for one term to a full academic year. Study Abroad agreements would allow for the mobility of students between partner universities for a term or a full academic year on a tuition fee-paying basis. International Exchange agreements allows for student mobility within the same timeframe but students pay tuition fees to the home institution, whilst undertaking study at a partner institution.