# Recognised Teaching Centre Application Pack

February-December 2025/26 Application Window

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# Introduction to University of London

The University of London (UoL) is one of the world's largest providers of transnational education (TNE), serving over 40,000 learners across more than 180 countries, through 100+ degree programmes.

A global pioneer in distance learning, UoL was the first university to admit students regardless of gender, race, or religion, and in 1878, became the first UK university to award degrees to women. Notable alumni include Nobel Prize winners and leaders in fields such as management, economics, business, law, and diplomacy.

Founded in 1836, the University of London (UoL) is a consortium of 17 federation members, including LSE, Royal Holloway, Queen Mary, Goldsmiths, UCL, and King's College London. Committed to widening global access to higher education, UoL delivers employment-focused programmes under the academic guidance of its federation members. All programmes meet the same rigorous quality standards as on-campus offerings, as set out by the UK's Quality Assurance Agency.

UoL distance learning students have access to virtual learning environments, study guides, and an online library to complete their programmes. However, over 50% choose to enhance their learning through tutorial support at one of the UoL's global **Recognised Teaching Centres (RTCs)**. This integration of UoL's virtual resources with in-person guidance at RTCs helps thousands of students to successfully graduate each year.

Studying at an RTC offers the advantage of face-to-face learning and structured study patterns in a supportive campus environment, something especially important for undergraduates. Students benefit from peer interaction, campus facilities, clubs, and career guidance. Postgraduate learners gain flexible, in-person support that accommodates work and family commitments, while seminars and workshops led by local industry experts provide practical, career-focused insights.

# Introduction from Associate Director, New Business

Thank you for your interest in seeking recognition to support University of London (UoL) programmes as a University of London Recognised Teaching Centre (RTC). The RTC model is a scalable, unique model for the University's global operations.

The majority of UoL's distance learning students study at one of over 100 Recognised Teaching Centres, across 40 countries. University of London students have an array of programmes available to them.

A full list of available University of London programmes can be found in Guidance Sheet of this document.

**The Recognised Teaching Centre model**

Recognised Teaching Centres are permitted by UoL to teach UoL programmes on their own campus. UoL creates and provides the academic study material.

Once an institution joins the RTC network, the RTC's academic staff are given access to UoL study materials. This allows RTC staff to teach UoL programmes, to UoL students, in a face-to-face environment, in their home country. The RTC is responsible for the face-to-face tuition and for creating programme resources specific to their institution, such as academic timetables and lesson plans.

UoL writes the assessments and marks the assessments.

Please note, **this is not a validation or franchise model.** The RTC is not able to write the assessments or mark the assessments. This ensures UoL's strict quality assurance and standards are maintained worldwide with no variation globally.

There is no flying faculty from UoL, instead UoL approves the academics that the RTC submit for consideration.

Students can study the entirety of their programme with the RTC in their home country, there is no requirement for the student to come to the UK. Where students wish to transfer to the UK during their study, they will be required to apply directly to their preferred UK federation member. UoL cannot guarantee transfer or progression to any of its federation members, nor does UoL support students with their applications to its federation members.

Generally, the UoL's RTCs follow one of two models of cooperation:

1. UoL provides all academic content, but the RTC teaches the programme. Students graduate with a UoL degree.

2. Where there is academic alignment between the curriculum in a UoL programme and a home university programme (at the RTC), both institutions can enter into a **parallel degree arrangement**. Learners then follow one academic syllabus, sit two sets of assessments (UoL exams and home university exams) and graduate with two separate awards (a UoL degree and a home university degree).

For both models, RTCs receive a wide package of academic and administrative support, including access to the UoL Online Library, Virtual Learning Environment, and marketing materials. For both models of cooperation, students normally pay their UoL fees directly to UoL.

A UoL undergraduate degree equates to 180 ECTS credits and a Master's degree equates to 90 ECTS Credits. UoL advise that students commit 20 hours of study per ECTS credit. Therefore, a 15-credit module requires 300 hours of study. UoL do not specify a required number of face-to-face hours a RTC should provide their students. This is at the discretion of the RTC but should be proposed in the centre's application to become a new RTC or extend its scope of recognition.

A parallel degree arrangement should not be confused with:

- A joint degree, where students successfully completing the programme gain a single certificate bearing the signatures of the competent authorities of all degree-awarding bodies involved, replacing the separate institutional or national qualifications.
- A double degree, where students successfully completing a programme that is otherwise wholly joint (as described above) are awarded two (or more) certificates, one from each degree-awarding body involved.
- A dual degree, where two degree-awarding bodies jointly design a programme of study. Each degree-awarding body is responsible for its own award but the two components form a single package, and the overall arrangement is a joint enterprise that requires elements of joint management and oversight.

The UoL parallel degree arrangement comprises two separate programmes studied alongside each other; and leading to two separate awards. This does not preclude mutual Accreditation of Prior Learning and/or in-course credit transfer. This is for discussion and agreement between the parties.

Crucially, under the UoL Parallel degree model, there is no ongoing joint academic oversight or governance, which is a feature of the above three models; once a parallel degree arrangement is in place, each university takes responsibility for its own provision.


**Benefits of supporting a UoL programme as an RTC**

1. **RTC Student benefits**
- Teaching: students study together in cohorts and are taught the programmes face-to-face. This facilitates a dynamic learning environment. Being taught a programme by academic staff face-to-face keeps students on track for success.
- Cost savings: students save money in comparison to moving to the UK to study for a UK degree.
- Convenience: students can stay in their home country and remain close to family and friends.
- Campus based: students can enjoy the benefits of RTC campus facilities, such as peer engagement, physical facilities, clubs, societies and career guidance whilst undertaking a UoL degree.
- Internationalisation of the curriculum: RTCs can offer their students a more global perspective on their field of study.
- Enhanced employability when studying in parallel: students that graduate with a UoL degree alongside their home degree have more to offer prospective employers.
- Progression: graduates of UoL programmes at an RTC can progress to postgraduate study in the UK, including at UoL federation members.
- Learning: Students receive access to the UoL Online Library.

2. **RTC Recruitment benefits**
- New target audience: attract students who seek an international qualification.
- Competitive: remain competitive in the market by offering an international degree.

3. **RTC Financial benefits**
- Additional revenue strand: RTCs can charge an additional fee to students to study a UoL degree.
- Additional non-competitive programme: as a RTC you can offer an international programme, which will attract a new target audience.
- Cost saving: UoL teaching materials are provided to the RTC. Therefore, the RTC does not have to spend money developing new material or a new programme.

4. **RTC Staff benefits**
- RTC staff are eligible for a [20% discount](#) on UoL programme fees.
- RTC academic staff supporting UoL programmes gain access to the UoL Online Library.

**How to Apply - Next steps**

If your organisation remains interested in supporting UoL programmes as a Recognised Teaching Centre, the initial steps are to:

1) Review this application pack
2) Provide the requested information in the selection criteria (Stage 1 of the application).

Applications should be submitted to Global@london.ac.uk

We will assess the viability of collaboration and notify you on whether or not your application will be progressed to stage 2 of the process (please refer to important dates).

Within this application pack, you will find guidance on how to apply to support UoL programmes under the status of a Recognised Teaching Centre.

I also direct your attention to two important information booklets:

• Becoming a Recognised Teaching Centre booklet
• Ensuring Quality and Standards booklet

Please note, we do not diverge from our formalised process under any circumstances. The decision to reject an application is final, you cannot appeal a decision. We do not provide feedback to rejected applications. Rejected applicants must wait a minimum of two years before reapplying.

I trust this information is useful and look forward to receiving your application.

Kind regards,

Peter O'Hara
Associate Director New Business
University of London Worldwide

# Guidelines for Applicants

**Important Dates**

The dates are provisional and subject to change. Should any dates change, applicants will be notified by email.

Successful applicants are expected to begin teaching no earlier than October 2026. This is to ensure centres have sufficient time for training, programme onboarding, and student recruitment.

| No. | Activities | Date/ Month |
|---|---|---|
| 1. | Stage 1 Applications open | February 2025 |
| 2. | Deadline for submission of Stage 1 | 31 December 2025* |
| 3. | Stage 1 progression outcome | By 7 March 2026 |
| 4. | Deadline for submission of Stage 2 | 7 April 2026 |
| 5. | Stage 2 progression outcome | Throughout September 2026 |
| 6. | Teaching Centre Committee outcome | Throughout November 2026 |
| 7. | Notified of full outcome | Throughout November 2026 |
| 8. | UoL training of RTC staff to commence | Throughout 2027 |
| 9. | RTC to commence teaching | Throughout October 2027 |

*If your institution is able to submit the required documents sooner than the deadlines stated above, the University of London will attempt to process your application at an earlier date. This may mean you can begin teaching UoL programmes earlier.

Following the initial evaluation (Stage 1), successful applicants will be asked to submit additional information to support their application (Stage 2). Institutions that progress to Stage 2 may be visited.

**Eligibility**

Applicants must provide all documentation requested in this Application Pack.

All institutions with a remit for delivering higher education and/or International Foundation Programmes (IFPs) are welcome to apply for the opportunity.

Eligibility checks will be applied to all applications on receipt. Eligibility criteria can be found in Guidance Sheet 1 of this document.

**Application Process**

Applications must be submitted by email to University of London at global@london.ac.uk with the subject "Recognised Teaching Centre Application - [INSERT NAME OF INSTITUTION]".

You will receive confirmation once your application is submitted.

**Application Review**

Applications will be assessed against the eligibility and selection criteria, which can be found listed in Guidance Sheet 1-3. Incomplete submissions will not be considered.

Applicants should use the checklist in Guidance Sheet 1 to ensure that they have submitted everything that has been requested.

**Approval Process**

Approval follows a three-stage process.

**Stage 1 - Discovery stage**

- Applicant submission and eligibility check by University of London New Business Services against the eligibility criteria (Guidance Sheet 1).
- Online submission of selection criteria, including:
    - A business proposal + completed business proposal cover sheet (Guidance Sheet 2)
    - Required due diligence documentation (Guidance Sheet 3)
    - Contingency Plan (Guidance Sheet 4)
    - Description of Facilities (Guidance Sheet 5)
    - Supporting Evidence of Annexes (Guidance Sheet 6)
    - Legal regulatory permissions to operate in jurisdiction (Guidance Sheet 7)
- Eligible applications are assessed by University of London New Business Services based on the following criteria:
    - Completeness of documentation submitted
    - Strength of business case
    - Financial viability
    - Independent market insight.
    - University of London's organisational strategy
- Shortlisted applicants will be notified and invited to submit additional stage 2 documentation.
- Unsuccessful applicants will be notified. Unfortunately, if your application is unsuccessful, we are unable to provide individualised feedback at this stage.

**Stage 2 - Application review and further due diligence submission**

- Additional due diligence is requested from the applicant. This includes academic due diligence specific to the programmes being requested.
- Applications are reviewed by key stakeholders. This includes:
    - An application completeness check by University of London New Business Services
    - An academic review by relevant Programme Directors
    - A financial review by University of London Finance
    - A quality review by University of London Quality Assurance
- Applicants will be invited to meet with the Global Business Development team to discuss the opportunity.
- Applications that are progressed from stage 2 will be submitted to the UoL Teaching Centres Committee for consideration of approval.

**Stage 3 - Committee Approvals**

- Complete applications will be reviewed and considered by:
    - Teaching Centres Committee (TCC)
    - Vice-Chancellor Executive Group-VCEG (if requested by TCC)

Applicants will be notified according to the timelines outlined in the above 'Important Dates' section of this pack.

**Application Deadline**

The submission deadline is **11:59pm BST** (UK time) on 31 December 2025**.**

**Applications submitted after the deadline will not be considered**, but applicants are welcome to reapply in a future application window.

<u>**Data protection**</u>

University of London will use the information that you provide to process your application, make decisions on recognition, monitoring and review. The legal basis for processing your information is in agreement with our terms and conditions of the contract.

University of London complies with the General Data Protection Regulations 2016/679 (GDPR). We process and handle personal information according to these regulations. The personal information that you provide on this form will only be used to process your application. The information will be viewed by the University of London staff and those who are a part of the decision-making process, including federation members.

Your personal information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. University of London reserves the right to publish and share anonymised aggregated information with the stakeholders. Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, are used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided. Under UK Data Protection law, you have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccuracies in that information.

If you want more information about this, please contact University of London New Business Services team at global@london.ac.uk and the Data Protection team at data.protection@london.ac.uk.

Or refer to our website: https://www.london.ac.uk/about/policies/core-policies/data-protection

If your application is unsuccessful, we will keep this information for a period of two years after the process has ended. Successful applicants will be issued with updated data protection instructions upon recognition.

<u>**Applicant Screening**</u>

To comply with UK government legislation, the University of London may at any point during the application process carry out relevant third-party screening database searches to ensure that neither the applicant nor any of the applicant's employees, partners, directors, shareholders are listed:

- as being wanted by Interpol or any national law enforcement body in connection with crime.
- as being subject to regulatory action by a national or international enforcement body.
- as being subject to export, trade, or procurement controls or (in the case of an individual) as being disqualified from being a company director.
  - and/or as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.

If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the University of London will deem the application as ineligible.

The applicant must provide University of London with all information reasonably requested to complete the screening searches. Failure to comply will result in your application being unsuccessful

<u>**Contractual requirements**</u>

The contracting authority is University of London, which includes any subsidiary companies and other organisations that control or are controlled by University of London from time to time

# Guidance Sheets

## Guidance Sheet 1: Applicant Submission and Eligibility Criteria Checklist

All requested information must be compiled into one folder before you are able to submit your application. Please name this folder either:

- Application to become a UOL RTC – XXX institution
- Application to add a new programme(s) – XXX institution
- Application to add a campus – XXX institution

Applications must be submitted by email to University of London at global@london.ac.uk with the subject "Recognised Teaching Centre Application - [INSERT *NAME OF YOUR INSTITUTION*]".

You will receive confirmation once your application is submitted.

Use the checklist below to ensure that you have submitted everything that has been requested.

If you do not have any of the information requested, you should submit a document explaining why this is not available or applicable.

| Annex no./name | Information required | Submission check list |
|---|---|---|
| Business Proposal | Business Proposal (Refer to Guidance Sheet 2) | |
| Business Proposal Summary Cover sheet | Business Proposal Summary Cover sheet (Submit Guidance Sheet 2 Form) | |
| Supporting Evidence of Annexes | Supporting Evidence of Annexes (Submit Guidance Sheet 6 Form) | |
| Annex 1: Evidence of Legal Entity | Evidence of legal entity | |
| Annex 2: Evidence of Trading Name | Evidence of trading name | |
| Annex 3: Evidence of Registered Address | Evidence of registered address | |
| Annex 4: Evidence of Campus Address Ownership (or lease) | Evidence of campus address ownership (or lease) | |
| Annex 5: Relevant Website URL List | Relevant website URL list | |
| Annex 6: Programmes Requested | Programmes requested | |
| Annex 7: Legal Regulatory Permissions to Operate in the Jurisdiction | Legal regulatory permissions to operate in the jurisdiction | |
| Annex 8: Trading Licences, Insurance and Health and Safety Obligations | Trading licences, insurance and health and safety obligations | |
| Annex 9: Student Access and Inclusion | Student access and inclusion | |
| Annex 10: Mission Statement | Mission statement | |
| Annex 11: Marketing Plan | Marketing Plan | |
| Annex 12: Financial Audited Accounts | Financial audited accounts | |
| Annex 13: Governance and Decision-making Policy | Governance and decision-making policy | |
| Annex 14: Organogram | Organogram | |
| Annex 15 and 16: Operational Staff Contact Details | Operational staff contact details | |
| Annex 17: Academic Lead Contact Details, CV | Academic lead contact details, CV | |
| N/A | Annex 18 and 19, related to academic matters, will be requested in Stage 2 of the process. | |
| Annex 20: Campus Facilities | Supporting documents including description of facilities, architectural drawings, photographs and images of campus or facilities (Submit Guidance Sheet 5 Form) | |
| Annex 21: Contingency Plan | Contingency plan (Refer to Guidance Sheet 4) | |
| Annex 22: Data Protection Policy | Data protection policy | |
| Annex 23: Child Safeguarding Policy for IFP<br><br>Or | Safeguarding policy | |

| Annex 23: Safeguarding policy for students | | |
|---|---|---|

**The University will use the following criteria to check the initial eligibility of applications:**

| Eligibility criteria checklist | Yes/No |
|---|---|
| The application has been submitted by the applicant by the published deadline. | |
| The business proposal is completed in full and complies with the instructions given. | |
| The information requested as part of 'Stage 1 Due Diligence Requirements' is submitted in full and complies with the instructions given. | |

All the above criteria must have a 'Yes' assigned as answers, to be eligible.

## Guidance Sheet 2: Selection Criteria – Business Proposal Guidance

Please submit:

- A completed Business Proposal Summary using the template form below (please note that this is the same template that you submitted before and should resubmit your business case with any updates made since speaking with the New Business team about your initial business case)

In the table below, please complete the summary column providing a brief overview of each titled requirement, see maximum word limit.

Where information is not applicable/available, you will need to articulate the reasons instead of leaving them unaddressed.

It is expected that the business proposal and supporting evidence are written in plain English and avoids the use of institution jargon and acronyms without an explanation.

**Submission instructions**: Please submit your business proposal summary as an Adobe PDF or MS Word document. Please name this "Business Proposal Summary [*name of your institution]*".

| No. | Information Required | Description | Summary (Max 150 per section) |
|---|---|---|---|
| **Introduction of your organisation (About the entity – based on your trading name)** | | | |
| 1. | **About the entity** | Please provide a brief introduction to your institution. Please include:<br>- Why you believe now is a good time for you to join UoL's RTC network<br>- Is the institution public or private?<br>- Is the institution degree-awarding?<br>- Total number of alumni<br>- Rankings information | |
| 2 | **Date entity was first established.** | Please provide the date that your business was founded | |

| No. | Information Required | Description | Summary (Max 150 per section) |
|---|---|---|---|
| 3 | Number of campuses and their address. | Please provide the full name and address of your main headquarters from which UoL programmes would be taught. Please also advise of any other campuses the entity has. | |
| 4 | Number of UG and PG programmes entity currently offers. | If any, please outline what Higher Education your entity currently supports.<br>- What disciplines does your entity specialise in?<br>- Duration of internal undergraduate degrees<br>- Fees charged for existing undergraduate programmes.<br>- Does your entity offer any Foundation programmes (A levels/ Level 3 awards)? | |
| 5 | Number of active students. | Please advise how many students you have studying with you and what they are currently studying. | |
| 6 | Mission statement | This section should emphasise the entity's mission, aims and values in respect of the educational collaboration sought with the University | |
| 7 | Current programme model | Please advise how many modules are taught for each programme you teach | |
| | | Please advise your term dates – start and end dates | |
| | | Please advise information on how students are assessed for your existing programmes | |
| | | Please advise what the language of instruction in class currently is | |
| **About the Country** | | | |
| 8 | Country/region location background | Country population | |
| | | GDP | |
| | | Official languages | |
| | | Existing political landscape if it is felt this is relevant, this could include recent or upcoming changes in government that may affect<br>- Political stability: Risk of political unrest, frequent changes in leadership, or instability affecting business confidence.<br>- Policy continuity: Risk of sudden policy changes after elections or political transitions. | |
| | | Economic – overview of the country's economic standing noting average salary | |
| 9 | Educational Subject areas currently in demand in country | What programmes are in high demand in the country?  (If a UoL programme in this area does not already exist, knowing this will help drive programme development) | |
| | | Is there demand for online and/or face-to-face/or hybrid? | |
| | | Is there an indication of growing market interest for a particular subject area? If so, what subject area and why? | |

| No. | Information Required | Description | Summary (Max 150 per section) |
|-----|---------------------|-------------|-------------------------------|
|  |  | Please advise on programme affordability - how much students are willing to pay |  |
| 10 | Education system in country | Please provide an overview of the schooling system in operation. To include the name of the local school-leaving qualification. |  |
|  |  | How many years is a UG degree, and a PG degree? |  |
| 11 | Local industry and corporations within the market | What the popular local industry(s) is/are in the market |  |
|  |  | Employer feedback - have you spoken with employers about UoL programmes? If so, what has the feedback been? |  |
| **Local Regulatory Approvals** |  |  |  |
| 12 | Local Regulators | Information on who the local regulators are |  |
|  |  | Local regulatory requirements you are required to meet in your country (including information required on an annual basis, if any) |  |
|  |  | Overview of the Regulator's support for TNE<br>- Are UK TNE programmes recognised by the local regulator in your country?<br>- If challenges are faced, please explain further. |  |
| **Business plan** |  |  |  |
| 13 | **Please provide a summary explaining your motivation for becoming a University of London Recognised Teaching Centre.** |  |  |
| 14 | **Do you have existing partners?** | Name of existing partners |  |
|  |  | Type of collaboration (e.g joint degree, dual degree, franchise, validation etc) |  |
|  |  | What programmes do you collaborate on with existing partners? |  |
|  |  | What fees are charged with existing partners? |  |
| 15 | **Programmes of Interest** | Please advise what programmes you are interested in teaching and why (please note, each programme has a designated Federation Member attached to it – see programme list below) |  |
| 16 | **The expected start date for UoL programme teaching** | Please identify in what year you wish to begin supporting the UoL degree. Please note that some degree programmes have multiple starting dates throughout the year. |  |

| No. | Information Required | Description | Summary (Max 150 per section) |
|---|---|---|---|
| 17 | **Assessment** | Identify the nearest examination centres, at which UoL students will be able to sit face to face assessments (where necessary) and the distance of this examination centre from your proposed teaching centre. The list of current approved examination centres can be found on our website here.<br><br>If no approved examination centre currently exists in a reasonable distance from, or in the same country as, the proposed teaching centre, please identify possible candidates for approval (e.g. local British Council centres). | |
| 18 | Credit articulations and Parallel Degree Programmes<br><br>If you are proposing credit articulations or parallel degree programmes, please provide further information | Will students study the UoL programmes as a single award, or will they also earn a degree award in parallel from your institution? | |
| | | Identification of demand | |
| | | Is there an agreement in principle from academic faculty on the viability of offering a parallel degree and aligning it with the UoL curriculum? | |
| | | Is there an agreement in principle from your Senior Leadership Team to proceed? | |
| | | What financial, legal and academic agreements you require to proceed ? | |
| | | Mapping of how the programmes will launch | |
| 19 | **Competitors** | Number of local private and public universities | |
| | | Number of UK TNE providers (including who they are, and online providers operating in-country) | |
| | | Where the UK universities are located | |
| | | University rankings (if applicable) | |
| | | Fees charged | |
| | | Success stories of other TNE providers in country/region (showing recruitment numbers) | |
| | | Failures of TNE providers in the country/region | |
| | | Programmes offered by TNE providers (including model (number of modules), sessions, duration) | |
| | | What would give you a competitive advantage by offering the UoL programmes? | |
| 20 | **Who is the target market (student demographic)?** | Target countries/cities the students will be recruited from | |
| | | Age | |
| | | Gender | |
| | | Finances (economic class) | |
| | | Funding available<br>- Are any loans or sponsorship opportunities available for students?<br>- What proportion of students are self-funded versus reliant on external funding (e.g. government scholarships)? | |
| | | English level<br>Availability of IELTS and other English language tests | |

| No. | Information Required | Description | Summary (Max 150 per section) |
|---|---|---|---|
| | | Academic level of students and equivalent qualifications to be eligible | |
| | | Percentage of population to be targeted. | |
| | | Proportion of target students completing local versus international school qualifications (e.g. A Level / IB) | |
| | | Student supply and student demand in country | |
| | | Existing and future channels of recruitment i.e. feeder schools | |
| 21 | Cost | UoL's fees per programme are set in the fees document provided.<br><br>This section should explain how much students will be charged per programme (including UoL's fee share) in the table below<br><br>| |
| | | Please advise if students will pay fees directly to UoL, or if you will act as sponsor and collect payment from students and pay UoL on behalf of the students? It is preferable that students pay UoL directly. | |
| | | Please advise what you currently charge your own students – per year and in total. | |
| | | Please advise what the average fee for a similar programme is in your country. | |
| 22 | Recruitment projections | Please provide 5 years of student recruitment projections for each programme for new students (do not include continuing students in your numbers). | |
| 23 | Overview of Marketing Plan | Please provide an overview of your marketing plan, including an explanation of any specific or optimal recruitment windows in your country. | |
| | | Costs of marketing in country | |
| | | Size of marketing and recruitment team needed | |
| | | Cost of student acquisition | |
| | | Total anticipated spend on marketing in Year 1, 2 and 3 | |

Table within section 21:

| Programme | UoL's total fee for all years of study | RTCs total fee for all years of study | Total UoL &RTC fee |
|---|---|---|---|
| | £ | £ | £ |

Table within section 22:

| Programme | Year 1 (2027-28) | Year 2 (2028-29) | Year 3 (2029-30) | Year 4 (2030-31) | Year 5 (2031-32) |
|---|---|---|---|---|---|
| | | | | | |

| No. | Information Required | Description | Summary (Max 150 per section) |
|---|---|---|---|
| 24 | **Government champions** | This section should identify any government champions for the project including:<br>• Local country ministers<br>• Local education or trade ministries<br>• British Council<br>• DIT<br>• UK Ambassador/FCDO<br><br>Where possible please provide individual staff names. | |
| 25 | **Market Info: Third party consultant used** | If third party market research and insight has been developed for use in your business plan, please provide the name and details of the company used to produce this (e.g. KPMG, EY, PWC).<br><br>Please note it is not compulsory to utilise an external market insight company. | |

![University of London logo]

## Guidance Sheet 3: Selection Criteria – Stage 1 Due Diligence Requirements

When entering discussions with the University of London (UoL) to engage in commercial relationships, it is necessary for the University to establish basic facts, commercial position and proposal intentions. This will enable the Global Business Development Directorate to better frame initial questions for the third-party.

This Guidance Sheet provides guidance for submitting the application form.

**Please note that the documents should be no larger than 1GB in size.**

The questions and information requested here are not definitive, and during the discovery stage, the Global Business Development Directorate may need to seek additional information or introduce additional colleagues from the University into the discussions. The University reserves the right to independently verify all information provided and may use independent third parties such as GROK reporting, Credit Agencies etc. to assist in the overall assessment of proposals for co-operation.

You are advised to consult the Teaching Centre Recognition Framework throughout the application process, to ensure your submission fully meets each of the criteria. The criteria can be found in the application pack you have been provided and also online here.

**Submission instructions**: Please submit each section as a separate document (or folder if the section includes more than one file). Documents should be submitted in as PDF, MS Word document or JPEG. The submitted documentation must comply with the specified titling guidelines. **Please note that we will require English translations of all documents provided.**

| Annex No. | Information required | Notes on provision of information and data | Presentation of Materials | Corresponding Teaching Centre Recognition Framework (TCRF) Criteria |
|---|---|---|---|---|
| **Annex 1** | **Evidence of legal entity** | *The legal name of the entity with which the University is entering into discussions/ negotiations with. This should include any official registration details and the country in which the entity is founded and registered to trade/ operate.* | *Please provide documentary evidence.*<br><br>*Title "Annex 1a: Evidence of Legal Entity"*<br><br>*Title "Annex 1b – Business registration certificate to legally operate as a HE provider in the jurisdiction" - if not required please provide a letter confirming this.* | *Compliance: 1.1: Have legal and regulatory permissions to operate in their jurisdiction and to offer support for Students.* |

| Annex No. | Information required | Notes on provision of information and data | Presentation of Materials | Corresponding Teaching Centre Recognition Framework (TCRF) Criteria |
|---|---|---|---|---|
| Annex 2 | **Evidence of trading name** | *The trading name refers to how the entity is advertised and may in some instances differ from the legal name. It is also the name the entity will use to market UoL programmes.* | *Please provide documentary evidence.*<br><br>*Title "Annex 2: Evidence of Trading Name"* | *Not applicable* |
| Annex 3 | **Evidence of registered address** | *The registered address of the legal entity with which the University will contract with.* | *Please provide documentary evidence.*<br><br>*Title "Annex 3: Evidence of Address"* | ***Compliance: 1.1:*** *Have legal and regulatory permissions to operate in their jurisdiction and to offer support for Students.* |
| Annex 4 | **Evidence of campus address ownership (or lease)** | *The full address where the teaching and/ or education provisions/ support would be or is currently being provided. In some cases, there may be multiple locations.* | *Please provide documentary evidence.*<br><br>*Title "Annex 4: Evidence of Campus Address ownership (or lease)"* | *Not applicable* |
| Annex 5 | **Relevant website URL list** | *List the appropriate website URLs for the Legal entity, trading entity, educational establishment(s)/ campuses. If no website yet exists, an explanation why should be included.* | *Title "Annex 5: Relevant Website URL List"* | *Not applicable* |
| Annex 6 | **Programmes requested** | *List of UoL and UoL Federation Member programmes required.* | *Please include: Full name of programme and relevant FM.*<br><br>*Title "Annex 6: Programmes requested"* | *Not applicable* |
| Annex 7 | **Legal regulatory permissions to operate in the jurisdiction supporting UoL programmes** | *An outline of who the regulators are, and permissions required.*<br><br>• Do you need permission from local or national authorities to teach UoL programmes (operating as a teaching centre?<br>• Are you required to register with an education regulator, and does it monitor your performance?* | *Please provide documentary evidence.*<br><br>*Title "Annex 7: Legal Regulatory Approvals"* | ***Compliance: 1.1:*** *Have legal and regulatory permissions to operate in their jurisdiction and to offer support for Students.* |

| Annex No. | Information required | Notes on provision of information and data | Presentation of Materials | Corresponding Teaching Centre Recognition Framework (TCRF) Criteria |
|---|---|---|---|---|
| Annex 8 | Trading licences, insurance and health and safety obligations | Provide documentary evidence of trading licence, insurances and any health and safety certificates.<br><br>An outline of what the trading licenses, insurance and health and safety regulations are.<br><br>• What permissions do you need to trade locally?<br>• Are you required to have insurance coverage?<br>• What health and safety obligations apply to your operations, and how do you ensure compliance? | *Please provide documentary evidence.*<br><br>*Title "Annex 8a: Trading Licences, insurance and health and safety certificates/approvals"*<br><br>*Title "Annex 8b: Trading Licences, insurance and health and safety overview"* | ***Compliance: 1.2:*** *Comply with relevant local trading licenses, insurance, and health and safety obligations.* |
| Annex 9 | Student access and inclusion | Provide documentary evidence of your jurisdictions inclusion and disability policy.<br><br>An outline of what the local Student Access and Inclusion policies are.<br><br>• What are the local rules for assisting those with disabilities and what measures do you take to comply with them?<br>• How do you ensure that your facilities and services are accessible to all students? | *Please provide documentary evidence showing the entity will meet the policy requirements*<br><br>*Title "Annex 9a: Regulatory requirements set by local government "*<br><br>*Title "Annex 9b: RTCs own Disability Access Policy"* | ***Compliance: 1.3:*** *Comply with relevant local specific access policies and regulations.* |

| Annex No. | Information required | Notes on provision of information and data | Presentation of Materials | Corresponding Teaching Centre Recognition Framework (TCRF) Criteria |
|---|---|---|---|---|
| Annex 10 | **Mission statement** | *An outline of what the entity's mission, aims and values are in respect of the educational collaboration sought with the University.*<br><br>UOL's strategic aims and objectives are published on its website; does your institution publish a similar mission statement, aims or values, and do they align with those of UOL? | *Please Provide the Mission Statement.*<br><br>*Title "Annex 10: Mission Statement"* | ***Compliance: 1.4:*** *Align with the mission, aims and values of the University.* |
| Annex 11 | **Marketing Plan** | *An outline of your institution's marketing plan based on verifiable data of expected market size (student numbers), geographical capture, strategy and provision and delivery.* | *Please Provide the Marketing Plan.*<br><br>*Title "Annex 11: Marketing Plan"* | ***Recruitment, marketing and publishing materials: 8.1:*** *Have an appropriate marketing strategy for the UOL Programmes.*<br><br>***Recruitment, marketing and publishing materials: 8.3:*** *Demonstrate that Performance Metrics (including recruitment targets) are appropriate and met.* |
| Annex 12 | **Financial audited accounts** | *The last three years of financial audited accounts for the legal entity the University is negotiating with.* | *Please provide documentary evidence.*<br><br>*Title "Annex 12: Financial Audited accounts"*<br><br>**Note: 3 years of the most recent <u>audited</u> institution's accounts is required.** | ***Compliance: 1.5:*** *Operate with a secure business and financial model.*<br><br>***Academic management and administration: 2.9:*** *Provide the University with audited accounts each year and upon request meet other due diligence requirements prescribed by the University.* |

| Annex No. | Information required | Notes on provision of information and data | Presentation of Materials | Corresponding Teaching Centre Recognition Framework (TCRF) Criteria |
|---|---|---|---|---|
| Annex 13 | **Corporate structure and staff organogram** | Provide a diagram or list of your management.<br><br>Provide a diagram or list of the corporate structure. | *Please provide documentary evidence.*<br><br>*Title "Annex 13a: Organogram"*<br><br>*Title "Annex 13b Corporate structure"*<br><br>**Note: Include names of those currently in role.** | ***Compliance: 1.6:*** *Operate with appropriate organisational structures that enable oversight and accountability.*<br><br>***Academic management and administration: 2.1:*** *Have structures in place that allow for clear and accountable decision making, including appropriate leadership and succession planning.* |
| Annex 14 | **Organogram** | *An outline of the current structure of the institution identifying who and how each programme will be managed.* | *Please provide an organisational structure.*<br><br>*Title "Annex 14a: Current Organogram"*<br><br>**Note: Include names of those currently in role** | ***Academic management and administration: 2.1:*** *Have structures in place that allow for clear and accountable decision making, including appropriate leadership and succession planning.* |
| | | *A newly created outline of the proposed structure of the institution, if approved to be an RTC, providing an organogram that depicts who and how each UoL programme will be managed.* | *Title "Annex 14b: UoL programme support organogram"*<br><br>**Note: Include names of those currently in role, where possible.** | |

| Annex No. | Information required | Notes on provision of information and data | Presentation of Materials | Corresponding Teaching Centre Recognition Framework (TCRF) Criteria |
|---|---|---|---|---|
| Annex 15 | **Named designated senior administrator** | *The named designated senior administrator would be the main contact for UoL and responsible for administrative matters such as record keeping, data protection, confirming the RTC meets local regulations, facilities, student support and wellbeing.* | *Title "Annex 15: Named designated senior administrator" and "Annex 16: Key operational staff contact details"* | ***Academic management and administration: 2.4:*** *Have available sufficient managerial and other resources to enable effective delivery of academic support for UOL Programmes.* |
| Annex 16 | **Key Operational staff contact details** | *List of key operational staff contact(s), as appropriate, who will co- operate with the University during the discovery phase and enable successful delivery of programmes.* | | |
| Annex 17 | **Academic lead contact details, CV** | *List of the Academic Lead contact(s), as appropriate and CV(s)*<br><br>• Who is the designated senior academic in charge of each UoL programme – this individual will be responsible for recruiting, directing and managing teaching staff to ensure academic standards are maintained. They are to ensure the right syllabus is taught and staff attend appropriate training. | *Please include: Full name, job title, email & Academic C.V.*<br><br>*Title "Annex 17: Academic Lead Contact Details, responsibilities"*<br><br>**Note: The academic lead and operational contact should be different people.** | ***Academic Management and Administration: 2.3:*** *Appoint a designated senior academic to oversee UOL Programmes.*<br><br>***Staffing: 4.1:*** *Recruit lecturers/teachers with qualifications and experience appropriate to the UOL Programme being taught, and in line with any requirements stipulated by the respective UOL Programme teams.* |
| N/A | | | **Annexes 18 and 19 are related to academic requirements. These will be requested in Stage 2 of the process.** | . |

| Annex No. | Information required | Notes on provision of information and data | Presentation of Materials | Corresponding Teaching Centre Recognition Framework (TCRF) Criteria |
|---|---|---|---|---|
| Annex 20 | **Campus Facilities** | *An outline of the facilities, be they a campus, building(s) etc, planned or in existence already, must be detailed, and supported with documentary evidence.*<br>*Where applicable, details must be given to show that staff and students have access to comprehensive, up-to-date and relevant learning resources and IT infrastructure.*<br>*Where applicable, details must be given to show that staff and students with specific access requirements are supported with the required physical and technological infrastructure.*<br><br>**See Guidance Sheet 5 for template to be used.** | *Title "Annex 20: Campus Facilities"*<br><br>**Note: A Floor Plan, and Photos, along with Guidance Sheet 5 are required.** | ***Facilities: 3.1:*** *Provide an appropriate, secure and inclusive learning and teaching environment for Students and staff.*<br><br>***Facilities: 3.2:*** *Provide Students and staff with access to comprehensive, up-to-date and relevant learning resources and IT infrastructure.*<br><br>***Facilities: 3.3:*** *Ensure that Students and staff with specific access requirements are supported with the required physical and technological infrastructure.* |
| Annex 21 | **Contingency plan specific to UoL students** | *An outline of how the entity would support the UoL students in the event of being unable to support students on campus or in the event of a UoL programme closing.*<br><br>**See Guidance Sheet 4 for an example**<br><br>• A written plan outlining what happens if a University of London programme, or your Recognised Teaching Centre Status, is discontinued?<br>• How does this plan ensure that students can complete their studies without interruption?<br>• Who is responsible for implementing this plan, and how often is it reviewed and updated? | *Title "Annex 21: Contingency plan"* | ***Academic management and administration: 2.2:*** *Have an up to date written contingency plan which includes appropriate arrangements enabling Students to complete their study in the event of a UOL Programme ceasing.* |

| Annex No. | Information required | Notes on provision of information and data | Presentation of Materials | Corresponding Teaching Centre Recognition Framework (TCRF) Criteria |
|---|---|---|---|---|
| Annex 22 | **Data protection policy** | *An outline of data protection requirements in local country.*<br><br>• What measures are in place to prevent unauthorised access to student records and sensitive personal data?<br>• How do you ensure that staff members adhere to confidentiality protocols when handling student information? | *Title "Annex 22: Data protection policy"* | ***Academic management and administration: 2.6:*** *Have robust mechanisms in place to protect confidentiality of student information.* |
| Annex 23 | **Child Safeguarding Policy for IFP**<br><br>**Or**<br><br>**Safeguarding policy for students** | Do you comply with local laws or regulations for working with children or young people?<br>*An outline of legal child safeguarding requirements in the regions/ countries the institution is established in and policies in place to ensure these are enforced.*<br><br>*Policies should cover, for example:*<br>• *Procedures when an incident is reported*<br>• *Procedures when an incident is suspected*<br>• *Procedures to check staff who may meet and teach students*<br>• *Procedures to check staff who may have access to student data*<br>*If creating a new policy, review the UN Convention on the Rights of the Child (UNCRC) for guidance:*<br>*https://www.unicef.org.uk/what-we-do/un-convention-child-rights/* | *Title "Annex 23a Student safeguarding policy"*<br><br>*Title "Annex 23b Local laws and regulations for working with children (if IFP) or students (inc young adults).* | ***Compliance: 1.1:*** *Have legal and regulatory permissions to operate in their jurisdiction and to offer support for Students.* |

## Guidance Sheet 4: Selection Criteria – Contingency Plan

A contingency plan is required, please see the below **example.** Please <u>develop your own Contingency Plan</u> that addresses all the points included in this example. Your contingency plan should include how students would be supported should your institution no longer be able to support the UoL programme(s).

**Submission instructions:** Your Contingency Plan must be dated and signed. The plan should be labelled as 'Annex 21 - Contingency Plan '.  Please save this as a MS Word document.

**Please note that uploaded documents should be no larger than 1GB in size.**

<p align="center"><b>Contingency Plan</b> - example only (DO NOT COPY)</p>

With pertinence to University of London programmes, if circumstances arise that result in the discontinuation or interruption of academic support from the Recognised Teaching Centre (RTC), the institution will adhere to the following protocols:

**Discontinuation policy**

1. **Current students**
For the International Foundational Program (level 3 award), undergraduate awards and postgraduate awards, RTC will execute the arrangements outlined below.

   a. Communication
      i. Students will be contacted, as immediately as practicable, with regard to the decision to discontinue academic support.
      ii. The impetus for the decision to discontinue academic support will be communicated to students, as well as the processes that will be implemented to mitigate student disadvantage and the option to participate in teach-out or transition arrangements.

   b. Teach-Out arrangements
      i. In the case that a decision is made to discontinue the extension of academic support to students, programmes will be taught-out.
      ii. Students currently enrolled within affected courses will be afforded the opportunity to complete the remaining duration of their studies with RTC
      iii. Where it is not possible to teach-out affected programmes, students will be directed to complete the remainder of their studies via online education.
      iv. Where a student has been recruited onto a programme but has not started tuition, the RTC will work with UoL and the student to find an alternative option (where possible), such as:
         - An alternative RTC (where possible),
         - An alternative degree provider (where possible)
         - Move the student to online study (where possible)
         Where an alternative option is not possible the RTC working with UoL will discuss refund options with the student.
   c. Transition arrangements

i.If circumstances prevail that inhibit students' ability to complete their studies within a teach-out arrangement, or if student preference does not favour this option, then transition arrangements may be enacted.

ii.Transition arrangements would involve RTC providing guidance and support to students to assist in either:

1. their transfer to another RTC campus such as Address
2. their transfer to another programme of equitable qualification level of similar locality, standing and reputation as far as practicable. This support may include, though is not limited to guidance on the transfer of credits, course application forms, fee advice, and personal advice pertinent to travel and accommodation.

2. **Candidates for the following year**

In circumstances wherein students had received an offer from RTC, though has not yet commenced, students would be provided with the following:

a. Guidance on the process of commencing online study with the University of London.
b. Guidance pertinent to the identification of an alternative University of London RTC.
c. Guidance relevant to producing applications to other local universities.

3. **Interruption**

If RTC or its programmes are subject to the interruption of its normal scheduling, processes or support, completion of teaching will be sought as soon as practicable. Where this is not possible, students will be directed to select one of the options listed below.

a. Continue studies in the following academic year. This avenue is also available to candidate students who were unable to commence their studies due to interruption.
b. Continue their studies via online education.

4. **Tuition**

In the event that RTC is unable to provide academic support to student due to discontinuation or interruption, and where the arrangements noted above are not practicable, then the insurance policy may be activated. This policy will protect student tuition fees and ensure that they are able to complete their programme.

The Student Experience team will be responsible for implementing this plan if required.

This contingency plan is to be reviewed every 12 months.

 [LOGO, SIGNATURE AND DATE]

# Guidance Sheet 5: Selection Criteria – Description of Facilities (Annex 20)

The following information must be provided to the University of London. This should demonstrate that the institution has considered the facilities that will be used to deliver the requested programmes.

**Submission instructions**: This form should be named "Annex 20 - Description of Facilities". Please save this as a MS Word document.

**Please note that documents should be no larger than 1GB in size.**

| Centre Details | |
| --- | --- |
| Centre Name | |
| Centre Address | |

| Campus Overview | |
| --- | --- |
| Location of campus/ proximity to transport links | |
| Size of campus, number of buildings | |
| Other aspects (e.g. health and safety, toilet facilities, accessibility – which includes access for those with disabilities) | |
| 3.1 Provide an appropriate, secure and inclusive learning and teaching environment for Students and staff; Campus: | |
| Can you describe the learning environment provided for students and staff including the number of rooms, their purpose and capacity? | |
| Can you provide pictures and video of the campus, the name outside, the classrooms, any recreational facilities etc. | |
| What facilities and resources are available to support teaching and learning activities? | |
| 3.2 Provide Students and staff with access to comprehensive, upto-date and relevant learning resources and IT infrastructure; and Resources and infrastructure: | |
| What learning resources and IT infrastructure are available to students and staff? | |
| How do you ensure that these resources are up-to-date, comprehensive, and relevant to the UOL programmes? | |
| 3.3 Ensure that Students and staff with specific access requirements are supported with the required physical and technological infrastructure. Support for specific needs: | |
| How do you support students and staff with specific access requirements? | |
| What physical and technological infrastructure is in place to | |

| | |
|---|---|
| accommodate students with diverse abilities? | |
| How do you ensure that all students can fully participate in teaching and learning activities? | |

### Teaching and Learning Space

| | |
|---|---|
| Number and capacity of teaching rooms/ learning spaces | |
| Audio visual equipment within teaching rooms | |
| Number of private study areas | |

### IT Facilities

| | |
|---|---|
| Internet access (e.g. available areas, speed, reliability, fees/ charges, etc.) | |
| Number of computer rooms and desktops/ laptops for student use, available hours, etc. | |
| Dedicated IT staff or support for students | |

### Library

| | |
|---|---|
| On-campus library (stock size and category, capacity, opening hours, etc.) | |
| Online library (stock size and category, digital database access, link to other online libraries, etc.) | |
| Resources and services available within library | |
| Number of private study areas within library | |

### Other Student Areas

| | |
|---|---|
| Catering/ refreshment facilities | |
| Recreational facilities | |
| Health facilities | |
| Student support facilities (e.g. counselling and career guidance) | |

### Staff Areas

| | |
|---|---|
| Teaching staff areas | |
| Offices/ Administrative areas | |

### Additional Comments

| |
|---|
| |

# Guidance Sheet 6: Supporting Evidence of Annexes

The following information must be provided to the University of London to ensure that the critical information within each submitted Annex can be properly identified.

**Submission instructions:** This form should be submitted as a separate document, alongside the Business Proposal. Please name the document: *Supporting Evidence of Annexes.*

Please save this as a MS Word document

| New RTC | ☐ | Adding Campus | ☐ | Adding Programme | ☐ |
|---|---|---|---|---|---|
| Name of centre staff member completing form: | | [NAME OF CONTACT] | | | |
| Email address: | | [EMAIL OF CONTACT] | | | |

| Centre Details | |
|---|---|
| **Legal Name of Centre** This is the Legal name of the entity with which the university is entering into discussions with | [LEGAL NAME] |

| | |
|---|---|
| Please ensure the legal name matches the evidence provided in Annex 1. | |
| **Trading Name of Centre** The trading name refers to how the entity is advertised and may in some instances differ from the legal name. It is the name the entity will use to market UoL programmes.<br><br>Please ensure the trading name matches the evidence provided in Annex 2. | [TRADING NAME] |
| **Registered Office Address of Legal Entity**<br><br>The registered address of the legal entity.<br><br>Please ensure the legal entity address matches the evidence provided in Annex 3. | [OFFICE ADDRESS] |
| **Prospective RTC Campus Address** The full address where teaching will be provided.<br><br>Please ensure the campus address matches the evidence provided in Annex 4. | [CAMPUS ADDRESS] |
| **Country** | [COUNTRY OF CENTRE] |
| **Operational Contact** | **Name**: [NAME OF OPERTIONAL CONTACT]<br>**Title**: [TITLE OF CONTACT]<br>**Email**: [EMAIL OF CONTACT] |
| **Academic Contact** | **Name**: [NAME OF ACADEMIC CONTACT]<br>**Title**: [TITLE OF CONTACT]<br>**Email**: [EMAIL OF CONTACT] |
| **Website** | [LINK TO CENTRE OFFICAL WEBSITE] |
| **Social Media Links** | [LINK TO ALL CENTRE SOCIAL MEDIA PAGES] |

**\*Please include one projection per programme being apply for\***

| Projected Numbers | | | | | |
|---|---|---|---|---|---|
| [Insert Programme] | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |

| New Student Registrations | [INSERT] | [INSERT] | [INSERT] | [INSERT] | [INSERT] |
|---|---|---|---|---|---|

| Confirmation of Fees | | |
|---|---|---|
| By ticking this section, the perspective institution acknowledges that they have reviewed and understood the programme fees as outlined in the Guidance Sheet 8 List of University of London Programmes (Guidance Sheet 8) set by the University of London. | ☐ | **Date** |
| | | [INSERT DATE] |

| Annex Support Information | | |
|---|---|---|
| **Annex No.** | **Annex Title** | **Please complete the below** |
| 1 | **Evidence of legal entity** | **Name**: [PLEASE PROVIDE]<br>**Registration Number (if applicable)**: [PLEASE PROVIDE]<br>**Date of Issue**: [PLEASE PROVIDE]<br>**Expiration**: [PLEASE PROVIDE] |
| 3 | **Evidence of registered address** | **Address**: [PLEASE PROVIDE]<br>**What is the document(s) provided**: [PLEASE PROVIDE] |
| 4 | **Evidence of campus address ownership (or lease)** | **Address**: [PLEASE PROVIDE]<br>**Owned / Leased**: [PLEASE PROVIDE]<br><br>*If Leased please provide the below:*<br><br>**Start date**: [PLEASE PROVIDE]<br>**End date**: [PLEASE PROVIDE] |
| 7 | **Legal regulatory permissions to operate in the jurisdiction** | *Please complete the below for each document provided as part of Annex 7.*<br><br>**Name of documents provided:** [PLEASE PROVIDE]<br>**Issuing Body:** [PLEASE PROVIDE]<br>**Registration Number (if applicable):** [PLEASE PROVIDE]<br>**What regulatory permission does this document provide:** [PLEASE PROVIDE]<br>**Expiration (if applicable):** [PLEASE PROVIDE]<br><br>**Please confirm this is all that is required:** [PLEASE PROVIDE]<br>**Will you require any further local approvals if granted UoL approval:** [PLEASE PROVIDE] |
| 8 | **Trading licences, insurance and health and safety obligations** | *Please complete the below for each document provided as part of Annex 8.*<br><br>**Name of documents provided:** [PLEASE PROVIDE]<br>**Issuing Body:** [PLEASE PROVIDE]<br>**Registration Number (if applicable):** [PLEASE PROVIDE]<br>**What regulatory permission does this document provide:** [PLEASE PROVIDE]<br>**Expiration (if applicable):** [PLEASE PROVIDE]<br><br>**Please confirm this is all that is required:** [PLEASE PROVIDE]<br>**Will you require any further local approvals if granted UoL approval:** [PLEASE PROVIDE] |
| 22 | **Data protection policy** | **Please confirm that you meet your local data protection policy requirements:** [PLEASE PROVIDE] |

# Guidance Sheet 7: Legal regulatory permissions to operate in jurisdiction

**'Compliance: 1.1**: Have legal and regulatory permissions to operate in their jurisdiction and to offer support for Students.'

Once completed please return to Global@london.ac.uk

**Tite: Annex 7 - Regulatory Permission Requirements**

Please upload this as a MS Word File.

**Please note that uploaded documents should be no larger than 1GB in size.**

| Basic Information | |
|---|---|
| **Centre Name:** | |
| **Key Operational Contact:** | **Name**:<br>**Title**:<br>**Email**: |
| **Regulatory Information** | |
| **Do you need permission from local or national authorities to operate as a teaching centre?** | [Yes/No] |
| **List the local regulators.** | [eg. Pakistan Bar Council, Pakistan HEC, Ministry of Education] |
| **How does each regulator monitor your performance?** | |
| **Detail the local approvals that are required.** | [eg. Pakistan Transnational Education Policy 2024] |
| **What is the intended date to apply for local approval?** | [eg. 01.02.24, Early February, February] |
| **Provide a detailed timeline for the local regulatory application.** | [eg. Week 1 – Submit Documentation to Pakistan Bar Council<br>Week 2-6 – Pakistan Bar Council Review documentation<br>Week 6 – Formal Approval given by Pakistan Bar Council] |
| **What is required for the local regulatory application (documents).** | [eg. Signed Agreement with University of London, Copy of UoL Parchment, Copy of Programme Prospectus] |
| **Identify any possible challenges for obtaining approvals.** | [List if any] |

| | |
|---|---|
| **How can these challenges be mitigated?** | [List if any] |
| **What Support do you require from UoL to support the local regulatory approvals?** | [eg. Supporting letter confirming partnership from UoL] |

# UNIVERSITY OF LONDON

## Guidance Sheet 8: List of University of London Programmes

**List of programmes available for RTCs to support:**

**Please refer to the UoL website and specific programme pages for 2025/26 fees.** <mark>Please note that the 2025/26 fees have not yet been advertised for LLB.</mark>

| Programme | Academic Direction | Web link | Available for an RTC to support | RTC supported Band A Indicative total cost for programme 2025/26 if completed in minimum time period | RTC supported Band B Indicative total cost for programme 2025/26 if completed in minimum time period | Online Band A Indicative total cost for programme 2025/26 | Online Band B Indicative total cost for programme 2025/26 |
|---|---|---|---|---|---|---|---|
| **Level 3** | | | | | | | |
| International Foundation Programme (IFP) | University of London | International Foundation Programme \| University of London | Available | £2728 | £2728 | NA | NA |
| **Undergraduate** | | | | | | | |
| BSc Computer Science* | Goldsmiths | Computer Science \| University of London | Available | £9,431 | £12,343 | £13,967 | £20,791 |
| BA English (also offers DipHE and CertHE English) | Goldsmiths | English \| University of London | Available | £10,344 | £10,344 | £10,344 | £10,344 |
| BSc Psychology | Kings College London | BSc Psychology (study locally) \| University of London | Available | £6,618 | £11,433 | £11,281 | £21,011 |
| Laws (LLB) (also offers Common Law CertHE) | Laws Consortium | Bachelor of Laws – LLB | Available | <mark>£6370 (Excl. dissertation</mark> | <mark>£6370 (Excl. dissertation</mark> | <mark>£6370 (Excl. dissertation</mark> | <mark>£6370 (Excl. dissertation</mark> |
| BA Philosophy | Birkbeck | Philosophy \| University of London | Available | £7,798 | £7,798 | £7,798 | £7,798 |

| Programme | Academic Direction | Web link | Available for an RTC to support | RTC supported Band A Indicative total cost for programme 2025/26 if completed in minimum time period | RTC supported Band B Indicative total cost for programme 2025/26 if completed in minimum time period | Online Band A Indicative total cost for programme 2025/26 | Online Band B Indicative total cost for programme 2025/26 |
|---|---|---|---|---|---|---|---|
| (also offers DipHE and CertHE Philosophy) | | | | | | | |
| BSc Business Administration | Royal Holloway | BSc Business Administration (study online) \| University of London  BSc Business Administration (study locally) \| University of London | Available | £10,537 | £10,537 | £14,777 | £19,661 |
| Economics, Management, Finance and the Social Sciences (EMFSS) | LSE | BSc Accounting and Finance \| University of London  EMFSS fee schedule 2025-26 (london.ac.uk) | Available | £8,389 | £7,838 | - | - |
| BSc Professional Accountancy | UoL | BSc Professional Accountancy | Available | £2,500 | £3,300 | £3,000 | £4,000 |
| **Postgraduate** | | | | | | | |
| Global MBA | Queen Mary (Inc UCL specialism) | Global MBA \| University of London | Available | £9,756 | £14,990 | 13,050 | £19,774 |
| MSc in Professional Accountancy | UCL | Professional Accountancy \| University of London | Available | £2,562 | £3,849 | £3,849 | £5,211 |
| MSc Accounting and Financial Management | UCL | Accounting and Financial Management \| University of London | Available | £7,810 | £10,588 | £11,545 | £15,635 |

| Programme | Academic Direction | Web link | Available for an RTC to support | RTC supported Band A Indicative total cost for programme 2025/26 if completed in minimum time period | RTC supported Band B Indicative total cost for programme 2025/26 if completed in minimum time period | Online Band A Indicative total cost for programme 2025/26 | Online Band B Indicative total cost for programme 2025/26 |
|---|---|---|---|---|---|---|---|
| MSc in Supply Chain Management and Global Logistics | City, University of London | Supply Chain Management and Global Logistics \| University of London | Available | £6,288 | £10,082 | £8,303 | £13,708 |
| MSc in Data Science | Goldsmiths | Data Science \| University of London | Available | £5,342 | £8,870 | £10,478 | £15,590 |
| Postgraduate Laws (LLM) | Queen Mary and UCL | Postgraduate Laws LLM \| University of London | Available | £10,784 | £107,84 | £107,84 | £10,784 |

- * For a full list of country band prices for BSc Computer Science, please see here.
- For a list of country bands for all other programmes, please see here.
- The fees listed relate to new students registering for the 2025-2026 session. On average, fees are subject to a five per cent year-on-year increase.

**List of Programmes RTCs would need a consultation with UoL to support:**

| Programme | Academic Direction | Web link | Available for an RTC to support | RTC supported Band A 2025/26 | RTC supported Band B 2025/26 | Online Band A 2025/26 | Online Band B 2025/26 |
|---|---|---|---|---|---|---|---|
| **Undergraduate** | | | | | | | |
| BSc Marketing | Royal Holloway | Marketing \| University of London | Would need consultation | NA | NA | £14076 | £18732 |
| Teacher Development Professional Graduate Certificate in Education | UCL | PGCE Teacher Development \| University of London | Would need consultation | NA | NA | £1834 | £1834 |

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| Programme | Academic Direction | Web link | Available for an RTC to support | RTC supported Band A 2025/26 | RTC supported Band B 2025/26 | Online Band A 2025/26 | Online Band B 2025/26 |
|---|---|---|---|---|---|---|---|
| Divinity | University of London | Divinity \| University of London | Would need consultation | NA | £13812 | £13812 | £13812 |
| **Postgraduate** | | | | | | | |
| MSc Project Management | Royal Holloway | Project Management \| University of London | Would need consultation | NA | NA | £10513 | £14017 |
| MSc Cyber Security | Royal Holloway | Cyber Security \| University of London | Would need consultation | NA | NA | £10077 | £13445 |
| MA in Refugee Protection and Forced Migration Studies | School of Advanced Study | Refugee Protection and Forced Migration Studies \| University of London | Would need consultation | NA | NA | £9464 | £9464 |
| MA Human Rights | The School of Advanced Study | Human Rights \| University of London | Would need consultation | NA | NA | £9648 | £9648 |
| MSc Computer Science | Birkbeck | Computer Science (MSc) \| University of London | Would need consultation | NA | NA | £10733 | £14308 |
| MSc Marketing | Birkbeck | Marketing \| University of London | Would need consultation | NA | NA | £7482 | £12452 |
| MSc Global Environment and Sustainability | Birkbeck | Global Environment and Sustainability \| University of London | Would need consultation | NA | NA | £10084 | £13450 |
| MSc Organizational Psychology | Birkbeck | Organizational Psychology \| University of London | Would need consultation | NA | NA | £16525 | £16525 |
| MSc Human Resource Management | Birkbeck | Human Resource Management \| University of London | Would need consultation | NA | NA | £16525 | £16525 |
| Global Diplomacy (Regional Pathway) | University of London | Global Diplomacy \| University of London | Would need consultation | NA | NA | £13888 | £13888 |
| Postgraduate Certificate in Learning and Teaching in Higher Education | University of London | Learning and Teaching in Higher Education \| University of London | Would need consultation | NA | NA | £1858 | £2440 |
| MSc Clinical Trials | LSHTM | Clinical Trials \| University of London | Would need consultation | NA | NA | £17640 | £17640 |

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| Programme | Academic Direction | Web link | Available for an RTC to support | RTC supported Band A 2025/26 | RTC supported Band B 2025/26 | Online Band A 2025/26 | Online Band B 2025/26 |
|---|---|---|---|---|---|---|---|
| MSc Epidemiology | LSHTM | Epidemiology \| University of London | Would need consultation | NA | NA | £17640 | £17640 |
| MSc Global Health Policy | LSHTM | Global Health Policy \| University of London | Would need consultation | NA | NA | £17640 | £17640 |
| MSc Health in Humanitarian Crises | LSHTM | Health in Humanitarian Crises \| University of London | Would need consultation | NA | NA | £17640 | £17640 |
| MSc Infectious Diseases | LSHTM | Infectious Diseases \| University of London | Would need consultation | NA | NA | £17640 | £17640 |
| MSc Public Health | LSHTM | Public Health l University of London | Would need consultation | NA | NA | £17640 | £17640 |

**List of Microcredentials**

Coming Soon – Late 2025

# Frequently Asked Questions

- Admissions Related Questions

**Can RTCs align the start dates for teaching UoL courses with the start dates of their own programme intakes?**

RTCs are limited to the University of London's existing intake periods. RTCs are advised to check the registration dates on the University of London website.

**What are the student enrolment deadlines for each intake? Are admissions made on a rolling basis?**

This information is available on the [University of London](#) individual course webpages. There are set start and end dates for applications and registrations. UoL does not accept student applications on a rolling basis.

**Do RTCs have the authority to make admissions decisions based on the entry criteria provided by UoL?**

RTCs may review and consider applications before they are submitted to UoL, however, only UoL can make formal offers. UoL frequently conducts admission training sessions where RTCs can learn more about eligibility.

**Are there flexible admission requirements for mature students, advanced standing, or transfer students?**

If the students do not meet the standard entry requirements they can be considered on a case-by-case basis by the programme director.

**Can RTCs recruit students based on their holistic profile?**

Yes, however, the acceptance onto the programme depends on the application review outcome by the relevant UoL programme director.

**Is Recognition of Prior Learning (RPL) available?**

If the student's prior learning is recognised, they won't need to repeat it as part of their degree. Each programme has specific guidelines about RPL, these are outlined on the individual programme's webpages and in the [Programme Regulations](#).

**Can RTCs issue preliminary acceptance letters or letters of acceptance to support student visa applications?**

Students must receive a formal offer from UoL for their acceptance onto the programme to be confirmed. RTCs can only issue a conditional offer letter, with the condition being the student's acceptance by UoL.

**Does UoL control enrolment volume and class sizes?**

RTCs manage their own enrolment and may need to comply with local regulatory requirements regarding class sizes, if applicable. However, all enrolled students must apply to and be registered with UoL.

**Do RTCs have the authority to set application, tuition deposition, tuition, and scholarship structures?**

UoL does not regulate any additional fees set by an RTC. RTCs may offer discounts or bursaries on their own additional fees, but these cannot be applied to UoL's fees.

**Who will be responsible for tuition refunds?**

UoL sets a fixed fee for each programme, and students have 14 days from the course start date to withdraw and receive a full refund of UoL fees.  RTCs are expected to establish their own refund policies for their fees. As part of the RTC application process, we will request details of your refund policy.

**How will students register for their programmes?**

Once the student is given an offer, UoL will send them a registration link to a UoL portal where they can then register online. There are three parts to the registration: 1. Confirming contact details 2. Confirming module selection 3. Payment.

**Does the enrolment and registration process allow both UoL and the RTCs to maintain a student record?**

Yes. Each entity will hold its own records.

- Programme Delivery Related Questions

**Who awards the degree – The University of London or the federation member institution that provides the academic direction?**

All degrees without exception are awarded by the University of London. The degree certificate will also specify which federation member provided the academic direction for the programme (e.g. UCL, Royal Holloway, City etc.). The UoL degree certificate will not reference the RTC where the student studied.

**What is the programme delivery model? Does UoL deliver any part of the programme or interact with students during their study journey?**

RTCs are expected to provide full tuition to the student. The students will have access to the UoL study material and other resources on the UoL Virtual Learning Environment (VLE). UoL does not provide any teaching, including sending academic staff to the RTCs, and RTCs' students do not have access to UoL online tutors.

The UoL's federation member provides the academic direction for the programme, designs the programme and is responsible for all aspects of assessment, including setting and marking assessments.

More information is available here: Becoming a Recognised Teaching Centre.

**How do RTCs adopt UoL's online resources and systems?**

The enrolled students use UoL's systems for applications, registration and assessment entry (where applicable). Students are also able to log enquiries with UoL via the UoL portal homepage. RTCs' academic staff will be given access to the academic material on UoL's VLE. RTCs will also be able to log their own enquiries via the UoL portal (access is provided once an institution is given UoL recognition).

**Are there any additional UoL student services that will be made available to UoL (RTC's) students?**

Yes, the students have access to UoL's student wellbeing and careers services.

- Academic Teaching Related Questions

**Can UoL provide RTCs with samples of faculty CVs for submission to relevant regulatory bodies as part of the programme approval process?**

UoL's programme directors can provide their CVs if needed, but since UoL faculty are not involved in teaching, this may not be required.

**What are the faculty requirements?**

Programme directors set the minimum requirements for the academic staff teaching each module of UoL's programmes. RTCs are responsible for recruiting and appointing staff members who meet these criteria. The specific faculty requirements will be

shared with prospective RTCs during the application process. UoL must approve the academics proposed to teach all programmes on an ongoing basis, therefore we advise not to recruit an academic until UoL has approved them.

**Who sets the academic policy and the academic timetables?**

Academic policies, timetables, and other related academic logistics are created and managed by RTCs, but they must be reviewed and approved by UoL's programme directors during the application process before implementation. This academic due diligence is collected during Stage 2 of the application process.

**Can RTCs implement their own grading schemes or participate in student assessments?**

No. All grading and marking is carried out by UoL.

**For more details on student registration, assessment, and programmes of study, please refer to UoL's [General Regulations](#).**