



Recognised Teaching Centres

Call for Applications: Teaching Centre Recognition Framework

JUNE 2024

Contents

Introduction from
Head of New
Business Services

..... 3



Guidelines for Applicants	4
Important Dates	4
Background	5
About Recognised Teaching Centres	5
Rationale	6
Overview of the opportunity	6
Transparency and Reporting	6
Eligibility	7
Equality, Diversity and Inclusion	7
Application process	7
Application assessment	7
Selection process	8
Stage 1	8
Stage 2	8
Board Approvals	8
Call deadline	9
Data protection	9
Applicant screening	10
Contractual requirements	10
Appendices	11
Appendix 1: Eligibility Criteria Checklist	11
Appendix 2: Selection Criteria – Business Proposal Guidance	12
Appendix 3: Selection Criteria – Stage 1 Due Diligence Requirements	16
Appendix 4: Selection Criteria - List of Academic Staff	21
Appendix 5: Selection Criteria – Contingency Plan	22
Appendix 6: Selection Criteria – Description of Facilities	24
Appendix 7: Supporting Evidence of Annex’s	26
Appendix 8: Applicant Submission Checklist	28
Appendix 9: List of University of London Programmes	30



Introduction from Head of New Business Services

Thank you for your interest in becoming a University of London Recognised Teaching Centre.

Established by Royal Charter in 1836, University of London (UoL) has become one of world's largest providers of transnational education (TNE), with 50,000 learners studying over 100 degree programmes in more than 180 countries. All UoL programmes studied overseas are subject to the same rigorous quality assurance processes as the equivalent on-campus programmes, as set out by the UK's Quality Assurance Agency. UoL is a consortium of 17 independent federation members including LSE, Royal Holloway, Queen Mary, Goldsmiths, University College London and Kings College London.

The majority of UoL's TNE students study at one of over 100 Recognised Teaching Centres (RTC) in over 40 countries.

The University has developed a very scalable, unique model for its global operations.

Within this application pack, you will receive guidance on how to apply to become a Recognised Teaching Centre. I also would like to direct your attention to two important information booklets:

- [Becoming a Recognised Teaching Centre booklet](#)
- [Ensuring Quality and Standards booklet](#)

If your organisation is interested in working with UoL, the initial steps are to:

- 1) Review this application pack
- 2) Provide the requested information in the selection criteria.

[Applications can be submitted here.](#)

We will assess the viability of collaboration and notify you whether or not we have decided to progress your application to stage 2 of the process.

Please note, we do not diverge from our formalised process under any circumstances.

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

Kind regards,

Peter O'Hara

Head of New Business Services
University of London Worldwide

Call for Applications: Teaching Centre Recognition Framework

APPLY NOW

Guidelines for Applicants

Call opens: 6th January 2025
Call closes: 7th March 2025

Important Dates

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

No.	Activities	Date/ Month
1.	Call for applications opens	06 January 2025
2.	Deadline for submission of Stage 1	07 March 2025
3.	Evaluation of submissions completed	We aim to update applicants on whether their application will progress to Stage 2, 6 weeks after the deadline.
4.	Notified of full outcome	1 st Week of November 2025

Following the initial evaluation, successful applicants will be asked to submit additional information to support their application (Stage 2).



Background

Almost 200 years ago, the University of London became the first university in the UK to open higher education to all, regardless of religious qualification; and the first to admit women.

Today, we remain committed to promoting access to higher education opportunities universally, and are active in 190 countries worldwide, delivering cutting-edge, employment focussed programmes to transform peoples' lives through education, wherever they are, and at whatever stage they are in their lives or careers. Some of our graduates have gone on to win Nobel Prizes; and many thousands occupy roles in the fields of management, economics, business, technology, law, education, health and diplomacy.

All our students can access our virtual learning environments, study guides and online library to complete their programme. However around 50 per cent of students (and a significantly higher proportion of undergraduates) choose to complement their study with tutorial support from one of the University of London's global network of Recognised Teaching Centres. Our Teaching Centre-based students can enjoy the benefits of a rich virtual learning environment alongside those of on-the-ground delivery, combining the world class of the University of London with the quality-assured provision of a University of London Recognised Teaching Centre.

Studying a University of London programme with support from a Recognised Teaching Centre helps thousands of students each year to graduate successfully. This is particularly the case with undergraduates, for whom it is more important to have face-to-face tuition; structured study patterns and support; and a campus based environment with the benefits that this brings in terms of peer engagement, physical facilities, and other advantages such as clubs and societies, and career guidance. For some undergraduate programmes, attendance at a Recognised Teaching Centre is compulsory.

Postgraduate students seeking study support that fits around work and family commitments may also find added value in tuition support. A number of Recognised Teaching Centres offer extensive arrangements to support postgraduate learners through seminars and professional workshops, often with expert input from local sectors.

About Recognised Teaching Centres

- A global network of over 100 independent Recognised Teaching Centres worldwide formally recognised by the University of London to supplement its distance learning programmes with local tuition and a range of non-academic support.
- Recognised Teaching Centres are identified as meeting a set of specific quality criteria and quality assured through regular monitoring by the University of London.
- Recognition encompasses both state and private sector institutions in more than 40 countries.
- Recognised Teaching Centres structure, stimulate and direct students' learning and revision activity in a conventional learning or digital environment.



- In this way, students can interact and work with their peers, receive teaching and pastoral support as well as access to extracurricular activities. This is a unique model that ensures higher retention and completion.
- Recognised Teaching Centres benefit from teaching for internal benchmarking and development, alongside University of London activities and initiatives to develop competence in online and distance teaching and education.

Rationale

The objectives of University of London recognising teaching centres are to:

- Provide worldwide access to the programmes and awards of the University of London and its Colleges. The University's student body therefore includes students in poorer and developing countries, mature learners, those with special needs due to disability, geographic, economic, environmental, professional and social factors, and those with limited educational opportunities.
- Protect the interests of students studying at recognised centres by assuring a high quality student experience.
- Build a global network of institutions supporting University of London programmes worldwide.
- Support the internationalisation of both University of London and our federal members through the diversification of our student body, and through establishing links with the potential to seed deeper institutional partnerships and academic & research collaboration
- Enhance the employability of faculty members, recognising the positive correlation between international experience, academic performance, teaching techniques and professional growth;

Overview of the opportunity

Becoming a Recognised Teaching Centre offers you vital international opportunities – a chance to build relationships, share ideas and good practice, and provide high quality education for students.

A full list of available University of London programmes can be found in [Appendix 9](#) of this document.

Transparency and Reporting

As part of University of London's commitment to transparency there is a requirement to report all successful Stage 2 teaching centre applications to our Senior Executive Team, Teaching Centres Committee and Academic Board for review and approval.

The purpose of reporting applications is to make information easily accessible to stakeholders within University of London and its Federation Members. All applications that progress to the 'Board Approval' stage of the process will be reported in this way. Please, therefore, write your business proposal and supporting evidence in such a way that they are meaningful and accessible to non-specialist audiences.



It is expected that the business proposal and supporting evidence are written in plain English and avoid the use of jargon, acronyms, puns, and play of words.

Eligibility

Applicants must provide all documentation requested in this call.

All organisations 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 [Appendix 1](#) of this document.

Equality, Diversity and Inclusion

University of London is committed to equal opportunities and diversity in all our activities. This includes avoiding bias due to gender, disability, racial or ethnic origin, sexual orientation, or religious belief. The applicant is encouraged to work towards as equal a gender balance as possible and promote diversity. They must ensure that no applicants are excluded from participation based on ethnicity, gender, religious belief, sexual orientation, or disability.

The University of London reserves the right to reject the application if no consideration has been given to EDI or if the proposal is assessed to negatively impact EDI.

[Please see our Equality, Diversity and Inclusion policy here.](#)

Application process

Applications may be submitted by email to University of London at global@london.ac.uk with the subject **Recognised Teaching Centre Application**.

Once the application is received, a confirmation email will be sent.

Application assessment

Applications will be assessed against the eligibility and selection criteria. Incomplete submissions will not be considered.

Applicants should use the checklist in [Appendix 8](#) to ensure that they have submitted everything that has been requested.



Selection process

Selection is a three stage process.

Stage 1.

- An eligibility check by University of London New Business Services against the eligibility criteria ([Appendix 1](#)).
- Online submission of selection criteria, including:
 - a business proposal ([Appendix 2](#)).
 - due diligence documentation ([Appendix 3](#))
 - Annex Template documents (Appendices [4](#), [5](#) & [6](#)).
 - Appendix 7: Supporting Evidence of Annex's ([Appendix 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.

- 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
- Applications that are approved at stage 2 will be submitted to board approval.

Board Approvals.

- Complete applications will be reviewed and approved by:
 - Director of Global Business Development
 - Teaching Centres Committee (TCC)
- If required by TCC the Vice-Chancellor Executive Committee (VCEG) or Academic Board (AB)

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



Call deadline

The submission deadline is **11:59pm BST** (UK time) on **7th March 2025**.

Applications submitted after the deadline will not be considered, but applicants are welcome to reapply in future calls.

Data protection

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 the 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 or the Data Protection team at data.protection@london.ac.uk

Or see our website: <https://www.london.ac.uk/about/policies/core-policies/data-protection>

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

Applicant screening

In order to comply with UK government legislation, the University of London may at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant nor any of the applicant's employees, partners, directors, shareholders is 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 assess the applicant as ineligible to apply for this call.

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

Contractual requirements

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.



Appendices

Appendix 1: Eligibility Criteria Checklist

The University will use the following criteria to check the 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.

Appendix 2: Selection Criteria – Business Proposal Guidance & Cover Sheet

Please submit:

- A Full Business Proposal
- Business Proposal Summary Cover Sheet.

Your submitted business proposal should include the information listed in the table below. Please follow the structure in this table, using clear headings for each section.

It is expected that the business proposal and supporting evidence are written in plain English and avoid the use of jargon, acronyms, puns, and play of words.

In the table below, please complete the summary column providing a brief overview of each titled requirement in no more than 150 words per section.

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

Please submit your business proposal as an Adobe PDF or MS Word document.

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

No.	Information Required	Description	Summary (Max 150 per section)
1	Market Info: Third party consultant used	If market relevant research and insight has been developed for the proposal to the University, please provide the name and details of the company used to produce the market insight (i.e. KPMG, EY, PWC etc)	
2	Market Information	Market information must include information on current students that would feed the proposal's viability as well as projections, based on verifiable market relevant data from reliable sources. The information must examine the current educational operating environment from standards, to providers, to government policies etc and provide insight that supports the opportunity being proposed to the University and its long-term viability.	
3	About the entity	Information on whether this is a start- up or whether the entity already exists. This affects the assessment of overall project risk. <ul style="list-style-type: none"> • Are sites or buildings currently in existence, what is the experience of the proposed operator etc? 	
4	Mission statement	This section should emphasise the entity's mission, aims and values in respect of the educational collaboration sought with the University.	



No.	Information Required	Description	Summary (Max 150 per section)
5	Country/region location background	This section should provide clarity on: <ul style="list-style-type: none">• Population• Political – including referenced regulations concerning the provision of transnational education• Economics• History• Education system, development and funding make-up of the country and region in which the proposal is planned to be operated within	
6	Educational Subject areas currently in demand in country	This section should include: <ul style="list-style-type: none">• Programmes sought after• Level of award (undergraduate or postgraduate)• Cost of programmes (cost of competitor programmes in-country)• Competition (other providers of degree level education)• Whether the demand is online and/or face-to-face/or hybrid	
7	Future programme demand in country	This section should include: <ul style="list-style-type: none">• Programmes that there is currently no provision of, but verifiable demand for• Indication of growing market interest and reason why• Affordability (how much students are willing to pay)	
8	Programme model	This section should include: <ul style="list-style-type: none">• Number of modules required for the programme• Term dates• Type of assessment expected• Whether you are proposing parallel degrees/ agreements and how you expect this to work for both parties	
9	Assessment	Identify the nearest examination centres, at which UoL students will be able to sit face to face assessments (where necessary) and the distance from your proposed teaching centre. The list of current approved examination centres can be found on our website here. 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).	



No.	Information Required	Description	Summary (Max 150 per section)
10	Credit articulations and Parallel Degree Programmes	If you are proposing credit articulations or parallel degree programmes, this section should include: <ul style="list-style-type: none"> • Identification of demand • Mapping of respective entry criteria and programme content • 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. 	
11	Preferred Federation Member	This section should include: <ul style="list-style-type: none"> • What FMs are the market interested in? • What is the top FM for the programme? 	
12	Competitors	This section should provide clarity on: <ul style="list-style-type: none"> • Number of local private and public universities • Number of TNE providers (including who they are, and online providers operating in-country) • Where the 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) 	
13	Who is the target market (student demographic)?	This section should identify the: <ul style="list-style-type: none"> • Age • Gender • Finances (economic class) • Loans available • English level (this is a critical component) • Availability of IELTS and other English language tests • Academic level of students and equivalent qualifications to be eligible (this is a critical component) • Percentage of population to be targeted. • Student supply and student demand in country (this is a critical component) 	



No.	Information Required	Description	Summary (Max 150 per section)
14	Cost	This section should explain how much students will be charged (including UoL's fee share). <ul style="list-style-type: none">• Also include if students will pay fees directly, or if you will act as sponsor?• Also include contact details of your finance office. This includes name, address, email address, telephone number. (this is a critical component•	
15	Recruitment projections	This section should include: <ul style="list-style-type: none">• Financial guarantees• Prospective partners (inc. feeder schools)• 10 years of financial forecasts and student recruitment numbers for each programme including new and continuing students	
16	Provisions to market the programmes/business proposed	This section should include: <ul style="list-style-type: none">• Costs of marketing in country• Size of marketing and recruitment team needed• Cost of student acquisition	
17	Experience of delivering Third Level Education.	This section should include evidence of your competency to deliver Third Level Education.	
18	Local regulators	This section should include: <ul style="list-style-type: none">• Information on who the local regulators are• Regulatory requirements (including information required on an annual basis, if any)• Support for TNE	
19	Government champions	This section should identify any government champions for the project including: <ul style="list-style-type: none">• Local country ministers• Local education or trade ministries• British Council• DIT• UK Ambassador/FCDO	
20	Local industry and corporations within the market	This section should include: <ul style="list-style-type: none">• What the popular local industry(s) is/are in the market• Employer feedback	

Appendix 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 from the third party. This will enable the Global Business Development Directorate to better frame initial questions for the third-party.

This appendix provides guidance for submitting the online application form.

Please note that uploaded 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](#).

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.

Information required	Notes on provision of information and data	Presentation of Materials	Corresponding Teaching Centre Recognition Framework (TCRF) Criteria
Evidence of legal entity	<i>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.</i>	<i>Please provide documentary evidence. Title “Annex 1: Evidence of Legal Entity”</i>	Compliance: 1.1: Have legal and regulatory permissions to operate in their jurisdiction and to offer support for Students.
Evidence of trading name	<i>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.</i>	<i>Please provide documentary evidence. Title “Annex 2: Evidence of Trading Name”</i>	Not applicable
Evidence of registered address	<i>The registered address of the legal entity with which the University will contract with.</i>	<i>Please provide documentary evidence. Title “Annex 3: Evidence of Address”</i>	Compliance: 1.1: Have legal and regulatory permissions to operate in their jurisdiction and to offer support for Students.



Information required	Notes on provision of information and data	Presentation of Materials	Corresponding Teaching Centre Recognition Framework (TCRF) Criteria
Evidence of campus address ownership (or lease)	<i>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.</i>	<i>Please provide documentary evidence.</i> <i>Title “Annex 4: Evidence of Campus Address ownership (or lease)”</i>	<i>Not applicable</i>
Relevant website URL list	<i>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.</i>	<i>Title “Annex 5: Relevant Website URL List”</i>	<i>Not applicable</i>
Programmes requested	<i>List of UoL and UoL Federation Member programmes required.</i>	<i>Please include: Full name of programme and relevant FM.</i> <i>Title “Annex 6: Programmes requested”</i>	<i>Not applicable</i>
Legal regulatory permissions to operate in the jurisdiction	<i>An outline of who the regulators are and permissions required.</i>	<i>Please provide documentary evidence.</i> <i>Title “Annex 7: Legal Regulatory Approvals”</i>	Compliance: 1.1: <i>Have legal and regulatory permissions to operate in their jurisdiction and to offer support for Students.</i>
Trading licences, insurance and health and safety obligations	<i>An outline of what the trading licenses, insurance and health and safety regulations are.</i>	<i>Please provide documentary evidence.</i> <i>Title “Annex 8: Trading Licences, insurance and health and safety obligations”</i>	Compliance: 1.2: <i>Comply with relevant local trading licenses, insurance, and health and safety obligations.</i>
Student access and inclusion	<i>An outline of what the local Student Access and Inclusion policies are.</i>	<i>Please provide documentary evidence showing the entity will meet the policy requirements.</i> <i>Title “Annex 9: Disability Access Policy”</i>	Compliance: 1.3: <i>Comply with relevant local specific access policies and regulations.</i>
Mission statement	<i>An outline of what the entity’s mission, aims and values are in respect of the educational collaboration sought with the University.</i>	<i>Please Provide the Mission Statement.</i> <i>Title “Annex 10: Mission Statement”</i>	Compliance: 1.4: <i>Align with the mission, aims and values of the University.</i>
Marketing Plan	<i>An outline of the centre’s marketing plan based on verifiable data of expected market size (student numbers), geographical capture, strategy and provision and delivery.</i>	<i>Please Provide the Marketing Plan.</i> <i>Title “Annex 11: Marketing Plan”</i>	Recruitment, marketing and publishing materials: 8.1: <i>Have an appropriate marketing strategy for the UOL Programmes.</i>



Information required	Notes on provision of information and data	Presentation of Materials	Corresponding Teaching Centre Recognition Framework (TCRF) Criteria
Financial audited accounts	<i>The last three years of financial audited accounts for the legal entity the University is negotiating with.</i>	<p><i>Please provide documentary evidence.</i></p> <p><i>Title “Annex 12: Financial Audited accounts”</i></p> <p>Note: 3 years of the most recent audited organisation’s accounts is required.</p>	<p>Compliance: 1.5: Operate with a secure business and financial model.</p> <p>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.</p>
Governance and decision-making policy	<i>An outline of top-level organisational decision making/governance and administrative structures.</i>	<p><i>Please provide documentary evidence.</i></p> <p><i>Title “Annex 13: Governance and Decision- Making Policy”</i></p> <p>Note: Include names of those currently in role.</p>	<p>Compliance: 1.6: Operate with appropriate organisational structures that enable oversight and accountability.</p> <p>Academic management and administration: 2.1: Have structures in place that allow for clear and accountable decision making, including appropriate leadership and succession planning.</p>
Organogram	<i>An outline of the structure of the organisation identifying who and how each programme will be managed.</i>	<p><i>Please provide an organisational structure.</i></p> <p><i>Title “Annex 14: Organogram”</i></p> <p>Note: Include names of those currently in role</p>	<p>Academic management and administration: 2.1: Have structures in place that allow for clear and accountable decision making, including appropriate leadership and succession planning.</p>
Operational staff contact details, CVs	<i>List of operational staff contact(s), as appropriate, who will co- operate with the University during the discovery phase and enable successful delivery of programmes.</i>	<p><i>Title “Annex 15: List of Operational Staff” and “Annex 16: Operational Staff CVs”</i></p>	<p>Academic management and administration: 2.4: Have available sufficient managerial and other resources to enable effective delivery of academic support for UOL Programmes.</p>



Information required	Notes on provision of information and data	Presentation of Materials	Corresponding Teaching Centre Recognition Framework (TCRF) Criteria
Academic lead contact details, CV	<i>List of the Academic Lead contact(s), as appropriate and CV(s)</i>	<p><i>Please include: Full name, job title, email & Academic C.V.</i></p> <p><i>Title “Annex 17: Academic Lead Contact Details”</i></p> <p>Note: The academic lead and operational contact should be different people.</p>	<p>Academic Management and Administration: 2.3: Appoint a designated senior academic to oversee UOL Programmes.</p> <p>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.</p>
List of academic staff, CVs	<p><i>List of academic staff, including which modules and programmes each staff member will be supporting, CVs</i></p> <p>See appendix 4 for requested format.</p>	<p><i>Title “Annex 18: List of Academic Staff” and “Annex 19: Academic Staff CVs”</i></p>	<p>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.</p>
Campus Facilities	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p>See appendix 6 for template to be used.</p>	<p><i>Title “Annex 20: Campus Facilities”</i></p> <p>Note: A Floor Plan, and Photos, along with appendix 6 are required.</p>	<p>Facilities: 3.1: Provide an appropriate, secure and inclusive learning and teaching environment for Students and staff.</p> <p>Facilities: 3.2: Provide Students and staff with access to comprehensive, up-to-date and relevant learning resources and IT infrastructure.</p> <p>Facilities: 3.3: Ensure that Students and staff with specific access requirements are supported with the required physical and technological infrastructure.</p>



Information required	Notes on provision of information and data	Presentation of Materials	Corresponding Teaching Centre Recognition Framework (TCRF) Criteria
<p>Contingency plan</p>	<p><i>Signed UoL template agreement.</i> <i>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.</i></p> <p>See appendix 5 for template to be used.</p>	<p><i>Title "Annex 21: Contingency plan"</i></p>	<p>Academic management and administration: 2.2: <i>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.</i></p>
<p>Data protection policy</p>	<p><i>An outline of data protection requirements in local country.</i></p>	<p><i>Title "Annex 22: Data protection policy"</i></p>	<p>Academic management and administration: 2.6: <i>Have robust mechanisms in place to protect confidentiality of student information.</i></p>
<p>Child safeguarding policy</p>	<p><i>An outline of legal child safeguarding requirements in the regions/ countries the organisation is established in and policies in place to ensure these are enforced.</i></p> <p><i>Policies should cover, for example:</i></p> <ul style="list-style-type: none"> • <i>Procedures when an incident is reported</i> • <i>Procedures when an incident is suspected</i> • <i>Procedures to check staff who may meet and teach students</i> • <i>Procedures to check staff who may have access to student data</i> <p><i>If creating a new policy, review the UN Convention on the Rights of the Child (UNCRC) for guidance:</i> https://www.unicef.org.uk/what-we-do/un-convention-child-rights/</p>	<p><i>Title "Annex 23: Child safeguarding policy"</i></p>	<p>Compliance: 1.1: <i>Have legal and regulatory permissions to operate in their jurisdiction and to offer support for Students.</i></p>



Appendix 4: Selection Criteria - List of Academic Staff

The following information must be provided to University of London to ensure the applicant has considered how each programme and module will be academically managed. These details should be uploaded as Annex 18 on the application form. Please upload this as a MS Excel Spreadsheet.

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

First Name	Last Name	Role in Organisation	Programme supported	Module supported
<i>[FIRST NAME]</i>	<i>[LAST NAME]</i>	<i>[ROLE IN ORGANISATION]</i>	<i>[NAME OF PROGRAMME STAFF MEMBER WILL BE SUPPORTING]</i>	<i>[NAME OF MODULE WITHIN PROGRAMME STAFF MEMBER WILL BE SUPPORTING]</i>



Appendix 5: Selection Criteria – Contingency Plan

A contingency plan is required, please see the below **example**. Please develop your own Contingency Plan that addresses the points below in the example. Then please have the finalised Contingency Plan signed, dated and returned to University of London to ensure the application has considered how students would be supported if circumstances arise that result in the discontinuation or interruption of academic support from the applicant. This plan should be uploaded as Annex 21 on the application form. We recommend uploading this as a MS Word document.

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

Contingency Plan

With pertinence to University of London programmes, if circumstances arise that result in the discontinuation or interruption of academic support from Recognised Teaching Centre (RTC), the institution would 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.
- 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.

[LOGO AND SIGNATURE]



Appendix 6: Selection Criteria – Description of Facilities

The following information must be provided to University of London to ensure the applicant has considered the facilities to be used for hosting the requested programmes. These details should be uploaded as Annex 20 on the application form. Please upload this as a MS Word document.

Please note that uploaded 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)	

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	



Appendix 7: Supporting Evidence of Annex's

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

This Appendix should be submitted separately to other annexes, alongside the Business Proposal with the Title - *Supporting Evidence of Annex's*.

New RTC	<input type="checkbox"/>	Adding Campus	<input type="checkbox"/>	Adding Programme	<input type="checkbox"/>
Name of centre staff member completing form:			[NAME OF CONTACT]		
Email address:			[EMAIL OF CONTACT]		

Centre Details	
Legal Name of Centre	[LEGAL NAME]
Trading Name of Centre	[TRADING NAME]
Registered Office Address of Legal Entity	[OFFICE ADDRESS]
New Campus Address of Centre	[CAMPUS ADDRESS]
Country	[COUNTRY OF CENTRE]
Operational Contact	Name: [NAME OF OPERATIONAL CONTACT] Title: [TITLE OF CONTACT] Email: [EMAIL OF CONTACT]
Academic Contact	Name: [NAME OF ACADEMIC CONTACT] Title: [TITLE OF CONTACT] Email: [EMAIL OF CONTACT]
Website	[LINK TO CENTRE OFFICIAL 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	[INSET #]	[INSET #]	[INSET #]	[INSET #]	[INSET #]

Confirmation of Fees		
By ticking this section, the perspective institution acknowledges that they have reviewed and understood the program fees as outlined in the Appendix 9: List of University of London Programmes (Appendix 9) set by the University of London.	<input type="checkbox"/>	Date
		[INSET DATE]



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



Appendix 8: Applicant Submission Checklist

All requested information must be uploaded before you are able to submit your application.

We recommend compiling all of your documentation before completing the form, as you will not be able to proceed through each section without this.

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 upload a document explaining why this is not available or applicable.

Information required	Ready to submit?
Business Proposal	
Supporting Evidence of Annex's (Appendix 7)	
Evidence of legal entity	
Evidence of trading name	
Evidence of registered address	
Evidence of campus address ownership (or lease)	
Relevant website URL list	
Programmes requested	
Legal regulatory permissions to operate in the jurisdiction	
Trading licences, insurance and health and safety obligations	
Student access and inclusion	
Mission statement	
Marketing Plan	
Financial audited accounts	
Governance and decision-making policy	
Organogram	
Operational staff contact details, CVs	
Academic lead contact details, CV	
List of academic staff, CVs	
Supporting documents including description of facilities, architectural drawings, photographs and images of campus or facilities	
Contingency plan	
Data protection policy	



**UNIVERSITY
OF LONDON**

Child safeguarding policy	
----------------------------------	--

Appendix 9: List of University of London Programmes

Programme	Academic Direction	Web link	RTC supported	RTC supported Band A 2023/24	RTC supported Band B 2023/24	Online Band A 2023/24	Online Band B 2023/24
Level 3							
International Foundation Programme (IFP)	University of London	International Foundation Programme University of London	Available	£2437	£2437	NA	NA
Undergraduate							
BSc Computer Science*	Goldsmiths	Computer Science University of London	Would need consultation	£8581	£11247	£12701	£18887
BA English	Goldsmiths	English University of London	Available	£9440	£9440	£9440	£9440
BSc Psychology	Kings College London	Psychology University of London	Available	£5998	£10365	£10177	£19014
Laws (LLB) (also offers Common Law CertHE)	Laws Consortium	Bachelor of Laws University of Londons Common Law University of London	Available	£6118 (Excl dissertation)	£6118 (Excl dissertation)	£6118 (Excl dissertation)	£6118 (Excl dissertation)
BA Philosophy	Birkbeck	Philosophy University of London	Available	£7129	£7129	£7129	£7129
BSc Business Administration	Royal Holloway	BSc Business Administration University of London	Available	£12720	£16944	£12720	£16944
BSc Marketing	Royal Holloway	Marketing University of London	Would need consultation	£14088	£18868	£14088	£18868
Teacher Development Professional Graduate Certificate in Education	UCL	Teacher Development University of London	Would need consultation	£1797	£1797	£1797	£1797



Programme	Academic Direction	Web link	RTC supported	RTC supported Band A 2023/24	RTC supported Band B 2023/24	Online Band A 2023/24	Online Band B 2023/24
EMFSS	LSE	Accounting and Finance University of London EMFSS fee schedule 2022-23 (london.ac.uk) EMFSS Online Taught Fee schedule 2023-24 (london.ac.uk)	Available	£7600	£7600	-	-
Divinity	University of London	Divinity University of London	Would need consultation	£13492	£13492	£13492	£13492
Postgraduate							
Global MBA	Queen Mary (Inc UCL specialism)	Global MBA University of London	Would need consultation	£8793	£13535	£12465	£18880
MSc in Professional Accountancy	UCL	Professional Accountancy University of London	Would need consultation	£2372	£3212	£3560	£4820
MSc Accounting and Financial Management	UCL	Accounting and Financial Management University of London	Would need consultation	£6887	£9287	£10680	£14460
MSc in Supply Chain Management and Global Logistics	City, University of London	Supply Chain Management and Global Logistics University of London	Would need consultation	£5643 + Teaching Centre Fee	£9081 + Teaching Centre Fee	£7385	£12288
MSc in Data Science	Goldsmiths	Data Science University of London	Would need consultation	£4852 + Teaching Centre Fee	£8044 + Teaching Centre Fee	£9472	£14116
Postgraduate Laws (LLM)	Queen Mary and UCL	Postgraduate Laws LLM University of London	Available	£10000	£10000	£10000	£10000
MSc Project Management	Royal Holloway	Project Management University of London	Would need consultation	NA	NA	£10020	£13356



Programme	Academic Direction	Web link	RTC supported	RTC supported Band A 2023/24	RTC supported Band B 2023/24	Online Band A 2023/24	Online Band B 2023/24
MSc Cyber Security	Royal Holloway	Cyber Security University of London n	Would need consultation	NA	NA	£9445	£12600
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	£9281	£9281
MA Human Rights	The School of Advanced Study	Human Rights University of London	Would need consultation	NA	NA	£9370	£9370
MSc Computer Science	Birkbeck	Computer Science (MSc) University of London	Would need consultation	NA	NA	£10230	£13635
MSc Marketing	Birkbeck	Marketing University of London	Would need consultation	NA	NA	£7176	£11913
MSc Global Environment and Sustainability	Birkbeck	Global Environment and Sustainability University of London	Would need consultation	NA	NA	£9608	£12810
MSc Organizational Psychology	Birkbeck	Organizational Psychology University of London	Would need consultation	NA	NA	£15736	£15736
MSc Human Resource Management	Birkbeck	Human Resource Management University of London	Would need consultation	NA	NA	£15736	£15736
Global Diplomacy (Regional Pathway)	University of London	Global Diplomacy University of London	Would need consultation	NA	NA	£13228	£13228
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	£1822	£2394
MSc Clinical Trials	LSHTM	Clinical Trials University of London	Would need consultation	NA	NA	£16907	£16907
MSc Epidemiology	LSHTM	Epidemiology University of London	Would need consultation	NA	NA	£16907	£16907



Programme	Academic Direction	Web link	RTC supported	RTC supported Band A 2023/24	RTC supported Band B 2023/24	Online Band A 2023/24	Online Band B 2023/24
MSc Global Health Policy	LSHTM	Global Health Policy University of London	Would need consultation	NA	NA	£16907	£16907
MSc Health in Humanitarian Crises	LSHTM	Health in Humanitarian Crises University of London	Would need consultation	NA	NA	£16907	£16907
MSc Infectious Diseases	LSHTM	Infectious Diseases University of London	Would need consultation	NA	NA	£16907	£16907
MSc Public Health	LSHTM	Public Health University of London	Would need consultation	NA	NA	£16800	£16800

* 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.](#)