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## 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

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wherever they are, and at whatever stage they are in their lives or careers. Some of our  
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- x 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.
- x 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:

- x Provide worldwide access to the programmes and awards of the University of London 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.
- x Protect the interests of students studying at recognised centres by assuring a high quality student experience.
- x Build a global network of institutions supporting University of London programmes worldwide.
- x 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
- x 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 8](#) of this document.

## Transparency and Reporting

As a 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 final stage 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.





## Selection process

Selection is a three stage process.

### Stage 1.

- x An eligibility check by University of London New Business Services against the eligibility criteria ([Appendix 1](#)).
- x Online submission of selection criteria, including:
  - o a business proposal ([Appendix 2](#)).
  - o due diligence documentation (Appendices [3](#), [4](#), [5](#) & [6](#)).
- x Eligible applications are assessed by University of London New Business Services based on the following criteria:
  - o Completeness of documentation submitted.
  - o Strength of business case.
  - o Financial viability.
  - o Independent market insight.
- x Shortlisted applicants will be notified and invited to submit additional stage 2 documentation.
- x Unsuccessful applicants will be notified. Unfortunately, if your application is unsuccessful, we are unable to provide individualised feedback at this stage.

### Stage 2.

- x Applications are reviewed by key stakeholders. This includes:
  - o An application completeness check by University of London New Business Services
  - o An academic review by relevant Programme Directors
  - o A financial review by University of London Finance
  - o A quality review by University of London Quality Assurance
- x Applications that are approved at stage 2 will be submitted to board approval.

### Board Approvals.

- x Complete applications will be reviewed and approved by:
  - o Senior Executive Team (SET)
  - o Teaching Centres Committee (TCC)
  - o Academic Board (AB)

Successful applicants will be notified according to the timelines





## Call deadline

The submission deadline is 11:59pm BST (UK time) on 31 May 2024.

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  
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## 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. If any of the following reasons for being listed as a shareholder is listed:

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





## Appendix 2: Selection Criteria ±Business Proposal Guidance

Your submitted business proposal should include the information listed 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.

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.

Information Required	Description
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)
Market Information	Market information must include information on current students that would feed WKH SURSRVDO¶V YLDELOLW\ DV ZHOO DV SURM 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.
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"> <li>x Are sites or buildings currently in existence, what is the experience of the proposed operator etc?</li> </ul>
Mission statement	This VHFWRQ VKRXOG HPSKDVLVH WKH HQWLW\¶ the educational collaboration sought with the University.
Country/region location background	This section should provide clarity on: <ul style="list-style-type: none"> <li>x Population</li> <li>x Political ±including referenced regulations concerning the provision of trans 9 Tf 1erna</li> </ul>







## 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).

Information required	Notes on provision of information and data	Presentation of Materials	Corresponding Teaching Centre Recognition Framework (TCRF) Criteria
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.  7 L W O H ³ \$ Q Q H [ R I / H J D O ( Q W L W	Compliance: 1.1: Have legal and regulatory permissions to operate in their jurisdiction and to offer support for Students.
Evidence of trading name	The trading name 3(t)11(i)-d entity		



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)	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.	<p>Please provide documentary evidence.</p> <p>7 L W O H ³ \$ Q Q H [ of Campus Address R Z Q H U V K L S R U</p>	Not applicable
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.	<p>7 L W O H ³ \$ Q Q H [ : H E V L W H 8 5 / / L V</p>	Not applicable
Programmes requested	List of UoL and UoL Federation Member programmes required.	Please include: Full name of programme and	





Information required	Notes on provision of information and data	Presentation of Materials	Corresponding Teaching Centre Recognition Framework (TCRF) Criteria
Financial audited accounts	The last three years of financial audited accounts for the legal entity the University is		



Information required	Notes on provision of information and data	Presentation of Materials	Corresponding Teaching Centre Recognition Framework (TCRF) Criteria
List of academic staff, CVs	List of academic staff, including which modules and programmes each staff member will be supporting, CVs See appendix 1 for requested format.	7 L W O H 1 \$ Q 2 H [ \$ F D G H P L F 6 W D I 3 \$ Q Q 1 9 : [ Academic 6 W D I I & 9 V '	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.
Supporting documents including description of facilities, architectural drawings, photographs and images of campus or 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. 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. Where applicable, details must be given to show that staff and students with specific access requirements are 7.82 352.37 t(1.		



Information required	Notes on provision of information and data	Presentation of Materials	Corresponding Teaching Centre Recognition Framework (TCRF) Criteria
Child safeguarding policy	<p>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.</p> <p>Policies should cover, for example:</p> <ul style="list-style-type: none"> <li>x Procedures when an incident is reported</li> <li>x Procedures when an incident is suspected</li> <li>x Procedures to check staff who may meet and teach students</li> <li>x Procedures to check staff who may have access to student data</li> </ul> <p>If creating a new policy, review the UN Convention on the Rights of the Child (UNCRC) for guidance:  <a href="https://www.unicef.org.uk/what-we-do/un-convention-child-rights/">https://www.unicef.org.uk/what-we-do/un-convention-child-rights/</a></p>	<p>7 L W O H 2 3 Q r d H [ V D I H J X D U G L Q J S</p>	<p>Compliance: 1.1: Have legal and regulatory permissions to operate in their jurisdiction and to offer support for Students.</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
[FIRST NAME]	[LAST NAME]	[ROLE IN ORGANISATION]	[NAME OF PROGRAMME STAFF MEMBER WILL BE SUPPORTING]	[NAME OF MODULE WITHIN PROGRAMME STAFF MEMBER WILL BE SUPPORTING]



## Appendix 5: Selection Criteria ±Contingency Plan

A contingency plan using the following template must be completed, signed, dated and returned to University of London to ensure the applicant 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.



- i. , I FLUXPVDQFHV SUHYDLO WKDW LQKLELW V 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 [insert name of RTC] providing guidance and support to students to assist in either:
1. their transfer to another [insert name of RTC] campus such as [insert other campus locations]
  2. their transfer to another programme of equitable qualification level of similar locality, standing and reputation as far as



## 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.	



Health facilities	
Student support facilities (e.g. counselling and career guidance)	

<b>Staff Areas</b>	
Teaching staff areas	
Offices/ Administrative areas	

<b>Additional Comments</b>





## Appendix 7: Applicant Submission Checklist

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

We recommend compiling all of your







Programme	Academic Direction	Web link	RTC supported	RTC supported Band A 2023/34	RTC supported Band B 2023/24	Online Band A 2023/24	Online Band B 2023/24
MSc Cyber Security	Royal Holloway	<a href="#">Cyber Security   University of London n</a>	Would need consultation with fm	NA	NA	£9445	£12600
MA in Refugee Protection and Forced Migration Studies	School of Advanced Study	<a href="#">Refugee Protection and Forced Migration Studies   University of London</a>	Would need consultation with fm	NA	NA	£9281	£9281
MA Human Rights	The School of Advanced Study	<a href="#">Human Rights   University of London</a>	Would need consultation with fm	NA	NA	£9370	£9370
MSc Computer Science	Birkbeck	<a href="#">Computer Science (MSc)   University of London</a>	Would need consultation with fm	NA	NA	£10230	£13635
MSc Marketing	Birkbeck	<a href="#">Marketing   University of London</a>	Would need consultation with fm	NA	NA	£7176	£11913
MSc Global Environment and Sustainability	Birkbeck	<a href="#">Global Environment and Sustainability   University of London</a>	Would need consultation with fm.	NA	NA	£9608	£12810
MSc Organizational Psychology	Birkbeck	<a href="#">Organizational Psychology   University of London</a>					



Programme	Academic Direction	Web link	RTC supported	RTC supported Band A 2023/34	RTC supported Band B 2023/24	Online Band A 2023/24	Online Band B 2023/24
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