

2010

Guidelines for Collaboration with Education Service Providers

**GLOBAL
NETWORK**



**GLOBAL UNIVERSITY
OF MANAGEMENT
AND TECHNOLOGY**

www.GlobalUniversity.tc

ROLE AND RESPONSIBILITIES OF THE COLLABORATOR

[EDUCATION SERVICE PROVIDER]

1. **Educational Marketing:** Working in partnership with appropriate organizations, promote the cause of the Global University of Management and Technology. Promotional activities involve working with Chamber of Commerce, NGOs, Local administration and others in organizing events, making publicity through various media, getting sponsorships for such events and publicity mechanism etc.
2. Learning Resource Provider, subject to the terms and conditions, shall provide advice, assistance, information and material to the Collaborator to establish, maintain and operate the said development and promotional activity.
3. The Collaborator is bound to achieve the minimum functioning targets allotted by Learning Resource Provider for the stipulated period regarding recommending and developing of Independent Partner Institute.
4. The Collaborator will be having the right to contact Institution / Organization for recommendation as being authorized as an Independent Partner Institute as per guidelines from GUMT. The Independent Partner Institute shall be finalized only after proper recommendation from Collaborator and is forwarded through Learning Resource Provider and final permission is sought from the University.
5. Collaborator will recommend minimum 50 Independent Partner Institute within year from the date of Appointment in the allotted region to run the collaborator authorized courses only.
6. The Collaborator will be responsible for establishing Model Independent Partner Institute and the quality education network for GLOBAL UNIVERSITY OF MANAGEMENT AND TECHNOLOGY and will recommend the Independent Partner Institute after ensuring the fulfillment of norms & guidelines prescribed.
7. Collaborator will publish at least two admission notifications in the five leading national newspapers (three in English and two in local language) as per the specified format, direction and prior approval from Learning Resource Provider. Collaborator will not publish any advertisement and promotional material without the prior written approval from Learning Resource Provider.
8. **Syllabus and Self Instruction Material:** Collaborator is required to submit proposed Syllabi, Course Guidelines, Self Instruction Material and scheme of examination in soft copy along with Course Approval Request Form.
9. **Design and Print of Prospectus and Student Registration Form:** As the University has two cycles of admission (i.e. Fall Session admission; October - March of the year and Spring Session admission; April – September of the year). Distribution of Student Registration Form is a continuous process. Collaborator is required to design their own Prospectus of GUMT, and the soft copy should be sent to University and 25 Hard copy submitted to Learning Resource Provider. The Collaborator therefore must be proactive in maintaining stock of the required forms, etc.
10. **Collection of duly filled application forms along with required enclosures:** Proper arrangement will have to be made for the receipt of duly filled up Student Registration Forms along with required enclosures and the prescribed Program fee in the shape of Bank Drafts and to issue necessary acknowledgement.
11. **Submission of Application forms:** The Collaborator must create database in the prescribed format of the filled application forms received from the Independent Partner Institute. A soft copy and hard copy of the database and a summary statement from the database along with the filled application forms, enclosures and Bank Drafts must be sent to the Learning Resource Provider Office on regular basis, i.e. 15th and 30th of every month, if these dates fall on holidays, the dispatch may be made on the preceding/ following day. Simultaneously, an email of the summary statement must also be sent to the Learning Resource Provider Office.

12. **Collect Fee:** Proper arrangement will have to be made to give acknowledgement for the collected Fixed University Fee.
13. **Distribution of Student ID Cards/ Login ID and Password:** on getting the ID cards, Login ID, Password and other materials from the Learning Resource Provider Office, the Collaborator is required to supply them to the Independent Partner Institute for further distribution to the admitted students. For this purpose, the Collaborator has to maintain stock registers with entries pertaining to the issuance of ID Cards and materials with student details including Name, University Enrollment Number, and communication address etc. the register should be made available to the University or Learning Resource Provider therein as and when required.
14. **Multiple Choice Questions (MCQ):** Collaborator is required to submit 500 Multiple Choice Questions for each subject before 4 months of first Examination. After that every year 250 MCQ's has to be submitted for the same subject.
15. **Examinations:** The Collaborator is to issue Online Examination Forms received from the University Learning Resource Provider to the Independent Partner Institute, collect the filled up Forms with crossed Demand Drafts towards the examination fees and forward them with a summary statement to the Learning Resource Provider's Office. Simultaneously, an e-mail of the summary statement must also be sent to the Learning Resource Provider's Office.
16. **Conduct Online Examinations:** The Collaborator is to assist the University and Learning Resource Provider in identifying venues and other related elements, as per the University requirements/instructions, for the conduct of Online Examinations.
17. **Database Maintenance:** The Collaborator is required to maintain the database (with complete bio-data) of the Faculty working in the Independent Partner Institute. He should also maintain the database of Independent Partner Institute students, Admission-wise, Independent Partner Institute -wise, course-wise. The databases must be made available to the University on demand. In any case, a soft copy of the up-to-date database must be given to the Learning Resource Provider as and when required.
18. **General:** The Collaborator will arrange Independent Partner Institute Head meetings, Counselor trainings; technology related extra classes, from time to time as per the schedule of the University and Learning Resource Provider.
19. Collaborator shall, as may be required by Learning Resource Provider from time to time, depute his personnel for the purpose of receiving training on all or any aspect pertaining to the Program or for attending any conference. All the costs and expenses related thereto shall be borne by the Collaborator.
20. The Collaborator will act as a coordinating member with the INDIVIDUAL Independent Partner Institute for smooth operation of academic and promotional activities.
21. The Collaborator will not be having any claim on copyright, syllabus, courses, know-how and other related material and resources provided by University and Learning Resource Provider.
22. The duty of the Collaborator is to implement the policies, programs and instructions of the University pertaining to the Independent Partner Institute from time to time.
23. All activities carried out by the Collaborator shall have to be got approved from Learning Resource Provider. In case of any false, misleading, illegal, detrimental activity or unapproved activity etc. carried out by the Collaborator during his tenure; he shall solely be responsible for the same and bear all consequences thereof, individually.
24. Collaborator will work under the supervision of such officers as may be decided by the University, from time to time. The Collaborator will diligently and satisfactorily carry out instructions given for Collaborator Campus / Office in connection with the assigned work to the best of his ability.
25. All obligations and responsibilities of Collaborator Campus / Office in terms of this Appointment Letter and communication issued from time to time including those specified in the Web Based Operations Manual, shall be fully and exclusively, discharged by Collaborator.

26. The Collaborator will ensure that the Collaborator Campus / Office and the infrastructure therein are operative during all hours prescribed by the University, from time to time.
27. Collaborator shall always fulfill his obligation with honesty and integrity and shall not act in any manner detrimental to the interest and goodwill of University.
28. Collaborator will maintain all information/ documents/ material received from University and Learning Resource Provider strictly confidential.
29. Collaborator will coordinate the day to day management and operations of the Collaborator Campus / Office and will be solely responsible for all the operations.
30. The Collaborator will monitor the progress of the admissions of Students at Independent Partner Institute regularly, on fortnightly and monthly basis.
31. Collaborator will organize necessary training for the Coordinator, Marketing Team and Counselor of Independent Partner Institute at various locations.
32. The Collaborator shall be fully responsible for all the costs (Capital, Revenue and Operational), related to the Collaborator Campus / Office. Collaborator shall himself ascertain the financial viability of the entire project and shall fund all cost overruns, if any.
33. Collaborator shall be responsible for the payment of all taxes, duties, levies, fees and similar costs arising as a result of; or in connection with the transactions contemplated under this Appointment.
34. The Collaborator shall not and is not empowered to, make any financial commitment on behalf of University and Learning Resource Provider and also will not enter into any commitment, contracts, agreement that binds University and Learning Resource Provider in any manner whatsoever.
35. The Collaborator will appoint internal auditors after prior approval from Learning Resource Provider to check the quality of education & services provided by various Independent Partner Institutes.
36. GLOBAL UNIVERSITY OF MANAGEMENT AND TECHNOLOGY and all its authorized officer reserve sole rights to inspect Collaborator Campus / Office and its Independent Partner Institute from time to time without intimation on any working day and hour.
37. Collaborator will collect feedback forms from the students and forward it to GUMT.
38. Collaborator will not enter into similar kind of agreement/ contract/ arrangement with other parties.
39. Collaborator will submit monthly report to Learning Resource Provider of their work and services stating their achievement, if any; along with their observations and suggestions on or before 7th of every month.
40. The Collaborator will not enter into any monetary transactions with any Associate on behalf of University and Learning Resource Provider and shall not misuse its position for personal gains.
41. The Collaborator will be bound to follow any decision taken by University, in any matter, from time to time.

Submit Filled Form to Learning Resource Provider - Asia at:

ONLINE CAMPUS

**#48, 1st Main Road, 2nd Block, 3rd Stage, Basaveshwarnagar,
Bangalore – 79 (India) Tel: +91-80-4277 -0000**

eMail: asia@gumtemail.com

COMMERCIAL

Collaborator Share in Associate Institute Registration Fee (Associate Institute Technology Fee US\$ 500 per year)

No. of Centre	Share
00-10	50% of the Registration Fees (Except Technology Fee)
11-25	60% of the Registration Fees (Except Technology Fee)
>26	75% of the Registration Fees (Except Technology Fee)

Collaborator shall pay student fee as under:

S. No.	Account Head	Per student
1.	Registration Fee (One Time)	US\$ 250
2.	Technology Fee (Per Year)	US\$ 500
3.	Tuition Fee	20%
4.	Examination Fee	US\$ 50

Collaborator Technology Fee US\$ 1000 per year per Course

The Collaborator Technology fee is non refundable and not adjustable under any circumstances.

This appointment is initially valid for three years only subject to deposit technology fee and annual satisfaction report of Learning Resource Provider. University shall review your appointment after 12 months subject to annual inspection and submit complete documents.

Submit Filled Form to University Headquarters by

Fax: +44 (0) 203 137 2456 or

eMail: president@globaluniversity.tc or by post at:

GLOBAL UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

Gretton House, Pond Street, Grand Turk, Turks and Caicos Islands

TKCA 1ZZ (UK Overseas Territory) Tel.: +44 - 870 - 820 - 0022



COURSE APPROVAL REQUEST FORM

1. Full Name of the Proposed Course: _____

2. Duration of the Proposed Course: _____

3. Eligibility of the Proposed Course: _____

4. Tuition Fee of the Proposed Course: _____

5. Number of Seats of the Course: _____

6. Proposed Course offered through: Distance Mode Regular Mode Part Time

7. Do You want to Offer Course in: One Campus Multiple Campus Associate Network

8. Objective of the Course: _____

9. Module to be taught in full course, fill following table:

(Attach copy of the detailed syllabus with this Form)

Sr. No.	Proposed Module	Sr. No.	Proposed Module
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
11.		12.	
13.		14.	
15.		16.	
17.		18.	
19.		20.	
21.		22.	
23.		24.	
25.		26.	
27.		28.	
29.		30.	

Date:

Seal & Signature of the Head of Education Service Provider



PROPOSED COLLABORATOR QUESTIONNAIRE

Thank you for your recent inquiry expressing an interest in establishing relations with Global University of Management and Technology (GUMT) as an Education Service Provider. To allow us to make an informed decision of our collaboration format could you please provide the following information:

INSTITUTIONAL INFORMATION

Name of your institution	
Contact Person	
Phone Number	eMail:
Institutional Address	
If applicable Details of Branch Office (Including name, address, phone name of contact)	

Proposed Associate Institute Registration Fee:
Name of CEO
Institution Website
Year of establishment
Description of Facilities available (e.g., Conference Room, Lecture Hall, Internet Access, Computer Laboratory, etc.)

BUSINESS PLAN

Format of Collaboration	
<input type="checkbox"/> Offshore Program	<input type="checkbox"/> Representative and Recruitment Office for GUMT Online Programs
<input type="checkbox"/> Coordinate Partnership with Universities in your region	<input type="checkbox"/> Act as GUMT Campus in your region
<input type="checkbox"/> Run Exclusive Program of GUMT in your region	<input type="checkbox"/> Reciprocal Award Recognition Agreement

Programs you would like to launch on behalf of Global University of Management and Technology

Sr. No.	Proposed Course	Sr. No.	Proposed Course	Sr. No.	Proposed Course	Sr. No.	Proposed Course
1.		6.		11.		16.	
2.		7.		12.		17.	
3.		8.		13.		18.	
4.		9.		14.		19.	
5.		10.		15.		20.	

Note: This is a commercial in confidence and information contained in this document will not be released outside of Global University of Management and Technology.

Please describe the characteristics of your potential market (age, income, educational background, others like industry affiliates, university networks etc)

Which subject areas do you believe would be of greatest interest to prospective students in your region or area? Why?

Please outline the support service you can offer to students wishing to avail themselves of your services.

How would you promote Global University of Management and Technology and its programs in your region and area?

What is the most suitable time of the year to launch the first intake of GUMT programs in your region or area?

Proposed number of intake annually* Once Twice Thrice Quarterly Continuous

Name of Prospective Project Coordinator

Experience & Qualification of the Coordinator

Certified that all the information given above and in the preceding pages are complete and correct. We declare that we will abide by all the rules of University & Learning Resource Provider and the direction given under it. We are ready to submit detailed course Syllabus, Study material and 500 Multiple Choice Questions for each subject in soft copy (Word Format) and 250 Multiple Choice Questions for each subject to be submitted every year before starting of the session.

Signature of the Prospective Coordinator

Name: _____

Designation: _____

Date:

Seal & Signature of the Head of Management

Name: _____

Designation: _____

Date: