INTERNATIONAL

RELATIONS AND PARTNERSHIPS

POLICY
INTERNATIONAL RELATIONS AND PARTNERSHIPS POLICY

Overview

Preamble

Unisa is committed to promoting international relations and fostering partnerships with institutions of higher education in accordance with higher education regulatory provisions, aligned with national planning and policy imperatives, and consistent with the mission and goals of the University.

In pursuit of coherent, value-adding, and strategic international relations and partnerships, there is a need to put in place a regulatory framework that orientates, coordinates and directs all Unisa international activities, partnerships and cooperation. A further need is to prevent duplication and overlap of efforts. Such a framework will seek to harmonise existing policies and practices to ensure an integrated and coordinated approach.

The coherence envisioned is also aimed at ensuring effective and efficient utilisation of resources.

Definitions

<table>
<thead>
<tr>
<th>Committee</th>
<th>International Relations and Partnerships Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEASA</td>
<td>International Education Association of South Africa</td>
</tr>
<tr>
<td>AU</td>
<td>The African Union</td>
</tr>
<tr>
<td>MDGs</td>
<td>Millenium Development Goals</td>
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<tr>
<td>HEQC</td>
<td>Higher Education Quality Council</td>
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<tr>
<td>MOA</td>
<td>Memorandum of Agreement</td>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<tr>
<td>NEPAD</td>
<td>New Partnership for Africa’s Development</td>
</tr>
<tr>
<td>Directorate</td>
<td>The International Relations and Partnerships Directorate, incorporating the Africa Directorate and International Relations</td>
</tr>
<tr>
<td>Partners</td>
<td>Institutions that have entered into linkages with Unisa</td>
</tr>
<tr>
<td>Partnership</td>
<td>Form of collaboration or cooperation in which parties are equal and have definitive roles</td>
</tr>
</tbody>
</table>
SADC The Southern African Development Community

Scope of Application

This policy applies to all international activities, partnerships and cooperation initiated and/or facilitated by all stakeholders within Unisa including management, academics, support and administrative staff.

Policy Statement

As a comprehensive dedicated distance education University, Unisa strongly promotes strategic partnerships and cooperation at institutional, organisational and governmental level.

In pursuit of its vision and mission, Unisa seeks to promote open and distance learning internationally, and more specifically, on the African continent. In this way, it contributes towards the reconstruction and development of Africa, promoting networking among African scholars, and addresses the knowledge and capacity development needs of Africa.

Change Control

Any changes or amendments to this policy should be effected in accordance with the policy on Policy/Rule formulation.

Policy Violation

Non adherence to this policy will undermine the strategic management of the University and will call for appropriate corrective measures.

Executive Authority

The authority for international relations and partnerships lies with the Vice-Principal: Strategy, Planning and Partnerships, as delegated by the Principal and Vice-Chancellor. The Vice Principal exercises this authority in consultation with senior officials in the Directorate, and with the Vice Chancellor.
In championing and advocating the internationalisation of Unisa internally and externally, a Committee on International Relations and Partnerships has been established and its terms of reference are attached hereto (See Annexure A, International Relations and Partnerships Committee).

1. Guiding Principles

Unisa’s international relations and partnership endeavours will be guided by the following:

1.1 Unisa Vision, Mission and Values
1.2 Unisa 2015 Agenda for Transformation and any further iteration of its strategic plan, goals and objectives pertaining to international relations and partnerships.
1.3 National and International development imperatives
1.4 IEASA Code of Ethical Practice in the Provision of Education to International Students by South African Higher Education Institutions
1.5 AU goals, NEPAD principles and goals, the MDGs and SADC priorities insofar as they intersect with Unisa objectives
1.6 Relevant International Conventions and Protocols
1.7 Mutually beneficial partnerships and cooperation
1.8 Priority for entering into partnerships or cooperation will be given to public higher education institutions.

2. Responsibilities

Overall responsibility for international relations and partnerships including; initiating, facilitating, negotiating, processing, coordinating, implementing, monitoring, evaluating and reporting, rests with the Directorate.

2.1 Initiating Partnerships and Unisa Cooperation

International partnerships and cooperation may be initiated at any level of the University by any internal stakeholder. Once initiated, such initiatives should be channelled through the Directorate, following due processes.
Negotiating The negotiating and processing of international
Partnerships and Cooperation of Partnerships and cooperation agreements shall be conducted by the
Directorate in close consultation with relevant internal
Unisa stakeholders and in accordance with applicable
policies and procedures.

Due Diligence The Due Diligence procedure, where required, will be
adhered to. (See Annexure C, Due Diligence Certificate)

The authority for signing of partnership agreements
rests with the Principal and Vice-Chancellor.
In his absence, the responsibility rests with either the Pro-
Vice Chancellor, or Vice Principal: Strategy, Planning
and Partnerships. In all instances, the Vice-Principal:
Strategy, Planning and Partnerships will have prior
scrutiny of such agreements as part of the due diligence process.

In the case of MOUs, because these are not legally
binding, they may be signed by duly mandated officials
who have consulted the Directorate, and followed
necessary procedures.

Unisa is an international University and global player that
seeks to integrate the international dimension into its
spectrum of activities. It is the objective of the
Directorate to promote this goal by consistently informing, guiding
and engaging the University community and its international
partners.

International marketing activities and initiatives will be
facilitated and coordinated by the Directorate in
consultation with the Central Marketing Committee,
Corporate Communication and Marketing Department
and other relevant internal stakeholders (See Annexure
B, Marketing Strategy for International Relations and
Partnerships. These should be read together with Broad
Hosting of International Visitors/Delegations

The University hosts a number of high level visitors and delegations representing governments, institutions of education, and international organisations who study tours, conferences, seminars, workshops, bilateral consultations and in pursuit of partnerships with Unisa.

While the initial contacts for such visits may originate from various internal stakeholders of the University, the responsibility for coordinating these visits rests with the Directorate. Similarly, exchange programmes and study tours involving foreign academics and students shall be coordinated by the Directorate.

This will be done in close consultation with Unisa colleges, departments, directorates, and potential partners, in accordance with the established guidelines for hosting international visitors. (See Annexure E, Guidelines for Hosting International Visitors/Delegations).

International Visits or Missions by Unisa Staff

The Directorate is a resource and custodian of information/intelligence on various countries and makes this available to internal stakeholders through an appropriate technologically enhanced information storage and retrieval system. All Unisa officials undertaking missions abroad are expected to inform the Directorate of their scheduled international visits.

Upon request, the Directorate shall facilitate contacts with South African diplomatic missions and Unisa partners, prior to the officials undertaking their visits. Internal stakeholders may not bypass the Directorate and make direct representations to South African embassies and missions and partners abroad.

Upon return from official visits and missions, all officials will be required within a month of return to share copies of their trip reports with the Directorate.
The recruitment of students internationally remains mainly
the responsibility of Colleges with the support of
Communication and Marketing (CCM), in consultation
the Directorate.

Together with international partners, Colleges and CCM,
the Directorate will facilitate marketing initiatives and
recruitment of students.

While the evaluation, admission and registration of
international students is the responsibility of Colleges and
Student administration, no international students
shall be denied admission without prior and timely
consultation with the Directorate.

International students are entitled to the same rights and
privileges as national students, subject to the provisions
of national bilateral agreements and protocols. All internal
stakeholders are expected to inform themselves
appropriately and apply these provisions consistently and
fairly.

Mobilisation of resources for international relations and
partnerships shall be the responsibility of appropriately
identified internal stakeholders of Unisa in conjunction
with its partners.

Before entering into any agreement, Unisa and/or its
partners shall identify sources of possible funding.

This is a general statement of intent on international
partnership or cooperation which usually precedes the
Memorandum of Agreement. It is usually not legally
binding on either party.

This is a legally binding agreement which may be
preceded by an MOU or signed directly. It outlines the obligations of
each of the parties, and detailed terms of the agreement, including exit clauses.

11.3 Special Agreement

This covers special projects that may include staff and student exchange programmes, tailor-made offerings and programmes, capacity building and development projects, and other memoranda of agreement that do not fall under the normal MOU and MOA.

12. Forms of possible Partnerships and Cooperation

12.1 Academic cooperation
12.2 Capacity building for open distance learning
12.3 Specially designed projects
12.4 Staff exchanges
12.5 Student exchanges
12.6 Collaborative research
12.7 Collaboration with international organisations
12.8 Cooperation with and participation in international professional bodies
12.9 Knowledge transfer
12.10 Consortia (i.e. for tendering purposes)
12.11 Material development and exchanges
12.12 Pulling/exchange of resources

13. Assessment of Partners

The Directorate, in consultation with the relevant internal stakeholders, will undertake prior screening of prospective partners to ascertain their viability.

Prospective partners will also be expected to provide their business plans and other information that may be deemed necessary. *(See Annexure F: Application for Entering Into Partnerships and Collaborations with Unisa)*

14. Quality Assurance

The Directorate, in consultation with relevant internal Stakeholders and the Quality Assurance and Promotion Directorate will undertake periodic evaluations of existing partnerships and cooperation agreements in line with the Quality Assurance processes of the University and the provisions of the HEQC.

15.
Implementation of partnership and cooperation agreements shall take place once all legal, operational, financial, and other specified conditions have been fulfilled.

Implementation of partnership and cooperation agreements rests with specifically designated units/departments as stipulated in the agreement. The Directorate will facilitate interaction and coordination between relevant internal and external stakeholders.

16. Monitoring of Partnership Agreements

The Directorate shall ensure adherence to all provisions of partnership agreements. Monitoring and evaluation will ensure, amongst others: viability; value for money; cost-effectiveness; alignment with the vision, mission and goals of the University, timely notification of impending expiry and that partnerships continue to be mutually beneficial to the University and its partners.

17. Reporting on Partnerships Relations

Annual reports on the status and performance of partnerships shall be submitted to the International Relations and Partnerships Committee via the Vice Principal: Strategy, Planning and Partnerships.

The Vice Principal: Strategy, Planning and Partnerships shall in turn, report to Executive Management and designated statutory committees of the University.
INTERNATIONAL RELATIONS AND PARTNERSHIPS

COMMITTEE
INTERNATIONAL RELATIONS AND PARTNERSHIPS COMMITTEE

TERMS OF REFERENCE

Composition

This Committee consists of the following members:

1. Principal and Vice-Chancellor (ex officio)
2. Vice-Principal: Strategy, Planning and Partnerships (Chairperson)
3. Registrar
4. Executive Deans of Colleges or nominees
5. Executive Director: Corporate Communication and Marketing
6. Director: International Relations and Partnerships
7. Director: International Relations
8. Director for Africa
9. SRC representative
10. Director: Admissions and Registrations
11. Director: Programme Registration and Accreditation
12. Student Administration
13. Dean of Students

Chairperson

The Committee shall be chaired by the Vice-Principal: Strategy, Planning and Partnerships.

Functions

The functions of this Committee are:

To promote a coordinated and integrated approach to international partnerships and collaborations;

To promote a coordinated and integrated approach to policies, rules and procedures for partnerships and collaborations;

To champion and advocate internationalisation of the institution both internally and externally.

To guide the International Relations and Partnerships Directorate (namely; International Relations Office and Africa Directorate) in identifying strategic and relevant markets and linkages in line with the institutional vision, mission, values and philosophy;

To engage at a higher level on the implications of national, regional and international imperatives such as; enrolment caps introduced by the Department of Education, NEPAD, GATS, SADC Protocol, African Union, Unesco, and the Bologna Declaration;

To consider all recommendations for action and/or reports submitted on existing or potential partnerships and collaboration.

To provide strategic direction on international partnerships and collaborations.

Secretary

The Committee meetings will be assisted by the University Committee Services.
Meetings
Meetings will be scheduled for a minimum of two times a year.

Ad hoc meetings may be called should circumstances warrant it.

Reporting
The International Relations and Partnerships Committee shall submit its findings and recommendations to the Management Committee and/or the Extended Management Committee.

28 August 2005
Rev. 14/02/06
Revised on 07 April 2006.
CERTIFICATE OF DUE DILIGENCE:
NEGOTIATING AND SIGNING OF COLLABORATION AND PARTNERSHIP AGREEMENTS

This certificate is to be completed and attached to all agreements presented for signature. Accurate and complete quantitative data should be given where available. All sections of this document must be completed.

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<thead>
<tr>
<th>No</th>
<th>ITEM FOR REVIEW</th>
<th>REQUIRED INFORMATION</th>
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<tbody>
<tr>
<td>1</td>
<td>Potential Benefits to Unisa</td>
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<td>Indicate the benefits accruing from this agreement.</td>
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<td>2</td>
<td>Total costs and financial implications over time</td>
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<td></td>
<td>(a) Include the actual financial obligations of UNISA under this agreement and an estimate of potential costs that may be incurred in the future.</td>
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<td></td>
<td>(b) Has adequate financial provision been made for the agreement, including the upkeep and maintenance?</td>
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<tr>
<td>3</td>
<td>Risk Assessment</td>
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<td>State the key risks to UNISA emanating from this agreement. Is it a reasonable</td>
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<td><strong>4</strong></td>
<td><strong>Ability of UNISA to Deliver</strong></td>
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<tr>
<td></td>
<td>Does UNISA have the capacity to fulfill its side of the agreement so as to avoid accusations of breach of agreement or alternatively to realize the full value of potential benefits?</td>
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<td><strong>5</strong></td>
<td><strong>Policy Compliance</strong></td>
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<td>Does the substance of the agreement comply with UNISA policies, procedures and relevant business plans.</td>
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<td><strong>6</strong></td>
<td><strong>Monitoring/Evaluation</strong></td>
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<tr>
<td></td>
<td>(a) State Unisa entities responsible for monitoring and/or evaluating this agreement.</td>
<td></td>
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<tr>
<td></td>
<td><strong>Extending agreements</strong></td>
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</tr>
<tr>
<td></td>
<td>(b) When extending the agreement, please attach a brief summary on the parties’ previous performance.</td>
<td></td>
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</table>
| **7** | **Legal Soundness**  
(To be completed by Legal Services Unit) |
|   | Has the contract been subjected to legal scrutiny so as to ensure that the contract is legally sound and acceptable? |
| **8** | **Finance Department**  
(To be completed if required) |
|   | Has Finance Department been consulted? |

The accuracy of the above information is hereby certified.

**Signature of person presenting the agreement for signature:**  
________________________ |

Printed name: ___________________________  Designation:  
________________ |

Date:  
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*Rev. at Avianto- 090206*
MARKETING STRATEGY FOR INTERNATIONAL RELATIONS AND PARTNERSHIPS
BACKGROUND

The University of South Africa is a comprehensive and dedicated Distance education institution that offers academic and career-focused quality programmes and offerings. It is ranked among the ten mega universities in the world and the largest on the African continent.

This international dimension has to be further developed, strengthened and nurtured. Hence, the need to establish an integrated marketing strategy to uphold and advance these objectives.

The programmes and offerings are delivered through five Colleges, namely,

- Agriculture and Environmental Sciences
- Economic and Management Sciences
- Human Sciences
- Law
- Science, Engineering and Technology.

PURPOSE

To position and profile Unisa as an internationally recognised distance education institution.

To promote Unisa distance education programmes and offerings and to encourage strategic partnerships and cooperation at institutional, organisational and governmental level.

To ensure a harmonised and coordinated approach in promoting the core business of the university internationally.

To facilitate the coordination of international marketing strategies in consultation with internal stakeholders.

MARKETING OBJECTIVE

Increase the visibility and strengthen the UNISA brand
Increase awareness and visibility of Unisa, its products and offerings internationally

Increase penetration of products and offerings in the existing international education and training markets.

Provide tailor-made programmes to identified international market segments.

Facilitate international student’s recruitment activities.

Facilitate the establishment of strategic collaborative research initiatives and joint publications.

STAKEHOLDERS

Internal Stakeholders

- Alumni Office
- Central Marketing Committee
- Corporate Communication and Marketing Department
- Colleges, Schools, Bureaux, Centres, Institutes and Units
- Contact Centre
- Department of Finance
- Dispatch
- Executive Management
- Library
- Nepad Unit at UNISA
- Production
- Student Affairs
- Student Admissions and Registrations
- Student/Learner Support
- Unisa Press
- UNISA Foundation

External Stakeholders

- UNISA partners internationally
- South African Government departments
- Foreign governments
- Institutions of higher learning
• South African Embassies and High Commissions abroad
• Foreign Embassies and High Commissions in South Africa
• Unisa alumni internationally
• Media
• Professional bodies
• Regional and international Institutions (AU, NEPAD, ADB, AAU, CODESRIA, ECOWAS, IGAD, SADC, UN agencies, EU and others)

TARGET MARKETS

The following criteria will be used in fostering partnerships and cooperation:

• Viable markets
• Demand driven programmes and projects
• Open and distance learning institutions
• Countries emerging out of conflict, especially those in Africa
• Countries with bilateral and multi-lateral links with South Africa
• Countries prioritised by the South African government

OPERATIONAL PROCEDURES

The following operational procedures should be followed by all units within the University when undertaking marketing missions abroad:

The concerned unit must submit the purpose/objective of the visit/consult to the International Relations and Partnerships Directorate (namely: International Relations Office and Africa Directorate) and Central Marketing Committee (CMC).

• Preparation of operational plans and budget for the proposed marketing and business development strategies by relevant units.
• Submission to the Central Marketing Committee of the outcome of consultations and discussions of the plans with the relevant internal units to verify existing capacity and to avoid duplication and confusion.

• Submission of explanatory notes on the alignment of proposed marketing and business development plans with the strategic goals of the University.

• Implementation of plans which includes: objectives of the mission, areas of focus and expected outcomes.

• In the whole process, the Central Marketing Committee will consult closely with the Directorate International Relations and Partnerships to ensure consistency and alignment of marketing procedures with the objectives of the International Relations and Partnerships.

EVALUATION AND REPORTING MECHANISM.

The International marketing missions shall share their written reports with the International Relations and Partnerships Directorate about the outcomes, challenges and recommendations of their missions and visits.

28 August 2005
Rev. Unisa 14/02/06
GUIDELINES FOR HOSTING
INTERNATIONAL VISITORS/DELEGATIONS
GUIDELINES FOR HOSTING INTERNATIONAL VISITORS/DELEGATIONS

1. PURPOSE

The University of South Africa, Unisa, receives numerous requests from a wide range of international academic institutions, foreign missions, organizations and governments to tour the University for academic and professional reasons and in pursuit of partnerships and collaborations/cooperation.

As the only mega distance education university in Africa and in line with its vision, mission and strategic objectives, Unisa has to uphold leadership and professionalism in dealing with the international community.

Unisa believes international visitors are important in enhancing its profile and international outlook hence, the need for guidelines to ensure that visitors are received and provided with appropriate professional support and services, at all times.

2. ROLE OF INTERNATIONAL RELATIONS AND PARTNERSHIPS DIRECTORATE

2.1 All high profile visits will be coordinated according to the code of Protocol and Etiquette (to be developed).

2.2 The International Relations and Partnerships Directorate (namely; International Relations Office and Africa Directorate) will initially ascertain the importance and relevance of the proposed visit and decide whether it should be supported.

2.3 Where other members of the University and the international community send requests for visits directly to the Public Relations Office, this Office shall consult or meet with representatives of the International Relations and Partnerships and follow guidelines.

2.4 Depending on the decision taken, International Relations and Partnerships shall forward the appropriate correspondence to the Public Relations Office with suggestions/recommendations and names of persons that visitors may meet.

2.5 International Relations and Partnerships shall meet with the visitors and act as host unless otherwise advised.

2.6 All queries and other issues related to international linkages, partnerships, agreements, must be referred to the International Relations and Partnerships for action, unless discussed with other relevant internal stakeholders.
2.7 International Relations and Partnerships, assisted by the Public Relations Office, will provide a package of materials and where necessary, gifts, which will be presented to each delegate visiting the institution.

3. HOSTING ARRANGEMENTS

The International Relations and Partnerships shall take full control of international visitors. The following procedures will apply:

3.1 The International Relations and Partnerships shall determine the appropriateness, level and rank of the visit.

3.2 Confirm with prospective visitor/s the goals and objectives of the visit, actual date, names and the number of persons, executive CVs, their positions as well as background information about the institution, where necessary.

3.3 Compile necessary documentation, and inform Public Relations Office about the visitors and indicate relevant internal stakeholders to receive the visitors.

3.4 Draw up an itinerary and programme of visit after consultations with all relevant internal stakeholders. The programme shall include all relevant information such as names and designations of participants, institutions, venue locations and room numbers, email and telephone numbers.

3.5 Set up meetings with the relevant internal stakeholders and compile invitations, where necessary.

3.6 May arrange refreshments, book meetings and venues. All arrangements relating to major tours, catering and venues will be handled by the Public Relations Office in consultation with the International Relations and Partnerships.

3.7 The International Relations and Partnerships shall follow-up and confirm prior arrangements and appointments for clarity and acceptance.

3.8 Where necessary, the International Relations and Partnerships shall arrange to meet high level international visitors at the Johannesburg International Airport and provide transportation during the duration of their visit at Unisa.

3.9 Where necessary, provide information or suggestions on car rental, or local accommodation according to the needs of the visitor. Reference will also be made to useful websites. Bookings will be made and all costs shall be for the visitor’s account. Some discretion may be applied in accommodating the visitors depending on their relationship with Unisa.

3.10 Detailed programme shall be forwarded to all participants including the visitor(s) prior to their arrival in South Africa.

3.11 A designated member of International Relations and Partnerships shall act as host and if possible be present at all meetings. If unavailable, another senior representative of the University may be asked to assist.
3.12 Where the contact was made directly by a member of College/Institute who will be present at meetings, this individual may act as host.

3.13 High profile visitors and dignitaries may be hosted by the Principal and Vice-Chancellor, Pro-Vice Chancellor, Deputy Vice-Chancellor, the Vice-Principal: Strategy, Planning and Partnerships or other members of the University Executive in line with Protocol.

3.14 A designated Unisa representative shall take minutes of each meeting and make these available to all relevant internal stakeholders.

28 AUGUST 2005
Rev. Unisa 14/02/06
APPLICATION
FOR ENTERING INTO INTERNATIONAL PARTNERSHIPS AND COLLABORATIONS WITH UNISA
APPLICATION FOR ENTERING
INTO INTERNATIONAL PARTNERSHIPS AND
COLLABORATIONS WITH UNISA

NAME OF APPLICANT AND ORGANIZATION

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STATE CAPACITY IN WHICH ACTING

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CONTACT PERSON ........................................................................................................

ADDRESS: POSTAL:

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PHYSICAL: ....................................................................................................................

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TEL: .................. FAX: ................. E-MAIL: ..............................................................

NATURE OF APPLICATION ............................................................................................
(INSTRUCTIONAL PROGRAMMES AND SUBJECTS)

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PROPOSED DATE OF IMPLEMENTATION .................................................................

DATE OF APPLICATION .................................................. ...........................................

SIGNATURE OF APPLICANT
## FOR OFFICE USE

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<th>RESULT OF PROVISIONAL SCREENING</th>
<th>Accepted</th>
<th>Rejected</th>
<th>Referred Back</th>
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| COMMITTEE: 1 ............................... 2 .............................. 3 ............................ 4 .............................. 5 ............................. 6 ............................ |

| DATE OF INVESTIGATION IN LOCO                      | ................................................................. |

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<tr>
<th>RESULT OF INVESTIGATION</th>
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| INVESTIGATION REPORT ATTACHED | YES | NO |

1. ORGANIZATION PROFILE

1.1 WHAT IS THE PRIMARY PURPOSE OF YOUR ORGANIZATION?

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1.2 HOW LONG HAS YOUR ORGANIZATION BEEN ACTIVE IN THE FIELD OF EDUCATION?

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1.3 WHERE IS YOUR ORGANIZATION SITUATED?

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1.4 **WHO ARE THE OWNERS AND MEMBERS OF THE BOARD OF YOUR ORGANIZATION?**

**OWNERS:**

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**MEMBERS OF THE BOARD:**

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1.5 **WHAT SECURITY DOES YOUR ORGANIZATION PROVIDE?**

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1.6 **KINDLY SUPPLY AN ORGANIGRAM OF YOUR ORGANIZATION.**

1.7 **WHAT IS YOUR ORGANIZATION’S BUSINESS PLAN? (PLEASE ATTACH A COPY OF THE RELEVANT DOCUMENT)**

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1.8 WHAT MEASURES HAVE BEEN TAKEN TO ENSURE THAT YOUR ORGANIZATION WILL BE ABLE TO OFFER INSTRUCTION FOR THE ENTIRE DURATION OF THE PERIOD FOR WHICH YOU HAVE RECEIVED FEES FROM STUDENTS?
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1.9 LIST APPLICABLE LEGISLATION IN YOUR COUNTRY REGULATING YOUR ORGANISATION AND ATTACH GOVERNMENTAL APPROVAL FOR YOU TO ACT AS PROVIDER OR FACILITATOR OF HIGHER EDUCATION
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2 KINDLY PROVIDE DETAILS OVERLEAF OF THE ACADEMIC STAFF EMPLOYED BY YOUR ORGANIZATION

DOES YOUR ORGANIZATION SUPPORT THE PRINCIPLE THAT ACADEMIC STAFF SHOULD HAVE A QUALIFICATION AT LEAST ONE LEVEL ABOVE THE HIGHEST LEVEL OF THE SUBJECT FOR WHICH THEY ARE RESPONSIBLE?

YES [ ] NO [ ]

COMMENTS (IF ANY)
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<table>
<thead>
<tr>
<th>INSTRUCTIONAL SUBJECT</th>
<th>NAME</th>
<th>QUALIFICATIONS</th>
<th>EXPERIENCE</th>
<th>TERM OF SERVICE</th>
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PLEASE ATTACH AN ABRIDGED CV AND ACADEMIC RECORD/TRANSCRIPT FOR EACH MEMBER OF STAFF
3 EXPERIENTIAL TRAINING (if applicable)

3.1 Does your organization comply with the standards set by UNISA with regard to experiential training? Motivation for each instructional programme applied for

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3.2 Is this experiential training evaluated by the relevant industry? (Provide details for each programme)

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4 STUDENT SUPPORT

4.1 Does your organization have adequate administrative support staff to deal satisfactorily with the expected number of students? Motivate briefly

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4.2 Are your training venues equipped with teaching aids including writing boards and overhead projectors? (Specify)

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4.3 Has a syllabus/work plan been compiled for each subject?

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If so, kindly attach copies

4.4 Are the syllabuses based on UNISA course material and prescribed textbooks?

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4.5 Briefly describe how your organization will evaluate students, apart from the evaluation conducted by UNISA

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4.6 Is remedial action taken on the basis of the results of the student evaluation? Specify briefly

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4.7 DOES YOUR ORGANIZATION PROVIDE FOR A STUDENTS’ REPRESENTATIVE COUNCIL?
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4.8 DOES YOUR ORGANIZATION PROVIDE ANY FORM OF GUIDANCE TO EXISTING AND PROSPECTIVE STUDENTS? PLEASE PROVIDE DETAILS
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5 FACILITIES

5.1 WHAT FACILITIES DOES THE ORGANISATION HAVE AT ITS DISPOSAL?
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IF RENTED, WHAT IS THE DURATION OF THE LEASE?
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6 IS THERE ANY OTHER INFORMATION CONCERNING YOUR APPLICATION THAT YOU WOULD LIKE TO ADD?
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PLEASE NOTE:
1. THE APPROVAL OF THIS APPLICATION WILL RESULT IN THE CONCLUSION OF A FORMAL AGREEMENT BETWEEN UNISA AND THE APPLICANT.
2. THE APPLICANT MUST BE WILLING TO ALLOW UNISA OR HEQC WHERE REQUESTED TO PERFORM AN EVALUATION AT ANY TIME.