

## **BOARD PAPER: MAB.16.S.n.1**

# **THE MICO UNIVERSITY COLLEGE**

## **FRANCHISE AGREEMENT PROCEDURE**

### **1. INTRODUCTION**

- 1.1. The University College will franchise courses and programmes only in recognised partner institutions.
- 1.2. Where a Course or Programme is franchised, the University College will retain overall responsibility for the admission of students, record keeping and all other administrative functions. The University College will be responsible for the syllabus in terms of its content, mode of delivery, mode of assessment and quality assurance arrangement, the Course or Programme will be owned by the University College and managed by an existing Academic Unit in the University College and assessed through the University College's Examination Board. Students will be subject to the University College's regulations with regard to the Course or Programme, and to the regulations of the partner institution with regard to all other matters e.g. behaviour.
- 1.3. Students and/or Funding Agents will pay all fees to the University College. The University College will pay a fee to the partner institution to deliver the Course or programme.
- 1.4. The registered students will be eligible for all student services.

### **2. REQUIREMENTS FOR THE RECOGNITION OF AN INSTITUTION FOR THE PURPOSE OF FRANCHISING**

- 2.1. Before considering formally any proposal for partnership, the University College will ensure the constituents within the University College are properly briefed by the Academic Unit managing the Course/Programme. The constituents shall include:
  - (i) Executive Management Committee, which shall be asked to determine whether the University College should proceed with recognition of the partner institution and therefore, whether:
    - the partnership will serve to further the University College's mission;
    - the partnership will be compatible with existing collaborative arrangements;
    - the partner institution has the capacity to contract with the University College.
    - there is any financial or other impropriety or threatened liability which might cause embarrassment or damage to the University College.

- (ii) The Academic Board, including members from the Quality and Curriculum Units who shall vet the brief to determine the quality and standards for the programme and its implementation.
- 2.2. The brief shall include
  - (i) An outline of the intentions of the proposed partnership, the mission, reputation and details of the partner institution.
  - (ii) The capacity of the institution to deliver the Course/Programme
  - (iii) The implementation programme  
(A standard condition of recognition will be that the institution agrees to maintain the characteristics approved by the University College and which underlie recognition, unless changed by a similar collaborative process).
- 2.3. The recognition of an institution as a partner of the University College will normally be for a period of four years and can be reviewed with the possibility of continuing for a further defined period.
- 2.4. The University College and the partner institution will each meet its own costs arising from the recognition process.

### **3. FRAMEWORK**

- 3.1. Recognition will be formalised in a Memorandum of Understanding and the regulatory framework for the franchised Programme or Course will be formalised in a Programme/Course Agreement.
- 3.2. Each Programme delivered on behalf of the University College will be subject to a separate Programme Agreement, which will identify the specific responsibility for the programme.

**The Mico University College**  
**1A MARESCAUX ROAD, KINGSTON 5**

**FRANCHISE PROGRAMME AGREEMENT**

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This agreement is entered into between The Mico University College (The Mico) and the Moneague College for the delivery of the following programme:

**A Secondary Education Programme leading to a Bachelors Degree**

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*Name of Programme*

By signing this agreement, the parties agree to the responsibilities set out herein for each organization relative to the Secondary Education Programme leading to a Bachelors Degree (the Programme) which includes:

**1. Institutional Responsibilities.**

1.1. The Mico University College (The Mico)

The Mico through its Faculty of Science and Technology shall have the ultimate academic control for the programme and through its Mathematics Department shall have oversight for the provision of the Programme.

The Mico shall have responsibility:

- i) For the recruitment and admission of the students to **the Programme**
- ii) To ensure that the Students are enrolled and registered at The Mico
- iii) To ensure that the Students meet the requisite matriculation requirements as determined by the Ministry of Education.
- iv) To ensure that students are provided with access to The Mico's School Management System (SMS);
- v) To attend to students complaints with respect to the programme.

1.2. The Moneague College

Moneague College shall have responsibility:

- i) For the recruitment and enrolment of the students to **the Programme**
- ii) To deliver **the Programme** in accordance with the requirements of The Mico University College
- iii) To provide the necessary facilities and services including classrooms with the attendant furniture and fixtures, as well as, qualified staff to teach **the Programme**

- iv) To provide the necessary boarding facilities and services to accommodate students in the Programme desirous of residing on campus.
- v) To attend to students' complaints with respect to accommodation and physical facilities.

## **2. Academic Oversight**

- 2.1. The Mico shall have the responsibility for curriculum design and development. The curriculum for the programme shall be approved by The Mico's Academic Board.
- 2.2. The Mico shall ensure periodic review of the programme and regular monitoring of the delivery of the Programme to maintain quality assurance standards.
- 2.3. The Mico shall host workshops, and seminars and any other training sessions as it sees fit to maintain quality standards of the programme.

## **3. Programme Delivery**

- 3.1. Moneague College shall deliver **the Programme** in accordance with the requirements of The Mico
- 3.2. Moneague College shall have the responsibility to maintain the quality of **the Programme** in accordance with the requirements of The Mico.
- 3.3. Ensure that the Programme is delivered in accordance with the requirements of the Mico and shall not be used in whole or in part in any other circumstance.

## **4. Staffing**

- 4.1. The staff to deliver the programme shall be staff of the Moneague College;
- 4.2. Moneague College shall have the responsibility to recruit, appoint, induct and staff qualified for the teaching of the programme, and shall ensure that staff can access regular staff development;
- 4.3. Moneague College shall provide The Mico with the requisite documents evidencing the qualification of staff teaching **the Programme**;
- 4.4. Moneague College shall have the responsibility to notify The Mico of any staff changes which may arise from time to time.
- 4.5. Both entities shall engage Coordinators to manage the Programme at each entity. All communications shall be directed through the Coordinator.

## **5. Examinations and Assessment:**

- 5.1. Examinations and assessment will be set and conducted in accordance with The Mico's Examination Regulations.
- 5.2. Moneague College will be responsible to grade the papers and to submit scripts along with grade sheets to the Head of Department (Mathematics)
- 5.3. The Mico will examine the assessment products submitted by Moneague College.
- 5.4. Examination Board meetings chaired by the Dean of the Faculty of Science and Technology will be held in accordance with the schedule for such meetings at The Mico
- 5.5. Students will be allowed to progress based on the requirements for progression established by The Mico.
- 5.6. Students will be access their grades on the SMS system.
- 5.7. The Mico will notify the student of any re-sits

## **6. Student Records:**

- 6.1. The Mico shall be responsible for the maintenance of the students records as a consequence the student will be able to receive "Status Letters", "Progress Reports", "Transcripts" or any other documents provided by The Mico, on application, and on completion of the requisite procedure for application of such documentation
- 6.2. The Mico shall award the appropriate degree to the student on successful completion of **the Programme**.

## **7. Financial Arrangements:**

- 7.1. Arrangements agreed between The Mico and Moneague College shall be as is stated in the Memorandum of Understanding.

## **8. Other Terms and Conditions**

- 8.1. The Programme Agreement is subsidiary to the terms and conditions of the Memorandum of Understanding and nothing in the Programme Agreement is intended to distract from the responsibility of the University College with respect to approval of the Programme and the monitoring of its operations.
- 8.2. Arrangements detailed in the Programme Agreement may be amended at any time by mutual agreement, subject to approval by the relevant authorities in each institution. The Programme Agreement shall be for **four years** effective the **September, 1, 2016** after which time the Agreement will be reviewed.

8.3. If either party wishes to terminate the agreement then notice of at least one academic year must be given. However, if at any time The Mico University College believes that the quality of the programme is in question, a review may be conducted. If the University College finds that any conditions set by this review are not met by the specified deadlines, the agreement may be terminated by further recruitment being stopped. The decision on the final continuation of the partnership will rest with The Mico University College.

Signed on behalf of the

**THE MICO UNIVERSITY COLLEGE** )

by )

Name: \_\_\_\_\_

) Signature: \_\_\_\_\_

(under stamp or seal)

Position: \_\_\_\_\_

in the presence of:

\_\_\_\_\_  
WITNESS

Signed on behalf of the

**THE MONEAGUE COLLEGE** )

by )

Name: \_\_\_\_\_

) Signature: \_\_\_\_\_

(under stamp or seal)

Position: \_\_\_\_\_

in the presence of:

\_\_\_\_\_  
WITNESS