

2012



[AFFILIATION AGREEMENT]

This is the official agreement for affiliation of a learning site of West Coast University (WCU), Panama, which is required to be in agreement of the site for getting affiliated from WCU for executing its programs at the location of the site.



WEST COAST UNIVERSITY

AFFILIATION AGREEMENT



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DEFINITIONS

Site

'Site' refers to an offshore educational institution and its facilities in a specific geographic area.

Affiliation agreement

'Affiliation agreement' refers to the permission granted by West Coast University to an institution wishing to promote and offer the University courses and act as resource and examination center for the students in that specific geographic area.

Moderation

'Moderation' refers to the process of quality control associated with ensuring that the international students of West Coast University students are served equitably and consistently.

Quality Standards

'Quality Standards' quality standards refer to West Coast University existing Quality Control Policy & Procedures and amended thereafter.

WCU

'WCU' is an abbreviation of West Coast University



AFFILIATION TERMS STARTS HERE



THE AGREEMENT

1 AFFILIATION AGREEMENT

- 1.1 This affiliation agreement entitles sites to promote as being sites for delivery of the education courses offered by WCU Diplomas, Advanced Diplomas, Bachelor Degree, Master Degree and Doctoral Degree and any other non- degree-training program.
- 1.2 Affiliated sites may promote themselves as WCU affiliated centers but any public advertisement referring WCU name must be approved by WCU in advance.
- 1.3 This affiliation agreement is for three (03) years from the date of signing this agreement subject to annual review and renewal.
- 1.4 Affiliation fee as decided by WCU would be transferred to WCU designated account by the affiliated site.
- 1.5 Affiliation agreement will be renewed automatically after three years on payment of prescribed/decided affiliation fee, where site has met all quality standards required by WCU and site is not in default of any type.
- 1.6 This affiliation agreement is valid only for the geographical area stipulated in the agreement. It cannot be exchanged and transferred to any other party.
- 1.7 Affiliated sites will not misuse/misrepresent WCU and its accrediting agencies/ councils/ professional associations and membership association.



2 SUSPENSIONS OR CANCELLATION OF AFFILIATION AGREEMENT:

2.1 The affiliation agreement may be suspended, without notice, in cases of any significant evidence of:

2.1.1 Breach of this agreement

2.1.2 Dishonest or unethical standards in dealing with students, WCIMT/WCU administration.

2.1.3 Inequitable standards applied to any student.

2.1.4 Financial impropriety.

2.1.5 Failure to progress towards quality standards.

2.1.6 Any illegal action or activity.

2.1.7 Any action of dissatisfaction or disappointment of the university

2.2 No further student from affiliated site/institution will be registered with WCU while the institution is under suspension.

2.3 Following suspension, WCU President or by his nominated person or committee will investigate the matter. If the matter is not resolved to WCU satisfaction the affiliation agreement may be terminated without further consultation.

2.4 WCU reserve the right to transfer students to some other institute should an affiliation agreements terminated or make any alternative arrangement as deem fit by WCU administration.

2.5 WCU may publicize the fact that the affiliation agreement has been terminated for any site however no reason be given for any such termination.



3 QUALITY STANDARDS AND MONITORING:

- 3.1 Affiliated site must make them and students registered through them available for inspection to WCU staff within two weeks of notice of a visit by WCU personnel. Any cost associated with the delay of a WCU representative caused by a site failing to make adequate preparation as requested by WCU will be charged to the affiliated site.
- 3.2 Affiliated site must meet WCU quality standards. Affiliation agreement may be suspended or cancelled if the site does not comply with the WCU quality standards.

4 EXAMINATION/ ASSESSMENT CONDITIONS:

- 4.1 Affiliated site must arrange to house, invigilate and administer examinations conducted after each 6 months for all those students registered with WCU through that site.
- 4.2 Affiliated sites must use examination papers / assessments exercises sent to the site by WCU International Study Department, unless otherwise agreed in writing.
- 4.3 All examination answer papers / solved assessment exercises shall be sent to WCU or its control center at the cost of affiliated site, unless otherwise agreed in writing.
- 4.4 In case the affiliated site is authorized in writing to mark or grade the answer papers and assessment exercises, site must forward 20% of all examination papers to WCU or its control center after marking. This must be selected to represent the following distribution-one third from the lowest marks upwards, one third from around the medium mark and one third down from the top marks.
- 4.5 The same procedure (as per 4.4 above) projects and major assessable essays.



4.6 The language of all assessable essays, projects and examinations will be English.

4.7 Marks will be allocated according to marking scale provided by WCU Academic Registrar.

4.8 Affiliated site will mark all examination papers essays or projects within two weeks of completion. The moderation samples will be forwarded to WCU or its control center by international courier at the site's cost. Copies of the papers forwarded to WCU or the control center will be copied and retained by the site.

4.9 WCU or its control center shall not return mediated papers but shall keep them on record.

4.10 No student may sit any examination until have WCU registration confirmation bearing student registration number, which will be used as examination number as well. Students will not be allowed to write the name or other identification on answer papers except student number.

5 RESOURCES AND FACILITIES AT AFFILIATED SITES:

5.1 Affiliated sites must have adequate library at the premises or have arrangement made with some public or private library with relevant books present for students use.

5.2 Affiliated sites must have sufficient computers, printers, scanners, photocopiers available at the premises or have similar other arrangements for students use.

5.3 Affiliated sites must provide Internet and email facilities to students.

5.4 Affiliated site must comply with any local workplace safety and hygienic regulation enforce.



- 5.5 Affiliated sites must provide course/subject experts or advisor to deserving students.
- 5.6 Affiliated sites assist students in their studies, in case it is required
- 5.7 Affiliates site must have WCU prescribed syllabi and curricula all the time present at the premises for students use and consultation.
- 5.8 Any other suitable facility provided to students shall be appreciated.

6 FEES AND CONDITIONS RELATING TO FEE

- 6.1 Affiliated site must pay prescribed affiliation/licensing fee to WCU via telex transfer to WCU designated account prior to commencement of affiliation.
- 6.2 Affiliated sites shall be responsible to collect all relevant students' fee and transfer to WCU designated account on behalf of the students applying to register for any of WCU/WCIMT course through the site.
- 6.3 The WCU fee structure mentioned in official website www.westcoastuniversity.edu.pa applies to all sites but a special concession may be granted to the sites/students of developing countries. Any discounted fee structure must be approved as an appendix/extension to this agreement.
- 6.4 WCU administration reserves its right to alter the applicable fees structure for the affiliated site anytime on its own discretion and decision of WCU management would be considered final.
- 6.5 Affiliated site must collect and transfer to WCU designated account. Student's application and registration fee and send the application forms along with duly verified/attested copies for registration to WCU at the site's cost.



6.6 Affiliated sites shall collect and transfer all examination fees from students registered through them.

6.7 No one will be recognized as WCU student until prescribed application and registration fee are not fully received by WCU.

6.8 Affiliated site shall not allow students to sit for any WCU examination unless the prescribed fee is fully received by WCU.

6.9 Affiliated sites are allowed to have their own prescribed fee arrangements for any educational services they provide to registered students for tuition, seminars, face-to-face lessons, advice, consultation, invigilation, graduation ceremony etc.

6.10 No students/ graduate will be issued WCU official transcript and academic award unless all fees are fully received by WCU.

7 STUDENTS REGISTRATION PROCEDURE:

7.1 Students shall be registered when the WCU admission application form, along with two fresh passport photographs and the duly verified/attested supporting documents are received along with application and registration fee by WCU.

7.2 The affiliated sites will decide student's commencement date.

7.3 Affiliated site shall dispatch application along with documents (referred in 7.1 above) by international courier it site's cost.

7.4 Each registered student shall be issued with a student's registration documents with student's registration number, sent to him or her through affiliated site.



8 SUSPENSIONS AND CANCELLATION OF STUDENT REGISTRATION:

8.1 Students registration will be immediately suspended without any refund in case of the following:

- 8.1.1 Providing false or fake documentation for registration.
- 8.1.2 In case of cheating, pilgrims and using any unfair means in examination.
- 8.1.3 Causing intentionally and persistently problems for the site and for WCU.
- 8.1.4 Mis-representing WCU or its accrediting councils/agencies or professional bodied.

8.2 Students may appeal against suspension of student registration in writing to the WCU/WCIMT President's office in writing. This appeal shall be accompanied with appeal fee of US\$ 200-00. The fees may be payable by channel as finalized with the site.

8.3 WCU President's Office will investigate the matter of suspension and if found necessary shall appoint a panel to take decision on the appeal against suspension of student's registration. The panel so appointed may take the following necessary actions:

- 8.3.1 Cancel the student's registration.
- 8.3.2 Reinstate the student's registration with fine.
- 8.3.3 Reinstate the student's registration without fine.
- 8.3.4 Reinstate the student's registration conditional.



9 MARKETING AND PROMOTIONAL ACTIVITIES BY AFFILIATED SITE

9.1 Affiliated site will only promote and market WCU courses with prior approval in writing of from WCU of any publicity material the site wish to advertise or to publish.

9.2 Affiliated site shall compulsory observe the following guidelines in the marketing:

9.2.1 Affiliated site will market their educational products with integrity, accuracy and professionalism.

9.2.2 All promotional literature and marketing materials published by or on behalf of WCU in whatever form, will be truthful, accurate and unambiguous.

9.2.3 Before information about an individual is used in any marketing that individual must have provided written permission to WCU.

9.2.4 Advertisements will identify every product separately from the recognized by any accreditation agency or without recognized status.

9.2.5 The names of study materials, qualifications or accredited courses used in advertising materials will be consisted with the names and/or titles recognized by the concerned accreditation agency.

9.2.6 Marketing or promotional literature and general media advertising will not encourage unrealistic expectations about the level of qualifications attainable and the facilities and equipment provided; or

Make claim to approval or recognition that is inaccurate or use misleading or false comparisons of courses with others provided by competitors; or



Make misleading statements concerning the qualifications or experience of staff; or

Make misleading or false statements about the prospects of employment following the course.

10 LIABILITY OF SITE

10.1 Affiliated sites are responsible for pastoral care, health and safety of students attending any classroom studies, tuitions, seminars or other educational gathering.

10.2 Affiliated sites must act according to the laws of their country and accept any liability pertaining to this.

10.3 Affiliated sites must comply with the WCU code of conduct and accept full responsibility pertaining to this.

10.4 Site must disclose to its students the complete and true status of accreditation and recognition of WCU/WCIMT degree/certificates internationally and/or in the territory of site and/or territory of its expected use. Site must ensure that the students have checked the recognition status on WCU website and satisfied by that before enrollment.

10.5 Affiliated sites must understand that this affiliation agreement is intended to be entered into a spirit of cooperative enterprise, however in case of any dispute; the legal jurisdiction shall be Commonwealth of Australia as our affiliated colleges are administered by our Australian Office.

WCU QUALITY STANDARDS & WCU CODE OF PRACTICE INTENDED IN THIS AGREEMENT ARE AS PUBLISHED IN WCU WEBSITE



DECLARATION OF SITE AFFILIATION AGREEMENT

Declaration by the Chief Executive/Representative of affiliated site

I, _____ of _____
(name of representative) (name of site)

Address _____

Phone _____ Fax _____
(with country and location codes in format +XX-XX-XXXX)

Email _____

Website _____

I, being legally authorized person on behalf of the above organization, do hereby agree to above mentioned terms and conditions of this agreement (from Page1 to 14) and also undertake to act as WCU affiliated site to introduce & offer WCU International Courses and to function as resource and examination center to these educational programs to the best of our ability and loyalty.

Signature & Seal of the Organization _____

Dated _____ Place _____

Declaration of the Chief Executive/Representative of WCU

I, being legally authorized person of the West Coast University incorporated in Panama, Central America do hereby allow the above organization to act as WCU affiliated site to offer WCU international courses on the terms and conditions mentioned in this agreement as given above from page 1 to 14.

Signature & Seal WCU _____

Dated _____ Place _____