

INTERNATIONAL CLIENTS

CODE: P059

Section: Academic/Student

Policy Owner: BOG

Procedure Owner: CEO/Curriculum Officer

POLICY

The Policy of the Board of Governors is to develop, market and deliver educational programmes according to the policy and strategy of ITS to meet the requirements from International clients.

PROCEDURES

The curriculum officer in collaboration with the Marketing Department or any other necessary department will enter into the preliminary development of contract proposals advised to the Chief Executive Officer. Potential contracts shall be evaluated with due diligence following the underneath factors:

- financial and/or political stability of client
- benefit to the institute, reputation and image
- availability of external funding
- safety of institute staff

All contracts need to be approved by the Chief Executive Officer.

Any programme content will need to go through BOS and PQVB applying quality assurance principles including but not limited to:

1. The specific educational needs to be addressed by the proposed service.
2. Evaluation criteria to be used to assess success of the programme.
3. Determine any applicable fees.
4. Organization structure and human resources required
5. Responsibility of physical resources.
6. Ownership of programme.