



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED Memorandum Order
No. 07
Series of 2017

**Subject: GUIDELINES FOR IMPLEMENTATION OF CHED-BRITISH COUNCIL
JOINT DEVELOPMENT OF NICHE PROGRAMMES THRU PHILIPPINE-
UNITED KINGDOM LINKAGES PROJECT**

Pursuant to Republic Act (R.A.) 7722 or the Higher Education Act of 1994, which states that it is the responsibility of the State to (1) protect, foster and promote the right of all citizens to affordable quality education at all levels, and to (2) take appropriate steps to ensure that education shall be accessible to all; and which mandates the Commission to (1) formulate and recommend development plans, policies, priorities, and programs on higher education and research, and (2) identify, support and develop potential centers of excellence in program areas needed for the development of world-class scholarship, nation building and national development, and consistent with the **Guidelines for Institutional Development and Innovation Grants under the K to 12 Transition Program**, these guidelines are hereby adopted and promulgated by the Commission, for the guidance of participating higher education institutions (HEIs) for the implementation of the CHED-British Council Joint Development of Niche Programmes thru Philippine-United Kingdom Linkages Project.

Article I
Statement of Principles and Policies

1. These guidelines are consistent with the expressed intent under CHED Memorandum Order No. 33, series of 2016, or the *Guidelines for Institutional Development and Innovation Grants under the K to 12 Transition Program*, with the aim of strengthening the qualifications and capacity of Higher Education Institutions to respond and remain relevant to local, regional, national, and global priorities, and ensure their quality and long-term sustainability, leveraging the K to 12 Transition period for said initiatives, and in preparation for the first cohort of K to 12 graduates in 2018.
2. In line with the implementation of said policy, the Commission entered into a partnership with the British Council Philippines through a Operational Alliance Agreement for the implementation of the Joint Development of Niche Programmes thru Philippine-United Kingdom Linkages (JDNP) and was later on amended to clearly define several areas such as Project output, governance and grant guidelines. The Philippines-UK initiative establishes international connectivity and engagement through joint development of niche programs in the Philippines through institutional partnerships with HEIs in the United Kingdom. Furthermore, participating HEIs will be able to form alliances and long-term collaborations that will enable them to acquire high-quality international higher education.
3. The implementing guidelines herein set forth shall define the priorities and procedures for the implementation and management of the JDNP ensuring effectiveness and efficiency in program delivery.

Article II Objectives

The Project shall serve as an impetus for Philippine universities to develop niche programs and strengthen their international partnerships. Specifically, the Project aims to:

1. Provision of seed funding to HEIs to develop and implement identified niche programmes with UK HEIs;
2. Provision of capacity building activities to raise the importance of incorporating internationalization goals into HEI overall vision and mission;
3. Support research collaboration between Philippines and the UK; and
4. Establishment of Philippine and UK Higher Education partnerships.

By the end of the Project (August 2018), expected outputs are:

- a. Ten (10) established PH-UK partnerships;
- b. Ten (10) Philippine HEIs with established structure and agenda for internationalization; and
- c. Five (5) new niche programmes delivered in the Philippines.

Article III Eligibility

For Philippine HEIs

1. Ten (10) Philippine HEIs were pre-selected by CHED and the British Council as target recipients of the Project. Target HEIs were selected from the list of:
 - a. HEIs which are currently implementing or have implemented TNE programmes; and
 - b. HEIs which based on CHED qualifications are assessed to have the capacity to implement TNE.
2. Target recipients were invited to express interest and commitment to actively participate and undertake activities identified under this Project. HEIs are required to enter into an agreement with the British Council.
3. Institutions may partner with one or more eligible HEIs and apply as one unit, through a lead HEI, identified according to the internal arrangement between partners or among members. The lead HEI shall apply for the seed funding and shall be accountable to accomplish the agreed grant commitments.
4. The TNE proposal for seed funding being applied for under the grant should not be submitted to other agencies and/or funding sources for the same purpose. Otherwise, proponents must disclose which components of the project will be funded under the grant, and by other sources.



5. Grantees of the JDNF are exempted from Article VI, Section 4 of CMO No. 33, s. 2016 as approved by the Commission thru Commission En Banc No. 1117-2016.
6. Target recipients should be able to commit counterpart equity in terms of staffing/man hours, provision of facilities, equipment and others miscellaneous expenditure. HEIs should also be willing to conduct a feasibility study to justify their choice of TNE programme (postgraduate degree) to be developed.

For United Kingdom HEIs

In accordance with CHED Memorandum Circular no. 62 series of 2016, or the Policy, Standards and Guidelines for Transnational Education, the following are hereby reiterated:

1. Based on Philippine HEIs' requirements in terms of programme area, TNE model and other considerations, British Council shall facilitate the process of engagement of UK HEI partners.
2. In addition to requirements of Philippine HEIs, in selecting UK HEIs, British Council shall comply with CHED's policies on the selection of foreign HEI partners. The following considerations will be taken into account:
 - a. Accreditation or certification by respective embassies as quality higher education providers;
 - b. Foreign HEIs' legal standing in its country of origin and or other countries in which it conducts business as well as the recognition of its qualifications including those delivered through TNE;
 - c. Academic reputation in academic communities;
 - d. Qualifications and/or experience of academic staff in regard to teaching and research, when tutoring/academic support is provided by the offshore partner;
 - e. Quality and accessibility of student support services, of learning and support including ICT infrastructure and facilities, library, computing services, bandwidth available, meeting rooms, virtual learning environment, and learning management system.
 - f. Their use of quality teaching and learning resources such as open educational resources (OERs).
 - g. Institutional and national quality assurance procedures for TNE to which they are subject, including published standards and reports.
3. TNE programmes of UK HEI partners to be delivered in the Philippines shall be compliant with the following provisions that complement CMO provisions on transnational education, student mobility, and other forms of internationalisation schemes:
 - a. Accreditation and recognition: only foreign HE partners formally recognized by their respective governments as quality higher education providers and accredited by a recognized accrediting body or its equivalent in their country of origin will be given Philippine government permission to offer undergraduate, graduate and post-graduate degrees.
 - b. All undergraduate, graduate and postgraduate academic programs of foreign HEIs offered in the Philippines shall be conducted in



accordance with Philippine law, and rules and regulations established by CHED.

- c. Foreign HEIs shall provide the appropriate student support services, including when international students are to spend a period of time in the Philippines as part of course or program requirements, information on legal requirements and accommodation arrangements, subject to the Bureau of Immigration requirements for international students.

Article IV Mode of Partnerships

Each participating HEI shall establish partnerships with UK HEIs, including joint development of postgraduate degree programmes.

Eligible TNE partnerships to be developed under this Grant are:

1. Twinning – refer to partnership provision where programme will be offered for students to study for a degree in both Philippines and UK, starting in their own country and finishing in another;
2. Joint Degrees - refer to a partnership provision which leads to a single degree awarded by Philippine and UK HEIs. The programme is jointly developed, jointly delivered and jointly assessed;
3. Dual qualifications or Double degrees - refer to a partnership provision which leads to two degrees awarded by Philippine and UK HEIs. Joint and double degree models overlap with twinning arrangements, though do not necessarily involve student mobility from one country to another;

Said programmes may cover, but shall not be limited to, the following priority areas identified in CHED Memorandum Order 22, Series of 2016):

- Transportation Studies
- Climate Change
- Design Engineering
- Education (Professional Education and Training/Educational Neuroscience/Educational Planning, Economics and International Development/Lifelong Learning)
- Tropical Medicine/Public Health
- Energy Security/Renewable Energy
- Maritime Engineering
- Social Science
- Oceanography
- Economics
- Agriculture/Food Security
- Digital Innovation and Creativity

The proposed TNE program and model are subject to the approval of the JDNP Technical Review and Advisory Committee and shall likewise ensure that programs are compliant to the guidelines and documentary requirements set out in CMO 62 series of 2016 or the Policies, Guidelines (PSGs) for Transnational Education Programs.



Article V Application and Awarding of Grant

The Call for Proposals for Joint Development of Niche Programmes shall be issued by the British Council directly to the ten (10) target HEIs.

1. Philippine HEIs shall be required to submit TNE proposal for review and approval of the Review Committee.
2. TNE Proposals should follow the minimum requirements set out in the TNE Proposal Template and Work and Financial Plan (Appendix 1 and Appendix 2). The proposal should be endorsed and duly signed by the head of the HEIs. Proposals are to be submitted to British Council, addressed to the Project Manager (Lotus Postrado, Lotus.Postrado@britishcouncil.org.ph)
3. Philippine HEIs are also required to submit along with their proposal the following documentations: (Adopted from CHED Memorandum Order 33, Series 2016)
 - a. Certificate of Registration with the Securities and Exchange Commission (SEC);
 - b. Authenticated copy of the latest Articles of Incorporation showing the original incorporators/organisers and the Secretary's certificate of incumbent officers, together with the certificate of filing with SEC;
 - c. Audited financial reports for the past three years preceding the date of the project implementation;
 - d. For HEIs which have been in operation for less than three years: Accomplishment report of previously implemented similar projects certified by HEI President and Secretary, together with audited financial reports for the years it has been in operation; and
 - e. For HEIs which are implementing or have implemented TNE programmes: Memorandum of Agreement between contracting parties, including terms of reference.
4. The TNE proposal should be developed in coordination with the UK HEI partners. British Council will organize a session to provide technical assistance in the proposal development of the HEIs.
5. The TNE proposals shall be evaluated based on the following criteria:
 - a. Technical merit;
 - b. Relevance and developmental nature or the value added; and
 - c. Capacity of the HEI-proponent/s to successfully deliver the stated goals.

During review process, the Review Committee may request further information/justification or additional documentary requirements from the HEIs. HEIs have a maximum of 2 weeks to revise the TNE proposal or provide additional requirements.

6. Proposals should get a score of at least 5 to be approved for funding (Appendix 4 for Proposal Evaluation Criteria).
7. HEIs shall be informed on the results of the TNE proposal review after 10 working days. Upon approval, British Council, with approval from CHED, will release funds in



tranches. Refer to Appendix 5 for the Project Flowchart, which details the process for application, awarding of grant and reporting.

Article VI Funding and Restrictions

1. Seed funding shall be provided to HEIs with acceptable TNE proposals. HEIs can propose funding support for a maximum of Php5M.
2. The seed funding shall cover:
 - a. HEI's in-country activities including faculty training fees, resource materials, operational and communications costs, costs related to UK partners' visits;
 - b. Costs related to programme administration and delivery such as programme approval fees, external examiners fee, site approval fees, administrative training fees, textbooks, library access, student franchise fee, graduation fees; and
 - c. Other related fees/costs related to the development and delivery of TNE programme. The Grant may **NOT** be used for capital outlay, but may be used for the improvement and refurbishment of existing facilities and Maintenance and Other Operating Expenses (MOOE) budget items. Acquisition of equipment critical to attaining the proposed project objectives may still be accepted, subject to the assessment of the necessary evaluating panels and the approval of CHED.
3. Costs not covered by the British Council or CHED associated with capacity building activities (in the UK and in the Philippines) organized said offices may form part of the seed funding. Costs related to activities and meetings to be incurred in the course of planning and implementation of TNE between Philippine and UK HEI partners should be included in the TNE proposal and as such could be covered by the seed funding.
4. The seed funding shall be awarded solely to HEIs and not to individual faculty or staff.

Article VII Obligation of Grantees

HEI Grantees shall fulfill the following obligations:

1. Implement the approved TNE proposal and ensure the achievement of the deliverables proposed;
2. Ensure that funds are spent according to the approved Work and Financial Plan, and in line with Philippine government rules and regulations;
3. Provide supplemental equity to the grant awarded by British Council and CHED;
4. Submit periodic monitoring and progress reports as required;



5. Prepare and submit an accomplishment report as well as an audited financial report at the end of the grant period;
6. Submit a liquidation report to British Council, certified correct by a Certified Public Accountant and approved by the head of the HEI;
7. Participate in activities organized under the project;
8. Mentor other HEIs, as specified in the approved design for cascading best practices resulting from the project under Grant; and
9. Sustain activities related to the original grant, as specified in the sustainability indicators in the approved project proposal.

Article VIII Sanctions

The Commission and the British Council reserves the right to take administrative, civil, and/or criminal action including, but not limited to, the imposition of a payment obligation for all financial privileges received under the Project and disqualification from receiving any future grants from the Commission and the British Council against HEI grantees for the following infractions:

1. Refusal or failure of HEI grantee to comply with the policies and guidelines herein stated;
2. Misrepresentation or fraud by HEI grantee and/or any of its personnel serving as project lead/point person;
3. Failure to complete the project under the Grant within the approved duration;
4. Use of funds for the purposes other than those indicated in the approved project proposal and Work and Financial Plan; and
5. Other acts as may be considered by the Commission and the British Council as inimical to the interest of the Republic of the Philippines and those that adversely affect the integrity of the Project.

Article IX Separability Clause

If any part or provision of this Memorandum Order shall be held invalid or illegal by competent authority, other provisions thereof, which are not affected thereby shall continue to be in full force and effect.



Article X
Effectivity

This CMO shall take effect immediately after its issuance and shall remain in force for the duration of the K to 12 Transition Period, or from AY 2016-2017 to AY 2020-2021.

Issued this 27 of February, 2017 in Quezon City, Philippines.



Patricia B. Licuanan, Ph.D.
Chairperson

