

Joint Development of Niche Programmes through Philippine-UK Linkages

Grant Guidelines

The 2-year project will fund capacity building activities and programme development to eligible Philippine HEIs. It specifically aims to:

1. Provide seed funding to HEIs to establish partnerships with UK HEIs including joint development of niche programmes.
2. Build capacity of HEIs to raise the importance of incorporating internationalisation goals into HEIs overall vision and mission.
3. Support research collaboration between Philippines and UK that will lead towards TNE development; and
4. Establish Philippines and UK higher education partnerships

I. Eligibility

Eligible Philippine HEIs

1. Ten Philippine HEIs are to be selected as target recipients of the Project. British Council and CHED will pre-screen and select the 10 HEIs from a list of:
 - a) HEIs which are currently implementing or have implemented TNE programmes
 - b) HEIs, which based on CHED qualifications, are assessed to have the capacity to implement TNE
2. Target recipients will be invited to express interest and commitment to actively participate and undertake activities identified under this Project. HEIs will be required to enter into an agreement with British Council.
3. HEIs 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 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. Only one project proposal at a time shall be funded for each HEI. HEIs with ongoing grant projects under the K-12 Transition Programme at the time of Call for Interests are disqualified from applying.
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 its own feasibility study to justify their choice of TNE programme (postgraduate degree) to be developed.

Eligible Partnerships

1. HEIs are to establish partnerships with UK HEIs, including joint development of postgraduate degree programmes. Eligible TNE partnerships to be developed under this Grant are:
 - a) 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.
 - b) 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.
 - c) 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.
 - d) Franchise model – partnership provision where UK HEI offers a programme through the Philippine HEI
2. HEIs' proposed TNE programme and model (which form part of the TNE proposal for seed funding) are subject for approval of the Review Committee.
3. Articulation, blended delivery faculty exchanges, research fellowships and others are also eligible for funding as long as the proposed partnership forms part of the HEI's long-term plan of establishing TNE partnerships.

Eligible TNE Programmes

1. HEIs shall be encouraged to develop TNE programmes on the following priority disciplines or fields (as 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
2. HEIs should be able to justify through a feasibility study their choice of postgraduate degree to be developed or delivered.

3. To deliver the developed postgraduate programme, Philippine HEIs will comply with registration guidelines, procedures, documentary requirements and application processes set out in CHED's policies, standards and guidelines on TNE.

Eligible UK HEI Partners

1. Based on Philippine HEIs' requirements in terms of programme area, TNE model and other considerations, British Council will 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.

II. Application Process and Awarding of Grant

1. Philippine HEIs pre-screened and selected by CHED and British Council (following provisions set in Eligible Philippine HEIs) shall be required to submit TNE proposal for review and approval of the Review Committee (***Appendix 1 for Terms of Reference 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 2 and 3***). 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
 - 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 organise 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: (1) technical merit; (2) relevance and developmental nature or the value added; and (3) 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.

III. Funding and Restrictions

1. Seed funding will be provided to HEIs with acceptable TNE proposals. HEIs can propose funding support for a maximum of Php5M.
2. The seed funding will 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;
 - c) Other related fees/costs related to the development and delivery of TNE programme EXCEPT capital outlay.
3. Costs associated with capacity building activities (in the UK and in the Philippines), forum and other meetings to be organised by British Council or/and CHED will not 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.

IV. Obligation of HEI Grantees

(Adopted from CHED Memorandum Order 33 Series 2016)

HEI Grantees shall fulfil 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.

Appendices

- Appendix 1 Terms of Reference of the Review Committee
- Appendix 2 TNE Proposal Template
- Appendix 3 Work and Financial Plan

Appendix 4 Details of Proposal Evaluation Criteria

Appendix 5 Project Flowchart (Process for application, awarding of grant and reporting)