



THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

APPLICATION FOR RECOGNITION OF TRANSNATIONAL/FOREIGN QUALIFICATION

SECTION A: TO BE COMPLETED BY LOCAL PARTNER INSTITUTION

Name of Institution: _____

Address: _____

Telephone: _____ Website: _____

Name of qualification for which
application for recognition is being
submitted: _____

(Title of Award)

Foreign Awarding Institution/Body: _____

Number of years this Qualification has
been delivered at this Institution: _____

Not previously delivered
at this Institution

*Is there a written agreement on the collaborative
arrangement with your Foreign Partner Institution? _____

* *Local Partner Institutions are required to submit a **‘Collaborative Provision Report’** that provides evidence that the programme leading to this qualification meets with ACTT’s ‘Guidelines for Collaborative Provision of Post Secondary and Tertiary Education’ as outlined on page four (4) of this document.*



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QUALIFICATION INFORMATION

Name of qualification for which
application for recognition is being
submitted:

_____ *(Title of Award)*

Programme Entry
Requirements:

Duration of the
Programme:

Programme Exit (*graduation*)
Requirements:

Practical Component(s)
(*if any*) of the programme:

Comparable qualification
offered by the foreign
institution at its home
campus/site (*if any*):

Further study accessible at
the awarding institution on
completion of the
programme:

Head of Local Partner Institution

Signature: _____

Date: _____

*PLACE INSTITUTIONAL
STAMP HERE*

Title and designation:

ACTT REGISTRATION # _____



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SECTION B: TO BE COMPLETED BY TRANSNATIONAL/FOREIGN INSTITUTION

Name of Institution: _____

Address: _____

Telephone: _____ **Website:** _____

Country of Origin: _____
(Country where the institution maintains its primary establishment)

Accredited by: _____

Period of current accreditation: _____

Authorisation to establish an overseas site (if relevant): _____

Name of qualification for which this application for recognition is being submitted: _____
(Title of Award)

Local Partner Institution for which this application for recognition is being submitted (please state all campuses if relevant): _____

Head of Transnational/Foreign Institution

Signature: _____ **Date:** _____ *PLACE INSTITUTIONAL STAMP HERE*

Title and designation: _____

The Foreign Institution will be required to provide a copy of the most recent quality assurance report on the local partner institution for ACTT's review.



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GUIDELINES FOR COLLABORATIVE PROVISION OF POST SECONDARY AND TERTIARY EDUCATION

Institutions engaged in collaborative arrangements in which the Awarding Institution is a transnational/foreign institution are required to apply for recognition of the qualification by ACTT. There are three major criteria for the recognition of transnational/foreign qualifications in Trinidad and Tobago:

Criterion 1.0

A written and legally binding agreement or contract setting out in detail the rights and obligations of the parties identified as the Awarding Institution and the Partner Institution.

- 1.1 There exists a written and legally binding agreement or contract relating to the programme, signed by the heads of the Awarding Institution and the Partner Institution.*
- 1.2 The rights and obligations of the Awarding Institution and the Partner Institution are clearly stated in the agreement or contract.*

Criterion 2.0

The respective responsibilities of the Awarding Institution and Partner Institution are clear, explicit and documented.

- 2.1 The respective responsibilities of the Awarding Institution and Partner Institution are clearly and explicitly stated.*
- 2.2 The respective responsibilities of the Awarding Institution and Partner Institution are documented in policies which are available to staff, students and other stakeholders.*

Criterion 3.0

The Awarding Institution is responsible for the academic standards of all awards granted in its name.

- 3.1 Academic standards for the programme have been established by the Awarding Institution.*

- 3.2 The Awarding Institution has a system for the approval, monitoring and review of academic standards.*
- 3.3 The Awarding Institution is responsible for the teaching and learning process leading to the final award.*
- 3.4 The programme is delivered by faculty who are proficient in terms of qualifications, teaching, research (if relevant) and other professional experience so as to maintain academic standards.*
- 3.5 The Awarding Institution is responsible for the assessment of students and award of qualifications.*

Criterion 4.0

The Awarding Institution must be able to demonstrate that each programme provided through the partnership is comparable to a similar or identical programme in the country of origin.

- 4.1 The programme has admission requirements that are equivalent to those of the same or comparable programmes delivered by the Awarding Institution in its country of origin.*
- 4.2 The programme has an academic workload that is equivalent to that of comparable programmes in the Awarding Institution.*
- 4.3 The qualification provides graduates with the same access to further study as that provided to graduates of comparable programmes in the country of origin.*

If the programme offered in Trinidad and Tobago differs from the programme offered by the Awarding Institution in its country of origin, the Awarding Institution must provide a clear statement on the variation, the rationale for it and the consequences for the recognition of the qualification awarded. This may be cause for an in-depth evaluation of the programme by ACTT.