ACADEMIC PARTNER (FDA)
APPLICATION PROCESS & PROCEDURE

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FUTURE DIGITAL CENTRE APPLICATION PROCEDURES

We value collaboration with institutions committed to providing high-quality digital education. Below are the steps to apply for partnership and understand the accreditation process:

Initial Inquiry

1. Institutions interested in partnering with FDC should submit an initial inquiry through our official website or contact our partnership coordinator directly.

Exploration and Program Alignment

1. Our partnership coordinator will schedule a consultation to discuss mutual objectives, program alignment, and potential areas of collaboration.
2. Explore the range of programs offered by FDC and identify the ones that align with the academic offerings and goals of your institution.

Application Submission

1. Complete the partnership application form provided by FDC, including details about your institution, academic programs, faculty expertise, and infrastructure.
2. Submit any supporting documents requested by FDC, such as;
   a. Letter of Intent
      i. A formal letter expressing the intent to become an Approved Academic Partner with the Future Digital Centre.
      ii. Contact information for the individual or organization submitting the intent.
   b. Business Plan
      i. Executive Summary
      ii. Company Description
      iii. Market Analysis

        iv. Organizational Structure

        v. Products and or Services

        vi. Marketing and Sales Strategy

        vii. Funding Requirements

        viii. Financial Projections

c. Current Licenses

    i. Documentation of any relevant licenses, accreditations, or certifications held by the organization.

d. Product Plan

    i. Description of the products or services offered, including courses or educational programs.

e. HR Plan

    i. Strategy for human resource management, including staffing plans, recruitment, and professional development.

f. Learning Support

    i. Resources and strategies for supporting student learning, such as tutoring services, academic advising, and mentorship programs.

        1. IT Plan

            a. Overview of the organization's information technology infrastructure and plans for technology integration in educational programs.

        2. Library

            a. Information about library resources and services available to students, if applicable.

g. Marketing & Social Media Plan

    i. Strategies for promoting the organization and its educational offerings through marketing channels and social media platforms.

h. Number of Student Enrollment Projected in the first 3 years

    i. Projections for student enrollment numbers over the first three years of partnership with the Future Digital Centre.

i. Admin & Registration & Exam Structure

      i. Procedures for administrative tasks related to student registration, course enrollment, and examination management.

      ii. Assessment Audits

         1. Protocols for auditing assessments to ensure academic integrity and quality.

      iii. Course Audit

         1. Procedures for auditing courses to maintain alignment with academic standards and curriculum goals.

      iv. Moderations

         1. Processes for moderating assessments and ensuring fairness and consistency.

j. Quality Assurance & Audit

    i. Overall plan for quality assurance and regular audits to evaluate and improve educational outcomes and program effectiveness.

Review and Evaluation

1. Our partnership committee will review your application and assess the compatibility of your institution with FDC's standards and values.
2. Evaluation criteria may include academic reputation, faculty qualifications, infrastructure, and commitment to digital education.

Site Visit (if applicable)

1. Depending on the nature of the partnership, FDC may conduct a site visit to assess the facilities, resources, and capabilities of your institution.
2. The site visit provides an opportunity for mutual exchange and clarification of expectations.
3. An online visit can be arranged to evaluate the facilities, resources, and capabilities of your institution. This virtual assessment allows for a beneficial exchange of information and clarification of expectations.

Partnership Agreement

1. Upon successful review and evaluation, FDC will provide a partnership agreement outlining the terms, conditions, and responsibilities of both parties.
2. Review the agreement carefully and seek clarification on any terms before signing.

Accreditation Process

1. As an academic partner, your institution may undergo an accreditation process to ensure the quality and integrity of the collaborative programs.
2. Accreditation may involve a review of curriculum alignment, faculty qualifications, student support services, and assessment processes.

Onboarding and Training

1. Once the partnership agreement is finalized, FDC will provide onboarding support and training to faculty and staff members involved in delivering the collaborative programs.
2. Training may include workshops on program delivery, assessment strategies, use of learning management systems, and adherence to FDC's academic standards.

Program Launch and Promotion

1. Collaboratively develop marketing and promotional materials to raise awareness of the partnership and attract prospective students.
2. FDC will support the promotion of collaborative programs through its marketing channels and networks.

Ongoing Collaboration and Evaluation

1. Maintain regular communication with FDC to ensure the successful implementation and continuous improvement of collaborative programs.

2. Periodic evaluations and reviews will be conducted to assess program effectiveness, student outcomes, and overall partnership satisfaction.

Renewal and Expansion

1. At the end of the partnership term, both parties may evaluate the collaboration and consider opportunities for renewal or expansion of the partnership.
2. FDC welcomes feedback and suggestions for enhancing the partnership and maximizing its impact on student learning and success.

Compliance Process

1. For Future Digital Academy to efficiently handle its renewal compliance process, it's essential to implement a systematic and thorough approach. Below is a detailed step-by-step process to ensure all regulatory and institutional compliance requirements are met during the renewal phase:

    a. Regulatory Review: Begin by conducting a thorough review of all relevant regulatory requirements that affect the academy. This should include local, state, and federal regulations, as well as industry-specific standards relevant to education and training providers.

    b. Compliance Audit: Perform an internal compliance audit to assess the current state of compliance within the academy. This should identify any areas where the academy is not meeting the necessary regulatory standards or internal policies.

    c. Gap Analysis: Compare the results of the compliance audit against the required regulatory and policy standards to identify gaps. Document these discrepancies and develop a detailed plan to address them.

    d. Update Compliance Policies: Based on the gap analysis, update the academy's compliance policies and procedures to align with current regulatory demands and best practices. This may involve revising

existing policies, creating new procedures, or enhancing compliance controls.

e. Stakeholder Engagement: Engage with key stakeholders, including faculty, administrative staff, and possibly students, to communicate changes and gather feedback. This engagement is crucial for ensuring that the changes are feasible and that all involved parties are committed to the compliance process.

f. Training and Education: Develop and deliver training programs to ensure that all employees are aware of the new compliance requirements and understand how to adhere to them in their daily roles. This training should be mandatory and tailored to the specific needs and roles of different staff members.

g. Implementation of Changes: Roll out the necessary changes to policies, procedures, and systems to close the identified compliance gaps. Ensure that these changes are implemented smoothly and with minimal disruption to the academy's operations.

h. Monitoring and Enforcement: Establish mechanisms for ongoing monitoring of compliance with both internal policies and external regulatory requirements. This should include regular audits and the use of compliance tracking software if applicable.

i. Documentation and Reporting: Maintain detailed records of all compliance-related activities, including changes made, training conducted, and results of ongoing monitoring. These records are crucial for demonstrating compliance to regulatory bodies and for internal review purposes.

j. Review and Continuous Improvement: Regularly review the compliance process to assess its effectiveness and make improvements where necessary. This should involve soliciting feedback from stakeholders and staying informed about any changes in regulatory requirements.

k. Renewal Submission: Prepare and submit all required documentation and applications for renewal to the appropriate bodies in a timely manner. Ensure that all submissions are complete,

accurate, and in compliance with the requirements. Refer to Academic Partners Manual for reference.

By following these steps, Future Digital Academy can ensure that its renewal compliance process is robust, transparent, and aligned with all regulatory expectations, thereby supporting the academy's ongoing success and credibility.

Contact Us

We appreciate your interest in partnering with Future Digital Academy and look forward to the possibility of collaborating with your institution to deliver innovative and impactful digital education programs. If you have any questions or require further information, please don't hesitate to reach out to our partnership coordinator for assistance. If you have any questions or concerns contact us at fdc@futuredigitalcentre.ae or 06 544 1155.