ACADEMIC PARTNER (FDA)
PRE-APPROVAL GUIDE

TABLE OF CONTENTS

WHAT IS THE APPROVED ACADEMIC LEARNING PARTNER?

Our Academic Partners program gives formal recognition to leading academic providers for the quality learning and support that they offer to our students. It is the platform where we can develop a mutually beneficial relationship, increasing the global availability of effective and innovative course delivery and first-class student support.

Our Academic Partners (AP) demonstrate that they meet our performance targets, representing global best practice in the provision of course learning and support.

There are three levels of approval:

- **Silver Academic Partner**
  Available to academic partner new to our platform and Educational Partners or will start to demonstrate our performance targets for Gold approval.

- **Gold Academic Partner**
  Available to academic partner providing programs for any of our Educational Partners Qualification. To be eligible for approval at this level, learning providers must meet a range of performance targets covering the institution's overall operation.

- **Platinum Academic Partner**
  Only available to academic partner, which teach the FDC Qualification as part of their course delivery. In addition to the criteria, which must be satisfied for gold approval, providers must meet further best practice statements and meet specific mutually agreed targets.

Approval processes usually involve rigorous assessment of the academic partner's qualifications, facilities, and other resources to ensure they meet specific standards. This approval offers a level of assurance to students and professionals that the education they are receiving will be recognized and valued in their field.

SILVER ACADEMIC PARTNER

Who is it for?

Silver Academic Partner status is suitable for learning providers that have just initiated FDC membership.
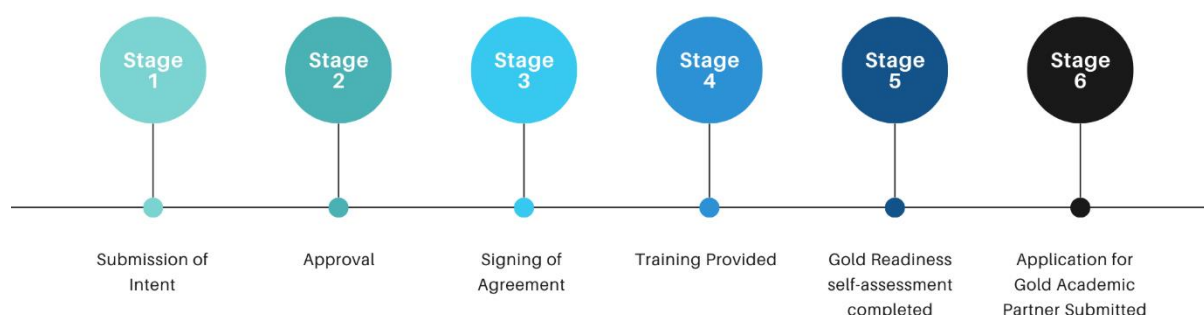
What are the benefits?

As a **Silver Academic Partner**, you can take advantage of the following benefits that will provide you with a competitive edge over non-approved providers:

Benefit	Description
Listing on our Academic Partners directory	*To determine if the Academic Partners are recognized by the Future Digital Centre, students can refer to the Academic Providers Directory. Upon approval, the FDC Approval team will add an entry for your institution to the directory and students will be able to contact your institution.*
Use of the FDC & Partners approval logo and certificate of approval	*Upon initial approval, the Approval team will provide you with a certificate of partnership and logo to use as a promotional and quality assurance tool*
Access to our online portal / learning management system	*The online portal is a toolkit for FDC academic partners and students. It includes:* • *Learning support materials and resources* • *Business development guidance* • *Promotional materials*
Supported progression to Gold Academic Partner Status	*To help Silver Academic Partners make the transition to become a Gold Academic Partner, Future Digital Centre has created a Gold Readiness Toolkit that fully explains each Gold performance target. The Approval team will*

		provide details on how to access the toolkit upon your initial approval as a Silver Academic Partner.
	Gold Approved Partner	*Upon becoming a Silver Approved Learning Partner of Future Digital Academy, you must achieve a target of 1000 enrollments to advance to the status of Gold Approved Learning Partner.*

Silver Academic Partner Lifecycle

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Submission of Intent	Approval	Signing of Agreement	Training Provided	Gold Readiness self-assessment completed	Application for Gold Academic Partner Submitted

Please note that Silver Academic Partner approval is granted to a single site only. Should you wish to apply for accreditation of multiple sites, you must complete an application form for each site.

Future Digital Centre will advise the Silver partner regarding the Gold Approval steps and procedures one year after receiving the Silver Partner Status.

How to apply?

Please visit the Academic Partner section of our website to download the Silver Academic Partner application pack. Your application must be sent by email to the FDC Approval team at fdc@futuredigitalcentre.ae. Within the application you'll be required to provide details about your institution, and contact details for any potential enquiries. Within the application you will be asked to outline your current policies and practices in the below areas:

- Submission of Intent

- o A formal letter expressing the intent to become an Approved Academic Partner (Future Digital Academy) with the Future Digital Centre.
  - o Contact information for the individual or organization submitting the intent.
- Business Plan
  - o Executive Summary
  - o Company Description
  - o Market Analysis
  - o Organizational Structure
  - o Products and or Services
  - o Marketing and Sales Strategy
  - o Funding Requirements
  - o Financial Projections
- Current Licenses
  - o Documentation of any relevant licenses, accreditations, or certifications held by the organization.
- Product Plan
  - o Description of the products or services offered, including courses or educational programs.
- HR Plan
  - o Strategy for human resource management, including staffing plans, recruitment, and professional development.
- Learning Support
  - o Resources and strategies for supporting student learning, such as tutoring services, academic advising, and mentorship programs.
    - ▪ IT Plan
      - Overview of the organization's information technology infrastructure and plans for technology integration in educational programs.
    - ▪ Library
      - Information about library resources and services available to students, if applicable.
- Marketing & Social Media Plan

- o Strategies for promoting the organization and its educational offerings through marketing channels and social media platforms.
- Number of Student Enrollment Projected in the first 3 years
  - o Projections for student enrollment numbers over the first three years of partnership with the Future Digital Centre.
- Admin & Registration & Exam Structure
  - o Procedures for administrative tasks related to student registration, course enrollment, and examination management.
  - o Assessment Audits
    - ▪ Protocols for auditing assessments to ensure academic integrity and quality.
  - o Course Audit
    - ▪ Procedures for auditing courses to maintain alignment with academic standards and curriculum goals.
  - o Moderations
    - ▪ Processes for moderating assessments and ensuring fairness and consistency.
- Quality Assurance & Audit
  - o Overall plan for quality assurance and regular audits to evaluate and improve educational outcomes and program effectiveness.
- Submission Process
  - o Compile all required documentation and submit it according to the guidelines provided by the Future Digital Centre.
  - o Ensure that all materials are complete, accurate, and up-to-date.
  - o Await review and approval by the Future Digital Centre's evaluation committee.
  - o Upon approval, formalize the partnership agreement and proceed with any additional onboarding requirements.

Once your application has been received, the Approval team will review and provide confirmation of the next steps. You may be required to clarify any statements made within your application.

How much does it cost?

To attain the status of a Silver Approved Academic Partner, the program includes an initial application fee of USD 500. Following approval, there is an annual renewal fee of USD 1000 to maintain partnership status and benefits. This fee structure supports the ongoing resources and benefits provided to academic partners, ensuring sustained quality and engagement in the program.

What if I don't meet the requirements?

We reserve the right to decline approval to institutions that have submitted unsuitable applications. It is the responsibility of the institution to demonstrate that it has met all requirements. If your application is unsuccessful, you will receive confirmation from the Future Digital Centre Approval team detailing recommendations for improvement. There is no appeals process and our decision is final.

What happens after approval?

After completing our review, if your application is successful, we will issue your FDC Academic Partner certificate and logo. You will then be authorized to promote your centre as Future Digital Academy.

Target Admission after approval

You will be required to have at least 1000 students enrolled.

Monitoring, renewal and results service

All ACADEMIC PARTNERS must complete a renewal based on the agreed terms and conditions and validity of agreement in which you are required to:

- Verify your contact details and the details displayed on our Academic Partner directory and amend if necessary.
- Complete and return the renewal form advising us of changes and new developments within your institution, with supporting documentation where necessary.
- Submit other documents required

GOLD ACADEMIC PARTNER

Who is it for?

It is suitable for Academic Partners already delivering Future Digital Courses and able to demonstrate that they meet the performance targets required at Gold.

What are the benefits?

As a Gold Academic Partner, you can take advantage of the following benefits that will provide you with a competitive edge over non-approved providers:

Benefit	Description
Listing on our Academic Partners directory	To determine if the Academic Partners are recognized by the Future Digital Centre, students can refer to the Academic Providers Directory. Upon approval, the FDC Approval team will add an entry for your institution to the directory and students will be able to contact your institution.
Use of the FDC & Partners approval logo and certificate of approval	Upon initial approval, the Approval team will provide you with a certificate of partnership and logo to use as a promotional and quality assurance tool
Access to our online portal / learning management system	The online portal is a toolkit for FDC academic partners and students. It includes: • Learning support materials and resources • Business development guidance • Promotional materials
Invitations to our Academic Partners conferences and seminars	This event gives our Academic Partners the opportunity to attend conferences and seminars. It also gives delegates the chance to network with peers from around the globe, as well as FDC staff.
Marketing support to promote your institution	We will also promote your approved status by strongly recommending that our students study with your institution and explaining to them the

	high-quality learning experience they can expect from accredited providers.

Performance targets

There are performance targets that an academic partner is expected to demonstrate as part of an application. Each target is explain in full as part of the application.

Areas	Performance Target
Student Expectation and Policy	✓ Pre-enrolment information ✓ Complaints ✓ Contact details and information ✓ Promotional material
Student Experience and Continuous Improvement	✓ Course review ✓ Financial viability ✓ Course completion ✓ Student feedback

Performance Assessment Matrix - Student Expectation and Policy

Performance Target	Requirements	Evidence Requirements
Pre-enrolment information *Students registering for tuition at your institution should be given all appropriate information on their courses prior to enrolling and committing to paying for tuition.*	*Students should be asked to confirm that they have been provided with terms and conditions on enrolment.* *A disclaimer should be included to confirm that all students have read and understood all terms and conditions. If the terms and conditions are located on a different document, this should be referenced on the enrolment form.* *Terms and conditions should specify your position on the Refunds,*	*A copy of the enrolment form with your institution's terms and conditions included on the form and a disclaimer to confirm that all students have read and understood all terms and conditions. If the terms and conditions are located on a different document, this should be referenced on the enrolment form. Please ensure that your terms and conditions include the areas mentioned within the performance target.*

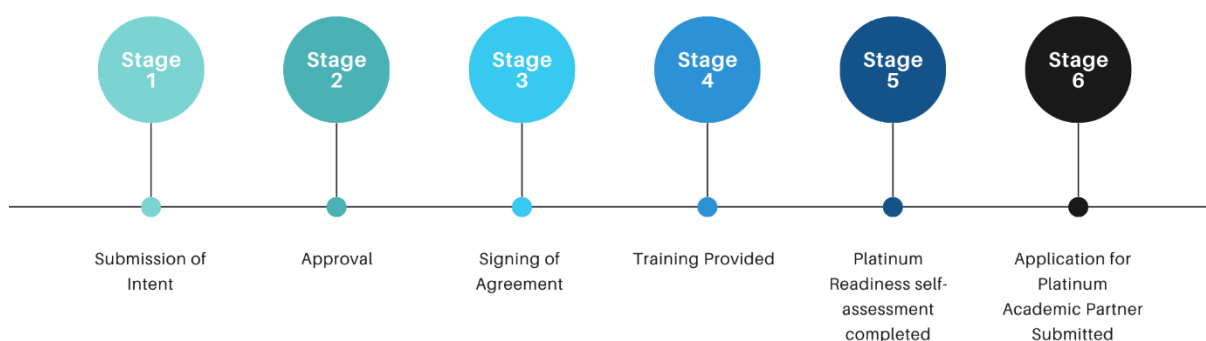|		
	Course Transfer, Privacy Policy and others.	
Complaints *Students should be clear on how to make a complaint about your institution. There should be a transparent complaints procedure in place, which is accessible to students. Complaints should be investigated thoroughly and promptly, within specified periods.*	*Students should be aware of how to make a complaint about your institution's product or service.*	*A copy of the complaints policy and complaints log. A copy of the complaints log (which shows how your institution dealt with the complaints and any action taken as result). If your institution has not received any complaints we would still expect to see a complaints policy and blank log to evidence that you have the policy in place if a student wishes to log a complaint.*
Contact details and information about Future Digital Centre *Students should be provided with up-to-date information on FDC and how to contact your institution*	*There should be clear guidance provided to students on how to get in touch and engage with your institution relating to FDC matters.* *Students should know how and when they should get in touch with FDC directly – Students should be provided with contact details for FDC*	*Documentation to show that students are provided with contact details for your institution and Future Digital Centre*
Promotional material *All promotional material should adhere to FDC's advertising regulations. FDC will assess the evidence provided, your social media channels and website to ensure that information for*	*Promotional material contains accurate information regarding FDC and should make no unsubstantiated or potentially misleading claims.* *All promotional activity from an institution that is seeking to be approved by*	*Promotional literature/brochures are used pre and post enrolment. This should include both online and/ or paper based promotional literature/ brochures provided to students*

students is up to date and contains no unsubstantiated claims, which are potentially misleading and could lead to student dissatisfaction.	*us should be legal, decent, honest and truthful*	

Performance Assessment Matrix - Student Experience and Continuous Improvement

Performance Target	Requirements	Evidence Requirements
Course Review *Your institution should review your courses regularly to determine if improvements could be made to the student experience and performance*	*There should be a regular review of course structure and delivery, student performance, course completion and feedback.* *If improvements are required, we would expect there to be documented actions and associated timeframes for implementation.*	*Course review meeting minutes and a list of actions resulting from the meeting.*
Financial viability *Your institution should be financially viable. We will assess the evidence provided to ensure that your institution is in a healthy financial position to operate while FDC students are attending your tuition*	*If a student has committed to attending your institution's courses then we must be assured that your institution will be in a position to honor this agreement.*	*A set of audited or officially prepared financial statements* *Or* *Confirmation of financial viability from an appropriate independent third party* *Or* *If you are unable to provide any of the above due to your institution having not completed one full year of*

		operations you could provide projected financial Statements with at least two years of information.
Course completion *Your institution should review if students are completing their study for each program enrolled*	*Course completion figures are documented and reviewed for each program taught, and the reasons for losses are investigated.*	*Profile of students*
Student Feedback *Students should be able to give your institution feedback on their tuition. FDC will assess the evidence provided to ensure that your institution collates, summarizes and analyses student feedback.*	*Student feedback on performance is actively sought, reviewed and acted upon where appropriate. Student feedback questionnaires should include questions on facilities, tutor performance and course content and delivery.*	*Student feedback form and analysis*

Gold Academic Partner Lifecycle

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Submission of Intent	Approval	Signing of Agreement	Training Provided	Platinum Readiness self-assessment completed	Application for Platinum Academic Partner Submitted

Please note that Gold Academic Partner approval is granted to a single site only. Should you wish to apply for accreditation of multiple sites, you must complete an application form for each site.

Future Digital Academy will advise the Gold Partner regarding the Platinum Approval steps and procedures one year after receiving the Gold Academic Partner Status.

How to apply?

Please visit the Academic Partner section of our website to download the Gold Academic Partner application pack. Your application must be sent by email to the FDC Approval team at fdc@futuredigitalcentre.ae . Within the application you'll be required to provide details about your institution, and contact details for any potential enquiries. Within the application you will be asked to outline your current policies and practices in the below areas:

- Submission of Intent
    - A formal letter expressing the intent to become an Approved Academic Partner with the Future Digital Centre.
    - Contact information for the individual or organization submitting the intent.
- Business Plan
    - Executive Summary
    - Company Description
    - Market Analysis
    - Organizational Structure
    - Products and or Services
    - Marketing and Sales Strategy
    - Funding Requirements
    - Financial Projections
- Current Licenses
    - Documentation of any relevant licenses, accreditations, or certifications held by the organization.
- Product Plan
    - Description of the products or services offered, including courses or educational programs.
- HR Plan

- Strategy for human resource management, including staffing plans, recruitment, and professional development.
- Learning Support
  - Resources and strategies for supporting student learning, such as tutoring services, academic advising, and mentorship programs.
    - IT Plan
      - Overview of the organization's information technology infrastructure and plans for technology integration in educational programs.
    - Library
      - Information about library resources and services available to students, if applicable.
- Marketing & Social Media Plan
  - Strategies for promoting the organization and its educational offerings through marketing channels and social media platforms.
- Number of Student Enrollment Projected in the first 3 years
  - Projections for student enrollment numbers over the first three years of partnership with the Future Digital Centre.
- Admin & Registration & Exam Structure
  - Procedures for administrative tasks related to student registration, course enrollment, and examination management.
  - Assessment Audits
    - Protocols for auditing assessments to ensure academic integrity and quality.
  - Course Audit
    - Procedures for auditing courses to maintain alignment with academic standards and curriculum goals.
  - Moderations
    - Processes for moderating assessments and ensuring fairness and consistency.
- Quality Assurance & Audit
  - Overall plan for quality assurance and regular audits to evaluate and improve educational outcomes and program effectiveness.

- Submission Process:
  - Compile all required documentation and submit it according to the guidelines provided by the Future Digital Centre.
  - Ensure that all materials are complete, accurate, and up-to-date.
  - Await review and approval by the Future Digital Centre's evaluation committee.
  - Upon approval, formalize the partnership agreement and proceed with any additional onboarding requirements.

Once your application has been received, the Approval team along with Educational Partner will review and provide confirmation of the next steps. You may be required to clarify any statements made within your application.

How much does it cost?

To attain the status of a Gold Approved Academic Partner, the program includes an initial application fee of USD 500. Following approval, there is an annual renewal fee of USD 2000 to maintain partnership status and benefits. This fee structure supports the ongoing resources and benefits provided to academic partners, ensuring sustained quality and engagement in the program.

What if I don't meet the requirements?

We reserve the right to decline approval to institutions that have submitted unsuitable applications. It is the responsibility of the institution to demonstrate that it has met all requirements. If your application is unsuccessful, you will receive confirmation from the Future Digital Centre Approval team detailing recommendations for improvement. There is no appeals process and our decision is final.

What happens after approval?

Once our review has been completed, and if your application is successful, we will provide you with your FDC Academic Partner certificate and logo.

Target Admission after approval

You will be required to have at least 1500 students enrolled.

Monitoring, renewal and results service

All ACADEMIC PARTNERS must complete a renewal based on the agreed terms and conditions and validity of agreement in which you are required to:

- Verify your contact details and the details displayed on our Academic Partner directory and amend if necessary.
- Complete and return the renewal form advising us of changes and new developments within your institution, with supporting documentation where necessary.
- Submit other documents required

PLATINUM ACADEMIC PARTNER

Who is it for?

Gold Academic Partners can progress to Platinum level approval if they:

- Are able to demonstrate excellence in student expectation and policy, student experience and continuous improvement.
- Continuously receive positive student feedback.
- Have met Platinum pass rate targets over at least two consecutive years

Platinum level approval is by invite only. You cannot apply for Platinum approval before being invited to do so.

What are the benefits?

As a **Platinum Academic Partner**, you can take advantage of the following benefits that will provide you with a competitive edge over non-approved providers:

Benefit	Description
Listing on our Academic Partners directory	*To determine if the Academic Partners are recognized by the Future Digital Centre, students can refer to the Academic Provided Directory. Upon approval, the FDC Approval team will add an entry for your institution to the directory and students will be able to contact your institution.*
Use of the FDC & Partners approval logo and certificate of approval	*Upon initial approval, the Approval team will provide you with a certificate of partnership and logo to use as a promotional and quality assurance tool*
Access to our online portal / learning management system	*The online portal is a toolkit for FDC academic partners and students. It includes:* • *Learning support materials and resources* • *Business development guidance* • *Promotional materials.*

Supported progression to Gold Academic Partner Status	*To help Silver Academic Partners make the transition to become a Gold Academic Partner, Future Digital Centre has created a Gold Readiness Toolkit that fully explains each Gold performance target. The Approval team will provide details on how to access the toolkit upon your initial approval as a Silver Academic Partner.*
Invitations to our Academic Partners conferences and seminars	*This event gives our Academic Partners the opportunity to attend conferences and seminars. It also gives delegates the chance to network with peers from around the globe, as well as FDC staff.*
Marketing support to promote your institution	*We will also promote your approved status by strongly recommending that our students study with your institution and explaining to them the high-quality learning experience they can expect from accredited providers.*

Performance targets

There are performance targets that an academic partner is expected to demonstrate as part of an application. Each target is explain in full as part of the application.

Areas	Performance Target
Student Expectation and Policy	✓ Pre-enrolment information ✓ Complaints ✓ Contact details and information ✓ Promotional material
Student Experience and Continuous Improvement	✓ Course review ✓ Financial viability ✓ Course completion ✓ Student feedback

Performance Assessment Matrix - Student Expectation and Policy

Performance Target	Requirements	Evidence Requirements
Pre-enrolment information *Students registering for tuition at your institution should be given all appropriate information on their courses prior to enrolling and committing to paying for tuition.*	*Students should be asked to confirm that they have been provided with terms and conditions on enrolment.* *A disclaimer should be included to confirm that all students have read and understood all terms and conditions. If the terms and conditions are located on a different document, this should be referenced on the enrolment form.* *Terms and conditions should specify your position on the Refunds, Course Transfer, Privacy Policy and others.*	*A copy of the enrolment form with your institution's terms and conditions included on the form and a disclaimer to confirm that all students have read and understood all terms and conditions. If the terms and conditions are located on a different document, this should be referenced on the enrolment form. Please ensure that your terms and conditions include the areas mentioned within the performance target.*
Complaints *Students should be clear on how to make a complaint about your institution. There should be a transparent complaints procedure in place, which is accessible to students. Complaints should be investigated thoroughly and promptly, within specified periods.*	*Students should be aware of how to make a complaint about your institution's product or service.*	*A copy of the complaints policy and complaints log. A copy of the complaints log (which shows how your institution dealt with the complaints and any action taken as result). If your institution has not received any complaints we would still expect to see a complaints policy and blank log to evidence that you have the policy in place if a student wishes to log a complaint.*

| Contact details and information about Future Digital Centre
Students should be provided with up-to-date information on FDC and how to contact your institution	*There should be clear guidance provided to students on how to get in touch and engage with your institution relating to FDC matters.* *Students should know how and when they should get in touch with FDC directly – Students should be provided with contact details for FDC*	*Documentation to show that students are provided with contact details for your institution and Future Digital Centre*
Promotional material
All promotional material should adhere to FDC's advertising regulations. FDC will assess the evidence provided, your social media channels and website to ensure that information for students is up to date and contains no unsubstantiated claims, which are potentially misleading and could lead to student dissatisfaction.	*Promotional material contains accurate information regarding FDC and should make no unsubstantiated or potentially misleading claims.* *All promotional activity from an institution that is seeking to be approved by us should be legal, decent, honest and truthful*	*Promotional literature/brochures are used pre and post enrolment. This should include both online and/ or paper based promotional literature/ brochures provided to students*

Performance Assessment Matrix - Student Experience and Continuous Improvement

Performance Target	Requirements	Evidence Requirements
Course Review
Your institution should review your courses regularly to determine if	*There should be a regular review of course structure and delivery, student*	*Course review meeting minutes and a list of actions resulting from the meeting.*

improvements could be made to the student experience and performance	*performance, course completion and feedback.* *If improvements are required, we would expect there to be documented actions and associated timeframes for implementation.*	
Financial viability *Your institution should be financially viable. We will assess the evidence provided to ensure that your institution is in a healthy financial position to operate while FDC students are attending your tuition*	*If a student has committed to attending your institution's courses then we must be assured that your institution will be in a position to honor this agreement.*	*A set of audited or officially prepared financial statements* *Or* *Confirmation of financial viability from an appropriate independent third party* *Or* *If you are unable to provide any of the above due to your institution having not completed one full year of operations you could provide projected financial Statements with at least two years of information.*
Course completion *Your institution should review if students are completing their study for each program enrolled*	*Course completion figures are documented and reviewed for each program taught, and the reasons for losses are investigated.*	*Profile of students*
Student Feedback *Students should be able to give your institution feedback on their tuition. FDC will assess the evidence*	*Student feedback on performance is actively sought, reviewed and acted upon where appropriate. Student feedback questionnaires should*	*Student feedback form and analysis*

provided to ensure that your institution collates, summarizes and analyses student feedback.	*include questions on facilities, tutor performance and course content and delivery.*	

How to apply?

Please visit the Academic Partner section of our website to download the Platinum Academic Partner application pack. Your application must be sent by email to the FDC Approval team at fdc@futuredigitalcentre.ae. Within the application you'll be required to provide details about your institution, and contact details for any potential enquiries. Within the application you will be asked to outline your current policies and practices in the below areas:

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- Product Plan

- Description of the products or services offered, including courses or educational programs.
- HR Plan
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  - Await review and approval by the Future Digital Centre's evaluation committee.
  - Upon approval, formalize the partnership agreement and proceed with any additional onboarding requirements.

Once your application has been received, the Approval team along with Educational Partner will review and provide confirmation of the next steps. You may be required to clarify any statements made within your application.

How much does it cost?

To attain the status of a Platinum Approved Academic Partner, the program includes an initial application fee of USD 500. Following approval, there is an annual renewal fee of USD 3000 to maintain partnership status and benefits. This fee structure supports the ongoing resources and benefits provided to academic partners, ensuring sustained quality and engagement in the program.

What if I don't meet the requirements?

We reserve the right to decline approval to institutions that have submitted unsuitable applications. It is the responsibility of the institution to demonstrate that it has met all requirements. If your application is unsuccessful, you will receive confirmation from the Future Digital Centre Approval team detailing recommendations for improvement. There is no appeals process and our decision is final.

Platinum Academic Partners who do not fulfill the requisite criteria for maintaining their Platinum status will be downgraded to the Gold Level. Affected partners are eligible to

reapply for Platinum status after a one-year period has elapsed, provided they meet all the necessary requirements at the time of reapplication.

What happens after approval?

Once our review has been completed, and if your application is successful, we will provide you with your FDC Academic Partner certificate and logo.

Target Admission after approval

You will be required to have at least 2000 students enrolled.

Monitoring, renewal and results service

All ACADEMIC PARTNERS must complete a renewal based on the agreed terms and conditions and validity of agreement in which you are required to:

- Verify your contact details and the details displayed on our Academic Partner directory and amend if necessary.
- Complete and return the renewal form advising us of changes and new developments within your institution, with supporting documentation where necessary.
- Submit other documents required

Contact Us

Please contact Future Digital Centre Approval team at 06 544 1155 or fdc@futuredigitalcentre.ae.