



REGISTRATION REQUIREMENTS FOR TERTIARY AND POST-COMPULSORY

New or Start-up

- Whether the institution is a start-up institution that has no track record and the current stage in the start-up process;
- Whether the institution already exists in a different jurisdiction and is seeking to set up a branch/campus or other arrangement locally;

Due Diligence

- Whether, if the institution is a start-up institution with no track record, its existing and/or intended owners and key administrative and faculty staff comply with due diligence requirements;
- Whether, if the institution is a start-up institution with no track record, any institutions with which it intends to associate including through collaborative arrangements, as well as that of such institutions owners and key administrative and faculty staff, comply with due diligence requirements;
- Whether, if the institution already exists, the institution and its owners and key administrative and faculty staff comply with due diligence requirements;
- Whether, if the institution already exists, any associated institutions, including those with which it may have collaborative arrangements, as well as that of such institutions owners and key administrative and faculty staff, comply with due diligence requirements;

Education Regulations, Section 7 (1)

- The due diligence requirements stated in Education Regulations, Section 7 (1) are:
 - The applicant must be eighteen years of age or over;
 - The applicant must not have been convicted in the Islands or outside the Islands of an offense which renders that person unsuitable to be associated with an educational institution or institution providing educational support services;
 - In the case of a company, none of its directors, or in the case of another body of persons, none of its members, must have been convicted in the Islands or outside the Islands of an offense which renders that person unsuitable to be associated with an educational institution or institution providing educational support services;
 - No person employed or engaged in the operation of the institution (whether or not for payment) must have been convicted in the Islands or outside the Islands of an offense



which renders that person unsuitable to be associated with an educational institution or institution providing educational support services.

Location

- Whether the institution is intended to have a physical presence in the Cayman Islands and to deliver class-room based and /or on-line instruction to students locally;
- Whether the institution is intended to have a physical presence in the Cayman Islands and to deliver online-based programmes to students located internationally;
- Whether it is to be a transnational educational institution located in another jurisdiction and delivering online-based programmes to students locally;
- Whether it is to be a transnational educational institution located in another jurisdiction and delivering online-based programmes to students located internationally;

Educational System Followed

- Whether the institution follows or will be following the US Educational System, the UK Educational System, or any other national system and whether the institution, if it already exists, meets the educational standards of that national system;

Power to Award Degrees, Diplomas and other Qualifications

- Whether the institution awards its own qualifications (degrees, diplomas, certificates, etc.);
- If the institution awards its own qualifications, where it derives its power to award its qualifications (degrees, diplomas, certificates, etc.) from;
- The Awarding Bodies of the specific qualifications to be delivered;
- Whether the institution will be delivering programmes through collaborative arrangements with other awarding institutions.
- Examples of collaborative arrangements include:
 - Franchise: The process by which an overseas institution such as a University, as an awarding body, agrees to authorise delivery of the whole or part of one or more of its approved courses by a non-degree awarding educational institution in the Cayman Islands, leading to that overseas University's award.
 - Validation: An overseas institution such as a University validates the delivery of a course (accepting responsibility as the awarding body), the curriculum for which is designed and delivered by the non-degree awarding educational institution in the Cayman Islands and which is not a franchise of the overseas University's curriculum in the same subject area.



Under these arrangements, responsibilities for curriculum management and academic governance are delegated to the non-degree awarding educational institution in the Cayman Islands.

- Out-centre: An Out-centre is the generic title for an off-campus site of an overseas University and the associated resources, not owned and/or managed by the University, at which regular curriculum delivery is undertaken leading to an award of the overseas University. Curriculum delivery at an Out-centre may be by existing overseas University staff, by new staff appointed on overseas University contracts specifically for this delivery point, or by a combination of staff in both categories.
- Articulation Arrangement: An articulation arrangement is a process whereby all students who satisfy academic criteria on a course delivered by another educational organisation are automatically entitled (on academic grounds) to be admitted with accreditation of prior learning to a defined stage of an overseas University course. There may, however, be other entry requirements which must be met.

Qualifications to Be Delivered

- What specific qualifications the institution intends to deliver;
- The level (as per ISCED 2011) of the specific qualifications to be delivered;
- Whether the specific qualifications to be delivered have been recognised by the appropriate national body;

Accreditation

- Whether the institution is currently accredited and by which accreditation body (s) (NB: Accreditation is not the same as registration);
- Whether the individual programmes are accredited and by which accreditation body (s);

Supporting Documents for the Following:

- Due Diligence Requirements (Copy of Passport details, Home and Business Address, Resume/CV, involvement in other educational institutions for owners and key administrative and faculty staff);
- Mission and Vision of the Institution;
- Financial Documentation (Business Plan and Cash-flow Forecast with Proof of Financial Soundness);
- Legal Documentation of Operation (e.g. Certificate of Incorporation, Partnership Agreement, etc., Trade and Business Licence) for local and/or overseas.



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- Organisational Chart;
- Power to Award Degrees, Diplomas and other Qualifications including any Collaborative Arrangements;
- Confirmation of Status as a Recognised Training Centre (if required);
- Accreditations;
- Curriculum framework/syllabus to be delivered;
- List of teaching materials to be used;
- Admission's Policy for programmes;
- Policies regarding Tuition, Fees and Refunds;
- Proposed list of staff members with qualifications, experience, nationality and immigration status;
- Proof of Police Clearance for all Members of Staff;
- Proof of appropriate qualifications to teach and deliver training/programmes in the specific subject areas for all teachers/trainers (not required for university academic programmes);
- Certificate of Occupancy or up-to-date Lease Agreement;
- Proof of Public Liability Insurance
- Proof that premises meets Fire, Environmental Health, and Planning Regulations (Include Approved Floor Plan of Premises)