

## Frequently Asked Questions (FAQs)

**Note: This information is subject to change, without prior notice.  
Please consult the appropriate Commonwealth of Learning webpage –**

**[www.col.org/cemba/faqs](http://www.col.org/cemba/faqs) - for the latest updates.**

**(Updated: 30 June 2010)**

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# CEMBA / MPA Partner Overview

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## ***What are the responsibilities / requirements to become a Partner University?***

New partners are considered on a case-by-case basis. They must be located in the Commonwealth. **Partner Universities:**

- **Use COL-developed admission tests.** We provide them to our Partner Universities, which then administer the tests under COL-established guidelines. COL Partner Universities determine who is to be admitted to the CEMBA / CEMPA programme and are responsible for managing student enrolment and programme activities thereafter.
- **Use COL course materials (book/modules),** as well as their own supplementary materials, such as videos and case studies. Exams and tests are part of the course materials provided by COL.
- **Use supplementary materials with a local, national and regional context** in the learning environment, as well as opportunities for applied learning.
- **Administer all tests, exams, and assignments relating to the CEMBA / CEMPA courses.**
- **Establish and manage their own learning centres and resources** (such as libraries and computer labs), as well as tutor/instructor support.
- **Pay COL a licensing fee.**

Administration and support varies from each COL Partner University depending on available resources, location of learners and various logistical requirements.

If you are a representative from a prospective Partner University, please contact Dr. Willie Clarke-Okah, Education Specialist, Higher Education, Commonwealth of Learning – [wclarke-okah@col.org](mailto:wclarke-okah@col.org)

## ***Does COL have any information / marketing materials for a Prospective Partner University?***

Yes. Please check our website – [www.col.org/cemba](http://www.col.org/cemba) for the latest updates and information.

## ***Can students audit CEMBA / CEMPA courses and/or take them as electives?***

How Partner Universities manage student enrolments is entirely up to them. COL asks that Partner Universities keep a clear record, but our principal interest is in the number of students enrolled in the CEMBA / MPA Programme and also in the number of students graduating with the CEMBA or CEMPA designation, whether Degree, Graduate Diploma or Diploma.

## ***Can students who have been awarded a diploma or graduate diploma complete the CEMBA or CEMPA Degree?***

Yes, the student can continue on and complete the CEMBA or CEMPA Degree.

## ***Is there a Licence Agreement?***

Yes. The Commonwealth of Learning CEMBA / CEMPA Licence Agreement is valid for five (5) consecutive years. It must be signed by the Vice Chancellor of the partnering institution. It may be renewed upon mutual agreement.

## ***What is the Licence Fee?***

Currently:

- The Licence Fee covers the CEMBA and CEMPA Programme, regardless of whether the Prospective Partner University offers only one stream, or the complete programme;
- The Licence Fee is for both correspondence and on-line offerings of the CEMBA / CEMPA Programme.

These may change in the future – subject to the advice of the CEMBA / CEMPA Executive Governing Board and/or Academic Board.

If the Partner University has already signed an Agreement, COL will respect the Agreement as signed. In the case of Agreement renewals, COL and the Partner University will work to achieve mutual objectives, while ensuring the reputation and success of the CEMBA / CEMPA Programme.

## **For countries within the Commonwealth**

- \$5,000 USD – for five (5) consecutive years from date of signature.

## **For countries outside of the Commonwealth**

- Amount provided upon request.

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- o Please contact *Dr. Willie Clarke-Okah, Education Specialist, Higher Education* by emailing him at the [CEMBA/MPA](#) e-mail address.

## Licence Fee - Terms and Conditions

Without exception, the Licence Fee is **payable in full and in advance** of release of any COL materials and / or commencement of the CEMBA / CEMPA Programme. This includes marketing and advertising the Programme.

## CEMBA / CEMPA Terms & Conditions

### Disputes

The CEMBA / CEMPA Consortium involve several universities. The original four universities – Allama Iqbal Open University (AIOU), Pakistan, Bangladesh Open University (BOU), Indira Gandhi National Open University (IGNOU), India and Open University of Sri Lanka (OUSL) have been offering the Programme since 2002.

*Note: India's Indira Gandhi National Open University (IGNOU), which was a founding and contributing member of the CEMBA / CEMPA consortium of partner institutions, is currently reviewing its marketing and delivery strategies for competitively offering the Programme in India. To afford itself the full scope of flexibility in exploring its options, IGNOU is not participating as a consortium member until further notice. (April 2009).*

An Executive Governing Board is in place to look into any professional problems that a Partner University may raise. COL wants to keep the CEMBA / CEMPA Programme as flexible and collegial as possible, and not tie up institutions and their resources in unnecessary legalese and time-consuming bureaucracy.

### Termination of Agreement

Partner Universities can exit the Agreement at any point – with 90 business days notice – but the Licence Agreement fees are 100% non-refundable.

Exiting Partner Universities will NOT be able to use the COL logo on the graduating documents (i.e., degree, graduating diploma, or diploma), and according to the terms and conditions of the Licensing Agreement, Exiting Partner Universities may not be able to continue to use the CEMBA / CEMPA materials.

Further, COL expects that the Exiting Partner Institution finds a way to appropriately support the students already enrolled in the CEMBA / CEMPA Programme, so that students achieve their objectives based on their original intent, when they were first admitted to the Programme.

## ***What are the next steps?***

### **Step I: Pre-Licensing Agreement**

- **Prospective Partner University (PPU) initiates preliminary discussions with COL Staff** (Higher Education Specialist) focusing on:
  - Programme goals, scope, licensing fee, teaching facilities and related infrastructure, quality, recruitment strategy, consortia activities: accountability and responsibilities; alignment with Millennium Development Goals.
  - Visiting COL CEMBA / MPA webpage: [www.col.org/cemba](http://www.col.org/cemba).
- **PPU provides contact information** (i.e., name, title, address, email, phone, fax) of its Vice Chancellor, which will be used in the Licence Agreement.
- **COL sends CEMBA / MPA Prospectus to PPU Vice Chancellor for review**
  - PPU reviews information and clarifies COL terms and conditions.
- **COL sends CEMBA / MPA Licence Agreement (DRAFT)<sup>1</sup> to PPU Vice Chancellor**
  - PPU reviews information and clarifies COL terms and conditions.
- **PPU Vice Chancellor signs Licensing Agreement (FINAL) and returns it to COL**
  - COL HR / Contracts receives Licence Agreement & informs CEMBA/CEMPA Coordinator
- **COL issues an Invoice for Licensing Fee**
  - PPU pays Licensing fee in FULL
- **PPU Payment successfully clears the financial institution**
  - Funds are deposited into COL bank account
  - COL HR / Contracts inform CEMBA/CEMPA Coordinator
- **CEMBA Coordinator informs PPU (primary contact) that funds have been received and successfully deposited into COL account.**

### **Step II: Post- Licensing Agreement**

- **Partner University (PU) receives welcome package from CEMBA / MPA Programme**
  - Includes formal letter of introduction (including COL Policies, information on PU accountabilities & responsibilities; and information about consortia activities).
  - PU acknowledges receipt of information.
- **PU designates Academic Board Contact(s) – two (2) are preferred**

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<sup>1</sup> The Licence Agreement is reviewed and approved by COL HR prior to being sent to the PPU. It also includes the list of courses.

- COL formally introduces new PU and Academic Board contact(s) to CEMBA / MPA Consortia Partner Universities – [www.col.org/cebma/partners](http://www.col.org/cebma/partners)
- COL sends official CEMBA / MPA materials including:

#### Invitation to use CEMBA / MPA Collaboration Software

The CEMBA / CEMPA Programme use a proven collaboration tool. It is a highly-effective means of internal collaboration and sharing information among CEMBA / CEMPA consortia members.

We will send you an invitation to join this secure and password-protected environment and log-in frequently. You will be able to change your personal details, once you have logged on.

#### Course Content

- admissions test (password-protected)
- course content (PDF)
- instructional design templates
- course covers
- case studies

#### Marketing & Recruitment Information

##### COL provides:

- news release on *Connections*
  - PU reviews DRAFT copy
- website copy
  - for Partner University
  - COL website will be updated ~ [www.col.org/cebma](http://www.col.org/cebma)
  - Access to CEMBA / MPA Basecamp (password-protected)
- welcome / orientation message for students
  - Text and / or Video (*not yet available*)
    - Commentary from Sir John Daniel, COL President and Chair of the Executive Governing Board.
    - Commentary from Professor Asha Kanwar, COL Vice President and Chair of the Academic Board.
    - Commentary from Dr. Willie Clarke-Okah, COL Higher Education Specialist.

#### Administration Materials

- CEMBA / MPA reporting templates
  - # of students / graduates, gender disaggregated
  - Dates of admission, intakes
  - Student profiles

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### **Step III: Launching & Implementing the CEMBA / CEMPA Programme**

COL's recommended process for launching and implementing the CEMBA / MPA Programme is to identify the appropriate personnel and resources. Management / faculty professionals will scrutinise the materials; make decisions about adopting / adapting materials, and put the system in place for delivery and student support. Some of the steps include:

- Review the current CEMBA / MPA material (i.e., initial terms of reference)
- Decide to offer it "as is" or modify it for context;
- Collaborate with CEMBA / MPA Partner Universities to develop and / or modify content;
- Line up appropriate study material for students;
- Start the recruitment process for students,
  - including the admission test; selection and registration processes in place;
  - faculty, part-time instructors engaged and are all ready to go, etc.
  - optional: support from CEMBA / MPA Partners (online, phone)