



BOTSWANA OPEN UNIVERSITY

COLLABORATION REQUEST FORM

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Doc.#: OPI/FRM/01

Revision No: 00

Effective Date: 04/11/2021

1. CONTACT DETAILS

Name of Organisation: _____

Primary Contact Person: *(This must be the officer who will be responsible for leading the proposal and to whom communication shall be directed.)*

Full Name: _____

Job Title/Position: _____

Physical Address: _____

Postal Address: _____

Telephone: _____

E-mail: _____

Fax: _____

Website: _____


Secondary contact Person:

Full Name: _____

Contact Details: _____

Job Title/Position: _____

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Declaration of interest: *Kindly declare any interest that you or other employees may have in Botswana Open University.*

I _____ (Full Name) declare that either myself or my family have /do not have vested interest in any of the proposals/projects under consideration.

If so, please state nature of interest: _____

Signature: _____ Date: _____

2. ORGANISATIONAL PROFILE


- a) Economic sector:** Type of Organisation (e.g. University; University College; Donor, Non-Governmental Organisation etc.):

Registered Business Name (Please provide copy of Certificate of Incorporation *(Referenced Appendix A)*

Ownership and Legal Structure – (Please provide share certificates, referenced *Appendix B*): _____

Is the organisation citizen owned, part citizen and foreign, wholly foreign owned or multinational corporation:


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b) Description of Organisation. This must include information about its mandate or mission vis- à- vis, its, legal standing, educational remit, achievements as an organization, its relationship with any other body relevant for the purpose of this application such as franchise or affiliation arrangements. Please use no more than 1,000 words for this.

c) Service offering: Outline the main programmes//services your organisation offers:

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d) Experience in developing the required solution/projects: Outline programs/project/services relevant to this application, that you have delivered and or your length of experience of their delivery.

e) Accreditation and Compliance: Please provide details of any accreditation you have with any regulatory authority.

f) Envisaged Catchment Area/ market: Describe, briefly the market you will draw from.

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- g)** If this application is for non-educational purposes, please attach a brief business plan of how you envisage the proposed collaboration. This should be referenced *Appendix C*.

3. INSURANCE

Please confirm that your institution has in force public liability insurance in respect of itself, its staff, visitors and students with regard to any actions, claims or demands which might be brought or made by reason of any act or omission.

“I confirm that the organization has in force such appropriate insurance.”

Yes No

4. EXTERNALLY MANAGED INDICATORS OF INSTITUTIONAL QUALITY

Is your Organisation ISO certified? E.g. ISO 9000 Certified Yes No

If Yes provide a copy, or a reference to any such published document that reflects this.
Referenced Appendix D.


5. EQUAL OPPORTUNITIES

Please attach, as an appendix, a copy of your organisation’s Equal Opportunities Policy. It is important that this statement shows clearly your organization’s policy on ensuring that students have equality of access to training with you, irrespective of race, religion, sexual orientation, age etc. *Reference Appendix E.*

6. SAFETY, HEALTH AND ENVIRONMENT

Does your institution have a Health and Safety Policy? Yes No

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7. SENIOR MANAGEMENT APPROVAL

Please state the name and position of the person within senior management who has endorsed this application, where the person specified in answer to Section 1 does not serve at this level.

Name: _____ Position: _____

8. DECLARATION

- a) My Organisation will co-operate fully with the Botswana Open University.
- b) To the best of my knowledge and belief, the details given on this form are correct and meet the criteria required by BOU.
- c) The person named in Section 1 above (Coordinator) is to act as the contact for this application.
- d) It is to be understood that this is not a binding document on BOU, but rather a proposal and therefore BOU has the right to decline without giving any explanation.

Signed: _____ Date: _____

Name: _____

Position: _____

(Company/Organisational Stamp)

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