NEWPORT UNIVERSITY (USA)

TEACHING CENTER APPROVAL FRAMEWORK (TCAF)

Institutional Background, Governance Policy, Operational Standards, and Quality Assurance Manual for Approved Teaching Centers (ATCs)

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Applicability:	All Prospective & Approved Teaching Centers	**Review Cycle:**	Annual Statutory Review

SECTION 1: INSTITUTIONAL BACKGROUND & HERITAGE OF NEWPORT UNIVERSITY

1.1 Historical Foundation and Global Legacy: Newport University (NU) traces its academic heritage to its original establishment in 1976 in the State of California, United States of America, with a founding mandate to pioneer flexible, accessible, and career-oriented higher education for adult learners, working professionals, and international scholars. Over subsequent decades, Newport University expanded its academic footprint across Europe, Asia, and emerging educational markets—including the establishment of its European chapter in Riga, Latvia in 2007—building an international network of scholars, researchers, and partner learning institutions.

1.2 Non-Profit Re-Establishment and Legal Domicile (Utah, USA): In 2020, Newport University was formally re-established and incorporated in the State of Utah, United States of America, as a non-profit, charitable educational organization dedicated exclusively to advancing cross-border distance learning, academic research, and blended higher education pathways. Operating under its non-profit charter, Newport University reinvests institutional resources into Virtual Learning Environment (VLE) infrastructure, open-access digital repositories, curriculum innovation, and global quality assurance.

1.3 Academic Mission, Colleges & Cross-Border Pedagogy: Newport University delivers undergraduate, postgraduate, and doctoral programs through structured online and hybrid learning modalities across multiple academic divisions, including management, humanities, technology, and specialized health sciences (such as the R.L. Barua College of Health Sciences). NU's pedagogical model combines asynchronous digital instruction via its central Learning Management System (LMS) with structured, face-to-face academic tutoring and supervised laboratory/practical components delivered through vetted local partner institutions.

1.4 Commitment to International Quality Assurance: Newport University aligns its internal governance, curriculum architecture, and learning support standards with internationally recognized distance education and programmatic quality benchmarks, including frameworks promulgated by the International Network for

Quality Assurance Agencies in Higher Education (INQAAHE), the Asia-Pacific Quality Network (APQN), the International Distance Education Accreditation League (IDEAL), and discipline-specific bodies such as the World Federation for Medical Education (WFME) and the Institute of Biomedical Science (IBMS).

STRATEGIC RATIONALE FOR THE TCAF

While distance education eliminates geographic barriers, students studying across diverse jurisdictions benefit significantly from structured local tutorial guidance, physical library access, laboratory facilities, and pastoral support. The Teaching Center Approval Framework (TCAF) ensures that local institutions providing such support operate under rigorous, transparent, and legally compliant standards without compromising Newport University's sole degree-awarding authority.

SECTION 2: PURPOSE, GOVERNANCE & INSTITUTIONAL MODEL

2.1 Purpose of the Framework: The Teaching Center Approval Framework (TCAF) establishes the regulatory, operational, academic, and quality assurance standards by which Newport University evaluates, approves, monitors, and renews independent local institutions as Approved Teaching Centers (ATCs).

2.2 Non-Franchise, Non-Branch Status: Approval under the TCAF authorizes an ATC to deliver supplementary face-to-face academic tuition, tutorial guidance, study facilitation, laboratory practicals, and local administrative support to students enrolled directly with Newport University. TCAF status does not constitute a branch campus, franchise, joint venture, legal agency, or co-awarding partnership. An ATC is an independent legal entity and shall never represent itself as a statutory campus or degree-awarding arm of Newport University.

2.3 Reserved Sovereign Academic Authority: Newport University retains exclusive, non-delegable authority over student admissions, matriculation, syllabus and curriculum design, Virtual Learning Environment (VLE) administration, examination setting, assessment moderation, grading, official academic transcript issuance, and final degree conferment.

SECTION 3: ELIGIBILITY & INITIAL DUE DILIGENCE CRITERIA

To qualify for initial TCAF evaluation, an applicant institution must satisfy the following baseline legal, financial, and governance requirements:

- **Legal Incorporation & Good Standing:** Valid registration as an independent legal entity, educational trust, non-profit society, or corporate body authorized to provide educational, tutorial, or training services under the domestic laws of its host jurisdiction.
- **Regulatory & Statutory Compliance:** Current municipal trade/operating licenses, tax clearance certificates, fire and building safety clearances, public liability insurance, and full compliance with local higher education, skill-training, or learning resource center regulations.
- **Financial Viability & Solvency:** Demonstration of financial stability through audited financial statements for the preceding two (2) fiscal years (or certified bank solvency certificates and three-year operational budgets for newly established centers) sufficient to sustain operations without reliance on unauthorized fee pooling.

- **Institutional Integrity & Governance:** Clean regulatory and ethical record free from statutory sanctions, consumer fraud proceedings, degree-mill associations, or unauthorized claims of degree-awarding powers.

SECTION 4: PHYSICAL INFRASTRUCTURE, IT & LEARNING RESOURCES

An Approved Teaching Center must maintain dedicated, secure, and accessible facilities proportionate to its projected student enrollment:

4.1 Instructional & Tutorial Spaces: Adequately ventilated, climate-controlled, well-lit classrooms and seminar rooms equipped with modern audio-visual presentation tools, interactive whiteboards, and ergonomic seating conducive to small-group tutorials and revision sessions.

4.2 Digital & IT Knowledge Hub: High-speed enterprise broadband internet, dedicated student computer workstations configured for seamless access to the Newport University Virtual Learning Environment (VLE) and digital library repositories, and uninterrupted power backup systems.

4.3 Physical Library & Quiet Study Area: Dedicated reading rooms stocked with core reference textbooks, program handbooks, academic journals, and printed study guides supplementary to Newport University's digital repositories.

4.4 Specialized Laboratory Facilities (Program-Specific): Where an ATC supports blended health sciences, biomedical science, or technical programs, it must maintain on-site—or hold a binding, NU-vetted affiliation agreement with—accredited laboratory facilities meeting Newport University's minimum practical training hours (e.g., 300-hour laboratory benchmarks), biosafety protocols, and equipment specifications.

4.5 Accessibility & Inclusivity: Reasonable physical, technological, and instructional accommodations to ensure equitable access for students and faculty with disabilities or specific learning requirements.

SECTION 5: ACADEMIC MANAGEMENT & FACULTY STANDARDS

5.1 Designated Senior Academic Officer (SAO): Each ATC must appoint a qualified Senior Academic Officer (Dean, Academic Director, or Principal) to oversee day-to-day academic support and act as the primary liaison with Newport University's Office of the Registrar and Academic Quality Assurance Committee.

5.2 Tutor & Lecturer Qualifications: Local teaching staff facilitating Newport University modules must hold at least a Master's degree (or a recognized terminal/professional qualification such as MD, PhD, or chartered status) in the relevant discipline, alongside demonstrated teaching or clinical/industry experience, subject to formal CV vetting and approval by NU program boards.

5.3 Student Attendance & Progression Monitoring: The ATC must maintain verifiable biometric or digital attendance logs, monitor formative tutorial participation, and submit mid-semester academic engagement reports to Newport University's Registrar.

5.4 Data Protection & Record Security: Strict compliance with international and domestic data privacy laws regarding the storage, transmission, and confidentiality of student records, identification documents, and assessment materials.

SECTION 6: FINANCIAL TRANSPARENCY & FEE SEPARATION

6.1 Strict Separation of Fees: There is no tuition revenue-sharing, royalty arrangement, or financial pooling between Newport University and an Approved Teaching Center.

6.2 Direct University Payments: Students remit central application, registration, LMS access, module examination, and graduation fees directly to Newport University in accordance with NU's published international fee schedule.

6.3 Independent Local Tuition Fees: The ATC sets, invoices, and collects its own local classroom tuition, laboratory usage, and facility support fees directly from students under transparent, written student service agreements that clearly distinguish local support charges from Newport University academic fees.

6.4 Mandatory Student Protection & Contingency Plan: Every ATC must maintain an up-to-date written Student Protection and Contingency Plan containing ring-fenced financial and operational arrangements enabling active students to complete their studies without disruption in the event of center closure, program suspension, or force majeure.

SECTION 7: THE FIVE-STAGE APPROVAL WORKFLOW

Prospective institutions undergo a structured five-stage evaluation prior to receiving Approved Teaching Center status:

Stage	Process Milestone	Key Activities, Verification & Deliverables
Stage 1	**Expression of Interest & Initial Screening**	Submission of the TCAF Institutional Application Form, certificate of incorporation, regulatory licenses, and preliminary campus/facility profile.
Stage 2	**Documentary Due Diligence**	Verification of legal standing, tax clearances, audited accounts/bank solvency, Senior Academic Officer & faculty CVs, lab agreements, and Student Protection Plan.
Stage 3	**Site & Infrastructure Inspection**	Physical on-site or live-virtual inspection of classrooms, IT workstations, VLE connectivity, physical library, and laboratory facilities by NU quality assessors.
Stage 4	**Committee Review & Approval Decision**	Comprehensive evaluation by the NU Academic Quality & Partnership Committee; issuance of formal Approval Decision and Schedule of Authorized Programs.
Stage 5	**Execution of Partnership Agreement**	Formal signing of the Memorandum of Recognition and Institutional Partnership, issuance of the ATC Certificate, and onboarding onto NU administrative portals.

SECTION 8: QUALITY ASSURANCE, MONITORING & RENEWAL

8.1 Annual Monitoring Review (AMR): Each ATC must submit an Annual Monitoring Report detailing student enrollment statistics, attendance compliance, tutorial delivery evaluations, student satisfaction surveys, updated faculty rosters, and annual regulatory/financial compliance.

8.2 Right of Inspection & Quality Audit: Authorized representatives of Newport University reserve the right to conduct scheduled or unannounced quality audits, live or virtual classroom observations, student focus groups, and record inspections upon reasonable notice.

8.3 Marketing, Branding & Public Representation: All ATC promotional materials, prospectuses, websites, social media pages, and physical signage referencing Newport University must receive prior written approval from NU. Centers must identify themselves strictly as an 'Approved Teaching Center for Newport University (USA)' and are prohibited from claiming branch campus or degree-awarding status.

8.4 Term of Approval, Renewal & Sanctions: Initial TCAF approval is granted for a fixed term of three (3) years, renewable for subsequent three-year cycles subject to satisfactory Annual Monitoring Reviews and re-inspection audits. Minor compliance deficiencies trigger a formal Corrective Action Plan (CAP) with a 60-to-90-day remediation period. Material breaches—including unauthorized program delivery, academic malpractice, misrepresentation, or loss of domestic statutory licenses—result in immediate suspension or permanent revocation of ATC status.

INSTITUTIONAL PROMULGATION & GOVERNANCE APPROVAL

Approved and promulgated by the Executive Governance Board and the Office of Academic Quality & Global Partnerships of Newport University (Utah, United States of America) for immediate global implementation.

OFFICE OF THE CHAIRMAN & EXECUTIVE BOARD	OFFICE OF ACADEMIC QUALITY & REGISTRAR
_____	_____
Founder Chairman / Vice President (Asia) Newport University (USA)	University Registrar & Chair, Quality Committee Newport University (USA)