

Becoming our Authorised Overseas Agent

1. Background:

Goldsmith International Business School (Goldsmith IBS) aims to develop a global network of local agents or representatives who will be trained and regularly informed of our programmes on offer, development in our facilities and infrastructures, our application procedures and entry requirements.

Under no circumstance is an agent authorised to make offers to aspiring students in relation to our programmes, scholarship or accommodation on behalf of Goldsmith IBS.

We will endeavour to reward our valued agents, by way of mutually agreed commissions, for their effort in assisting us, as authorised agents to refer potential candidates who eventually enrol on our programmes.

We will not pay a commission to an unauthorised representative but will be willing to develop a progressive relationship that aims to lead to authorised agent status.

Detail of our authorised representatives and relevant documents necessary to become our representative are available as an appendix to this document.

We expect our representatives to be fully familiar with all relevant qualifications and application procedures we adopt. Application can be lodged at anytime and decisions are made based on market size, recruitment potential, existing representation and completion of a proforma and provision of references.

Our International Manager will negotiate the terms and conditions of any contract with new representative, which includes a requirement to strictly adhere to our code of practice for agents and representatives.

We provide our authorised representatives with a formal certificate to be displayed within their premises or for use in recruitment, to confirm that they are a recognised and authorised agent of this institution. We will also provide copies of relevant promotional materials to advise students about our programmes.

2. Key Information for Agents

2.1 Code of Conduct

At Goldsmith IBS, it is our view that forming a close, mutually beneficial working relationship with overseas agents based on trust and a common mission, represents a crucial element necessary for the continued progress and success of this institution.

We believe that the partnership can only be truly successful if we agree on certain vital obligations between both parties which include the followings:

1. The agent provides us with in-depth and up-to-date market intelligence from your country.
2. The agent actively promotes our courses in your market.
3. The agent is trained to advise students with regard to the courses they are suitable for.
4. The agent actively supports students through our formal application process.
5. The agent ensures that they carefully vet and only send us applications from students who meet the entry requirements of the course(s) that they are applying for.
6. The agent informs us about any important changes at the agency - such as changes to your contact details, the arrival and departure of staff members, or the opening of a new regional office.
7. The agent ensures that the agency staffs are fully informed regarding our programmes.
8. The agent represents the Business School in an honest, objective and truthful way.
9. The agent always acts in the best interest of the student at all times.
10. Under no circumstance must the agent hold out to, confuse, mislead or claim to represent 'Goldsmith College'. We are '**Goldsmith International Business School**' (**Goldsmith IBS**).
11. The words '**Goldsmiths**' or '**Goldsmith College**' or '**Goldsmiths College**' are prohibited.

In return, Goldsmith International Business School (Goldsmith IBS) undertakes to:

1. Send copies of our promotional materials to you so you can properly advise students.
2. Inform you of any changes and developments that might affect your students.
3. Promptly respond to our agent's queries.
4. Promptly process our agent's applications in a quick and efficient manner.
5. Visit the agent as often as we can to train your staff and give presentations to students.
6. Assist with travel arrangements and organise meetings should you decide to visit London.
7. Promptly pay our agent's commission that we owe you for services rendered to us.
8. Provide high-quality programmes that will help students succeed in the future careers.

2.2 Entry Qualifications

2.2.1 Professional Qualifications

The entry requirements for each professional programme e.g. ACCA, IAM etc. are available from our website at <http://www.goldsmithibs.com/courses.aspx>

In each **pdf formatted** file, relevant information is provided about entry requirements to each programme.

2.2.2 Undergraduates and Postgraduate programmes

The entry requirements into the undergraduate honours degree programmes we offer e.g. the **B.Sc. (Honours) in Applied Accounting** awarded by Oxford Brookes University and/or the **B.A. (Honours) in Business Management** awarded by The University of Wales are available from our website at <http://www.goldsmithibs.com/courses.aspx>

2.2.3 English language requirements

Goldsmith IBS requires that overseas applicants have a good grasp of spoken and written English. They must be able to demonstrate an ability to read, listen, speak and write in English Language. This can be demonstrated by achieving at least a credit score at GCSE O Level or higher. External Examinations like IELTS and TOEFL are suitable alternatives to the GCSE.

2.2.4 International qualifications

Agents are to ensure that students meet the minimum entry requirements which is normally the equivalence of 3 UK **A levels** papers. A list of equivalent qualifications by country is provided in the accompanying document marked as '**Appendix 1**' on pages 6 to 10 in this documents..

2.2.5 Documents students must provide to agent

The following documents must be presented to an authorised agent of Goldsmith IBS:

1. An original copy of the student's passport [to be copied under our agent's control];
2. An original copy of each of the student's qualifications [to be copied under agent's control];
3. Original copy of student's bank statement/letter from a bona fide financial institution
4. A copy of the agent's own validation process [e.g. agent's application form etc]

2.3 Claiming Commission

Goldsmith IBS seeks to make the payment of commissions a seamless process that is fast, simple and efficient as we value the efforts our agents put in which immensely contributes to our success.

We aim to and will make all efforts to complete our payment process within two (2) weeks of securing a UK study visa at the latest. Our standard payment period should be one (1) week.

2.3.1 Procedure for claiming commissions

Our commission payment procedure is as follows:

2.3.1.1 Each month, we will contact you to request that you kindly fill out the yellow sections on a spreadsheet for each student whom commission is payable. This form will then be sent back to us at agent@goldsmithibs.com marked '**Agent Pay: Agency Name**' in the email subject field.

Our finance team will then cross-check the list you have filled out with our application records. You are required to notify us in advance of all applications made through your agency prior to a student's application to us and before we issue the necessary Confirmations of Acceptance of Studies [CAS] to the student.

2.3.1.2 Once we have cross-checked our list with your records, we will draw up a list students you have from each course or programme with a total of commission payable from each programme, and send it to you for verification.

2.3.1.3 If reconciled, we will then ask that you utilise the information provided in the lists to produce invoices for each of the programmes of study for which you have referred students to us. Please send these invoices by email to agent@goldsmithibs.com marked '**Invoices: Agency Name**'.

2.3.1.4 We will then ensure that any commission we owe is paid without delay.

If you have any queries or disagreements at any point during the commission payment process, please contact the Principal on +44 (0)207 820 8212 or email agent@goldsmithibs.com.

Final invoices should be emailed to agent@goldsmithibs.com at the address above.

2.4 Application Status Reports [ASR]

We provide a monthly Application Status Reports [ASR] to enable you track applications of students you have referred to us as well as ensuring that we have an up-to-date record of the students you have referred to us. The codes used to describe the Application Status Reports [ASR] are the followings:

Decision Codes:

- U: - Unconditional Offer
- UNDP: - Unconditional Offer but No Deposit Paid
- UD: - Unconditional Offer Declined
- UDP: - Unconditional Offer Accepted and Deposit Paid
- RJ: - Reject

For any reason, if you have referred students to us in a month but you do not receive a monthly status report or there are students you have referred that do not appear on the report, please contact the International Team at agent@goldsmithibs.com

2.5 Visiting Goldsmith International Business School [Goldsmith IBS]

We welcome your presence and have the pleasure of meeting with you personally. To ensure that our meeting is productive, we advise that you provide us with at least two (2) weeks notice and details of the objectives of your visit: this enables us plan ahead of your visit.

You simply need to send us an email to agent@goldsmithibs.com marked '**Agent Visit – Agent's Name**' in the subject field. An acknowledgement of receipt must be received prior to your planned visit please.

2.6 Dates and Deadlines

- **31 August 2009:** Semester 1 Lectures Commence
- **11 December 2009:** Semester 1 Lectures End
- **22 February 2010:** Semester 2 lectures Commence
- **11 June 2010:** Semester 2 Lectures End
- **12 June 2010:** Summer Break Commences

Appendix 1

International Equivalent Qualifications

International Qualifications: A rough guide for employers and students

Please Note: This information reflect approximate equivalents for certain categories and is intended as a preliminary guide only. It is the responsibility of each individual to check and verify their own individual circumstances.

For more detailed information and further details, visit **UK NARIC** at - <http://www.naric.org.uk>

International Baccalaureate (IB)

Candidates for the IB must take 6 different subjects (3 at higher level) and must complete an extended essay. A maximum of 7 marks can be awarded for each subject and 3 marks for the remaining parts making a total maximum mark of 45. A student must have completed all elements of the course in order to be awarded the diploma.

The following are the approximate A-level equivalents:

International Baccalaureate points	3 A levels
38	AAA(360)
36	AAB(340)
34	AAB(320)
32	BBB(300)
30	BBC(280)
28	BCC(260)
26	CCC(240)

International Qualification Equivalents

The following qualifications roughly equate to 240 UCAS Tariff Points at Advanced Level (A levels) e.g. 3x C's at A level.

Countries	Minimum Qualifications
UK	240 tariff points from a minimum of 3 A levels (CCC)
Bangladesh / Nepal	Completion of High School Certificate with Grade average of 70% For Higher points Bachelors degrees would be required.
Brunei	Brunei – Cambridge A levels are equivalent to UK A levels
China / Macau	Successful completion of Senior Middle 3 with an 80% average. We would normally require successful completion of the 1 st year of University for courses requiring more than 240 points.
Ghana	Completion of SSSCE/ WASSCE with a minimum of grade C4 in 5 subjects
Hong Kong	A minimum of 3 HKALE A levels (CCC). For Mathematics, Biology, Chemistry and Physics subjects, a grade D at HKALE is acceptable in lieu of a grade C at A level from a UK awarding body.
India	For the following examination boards: CBSE; ICSE; Maharashtra; Tamil Nadu; Gujarat: & Karnataka Completion of HSSC (10+2) / Intermediate with a 60% average For West Bengal Completion of HSSC (10+2) / Intermediate with a 55% average. For all other Indian Exam boards Completion of HSSC (10+2) / Intermediate with a 70% average.
Indonesia	STTB SMU is only equivalent to GCSE's on a subject by subject basis (except English Language). Would need to be supplement by GCE A levels, Scottish Highers etc.
Japan	Kotogakko Graduation Certificate with grade 4 average
Kenya & East Africa	Completion of KSCE/ CSE with a minimum of grade B in 5 subjects
Korea (South)	High School Diploma with 80-89 / B (woo)
Malawi	Completion of MSCE with a minimum of grade B (4) in 5 subjects
Malaysia	3 passes at minimum C grade in STPM ; Ontario grade 65%; SACE 65%
Nigeria	Completion of SSCE with a minimum of grade 4 in 5 subjects or Completion of WASSCE with a minimum of grade C4 in 5 subjects
Oman	Completion of Tawjihyah with a grade average of 80%
Pakistan	Completion of the first year of a Bachelor Degree 60% or Completion of the Intermediate/ Higher School Certificate (HSSC) with A, 70% minimum in 5 subjects for foundation courses or during clearing. We would normally look for First year University students for undergraduate courses.
Russia	A score of 3 in the Diplom o Srednem Professionalnom Obrasovanii (Secondary Vocational Education Diploma) or a score of 3 in the Diplom ob okanchanji srednego spetsial'nogo uchebnogo zavedeniya (Diploma of Completed Specialised Secondary Education (basic))
Saudi Arabia	Completion of Tawjihyah with a grade average of 80%
Singapore	Singapore-Cambridge A levels are equivalent to UK A levels
South Africa	Senior Certificate with Matriculation Endorsement BBCCC + C at Standard grade English
Sri Lanka	Sri Lankan A levels are equivalent to UK A levels
Taiwan	Successful completion of Senior Middle 3 with an 80% average

Countries	Minimum Qualifications
Thailand	Successful completion of Matayom 6 with a GPA of 3.0
Turkey	Completion of Lise Diplomasi (High School Certificate) with grade 4 / 70%
UAE	Completion of Tawjihyah with a grade average of 80%
USA	Advanced Placement Examinations , grade 3+ in three AP tests equivalent to (240pts)at A level This would be our very minimum entry requirement, e.g. during clearing. Generally speaking we would want APs of 4+ in three subjects. a satisfactory completion of one year of a college/university degree programme, GPA minimum of 3.0 for foundation, gpa 3.2 for Undergraduate entry. Scholastic Aptitude Tests or SATS High School Graduate Diploma , is equivalent to GCSE's Associate Degrees/ Professional Diploma , These are equivalent to A levels
Vietnam	Successful completion of Tot Nghiep Pho Thong Trung Hoc year 12 with 7.5 average, (8.0 for most courses)
Zambia	Complete the Zambian School Certificate with a pass in 6 subjects with 4 or above.
Zimbabwe/ Mauritius	ACSE are equivalent to UK A levels on a subject for subject basis.

Degree Equivalent Qualifications

The following are courses considered approximately equivalent to a UK degree at 2:1 or 2:2

Countries	Minimum Qualifications
UK	Degrees from recognised Degree Awarding Institutions.
Bangladesh / Nepal	Bachelors degrees are only A level equivalent. Taught masters are about HND level. MPhil degrees are equivalent to UK first degree.
Brunei	Bachelor Degree Is considered comparable to British Bachelor degree standard
China / Macau	Bachelor degrees are considered comparable to British Bachelor degree standard University College Graduation Diploma (Dazhuan) Is considered comparable to Diploma of Higher Education (DipHE) / Year 2 of Bachelor degree standard
Ghana	Bachelor Degree (Honours) Is considered comparable to British Bachelor degree standard
Hong Kong	Bachelor Degree (Honours) Is considered comparable to British Bachelor degree (honours) standard
India	Bachelor Degree Is considered comparable to British Bachelor ordinary degree standard Bachelor Degree (Honours) Is considered comparable to British Bachelor degree standard
Indonesia	Sarjana (S1) course accredited with A Is considered comparable to British Bachelor degree (honours) standard Sarjana (S1) course accredited with B Is considered comparable to British Bachelor degree standard Sarjana (S1) course accredited with C Is considered comparable to British Bachelor ordinary degree standard

Countries	Minimum Qualifications
Japan	Bachelor Degree (Gakushi) Is considered comparable to British Bachelor degree standard
Kenya & East Africa	Bachelor Degree Is considered comparable to British Bachelor degree standard
Korea (South)	Bachelor Degree (Haksa) Is considered comparable to British Bachelor ordinary degree standard
Malawi	Bachelor Degree (Honours) Is considered comparable to Diploma of Higher Education (DipHE) / Year 2 of Bachelor degree standard Masters Degree Is considered comparable to British Bachelor degree (honours) standard
Malaysia	Bachelor Degree (from a Public University) Is considered comparable to British Bachelor degree (honours) standard Bachelor Degree (from a Private University) Is considered comparable to British Bachelor degree standard
Nigeria	Bachelor Degree (awarded after 1991) Is considered comparable to British Bachelor ordinary degree standard
Oman	Bachelor Degree Is considered comparable to British Bachelor degree standard
Pakistan	Batchelor of Arts (Pass) are equivalent to UK A levels Bachelor of Arts (Honours) is considered comparable to Certificate of Higher Education CertHE / Year 1 of Bachelor degree standard Bachelor of Science (Pass) is considered comparable to Certificate of Higher Education CertHE / Year 1 of Bachelor degree standard Bachelor of Science (Honours) Is considered comparable to Diploma of Higher Education (DipHE) / Year 2 of Bachelor degree standard Bachelor of Technology (Pass) is considered comparable to Certificate of Higher Education CertHE / Year 1 of Bachelor degree standard Bachelor of Technology (Honours) Is considered comparable to British Bachelor ordinary degree standard Bachelors (4 Year) Degrees in generally professional fields are considered comparable to British Bachelor ordinary degree standard Bachelor of Engineering Is considered comparable to British Bachelor degree standard Masters Is considered comparable to British Bachelor ordinary degree standard Masters (2 year) degrees in generally professional fields are considered comparable to British Bachelor degree (honours) standard Masters of Philosophy is considered comparable to British Bachelor degree (honours) standard Masters of Engineering is considered comparable to a British taught Masters
Russia	Majistr is considered comparable to British Bachelor degree (honours) standard
Saudi Arabia	Bachelor Degree Is considered comparable to British Bachelor degree standard
Singapore	Bachelor Degree / Bang tot nghiep dai hocls is considered comparable to British Bachelor (Ordinary) degree standard Those with an average score of 7.0 or higher may be considered British Bachelor (Honours) degree standard Master's Degree / Thac si (taught) Is considered comparable to British Bachelor degree standard Master's Degree / Thac si (research based) is considered comparable to a British taught Masters

Countries	Minimum Qualifications
South Africa	Bachelor Degree (Honours) Is considered comparable to British Bachelor (Honours) degree standard
Sri Lanka	Bachelor Degree (General) Is considered comparable to British Bachelor Ordinary degree standard Bachelor Degree (Special) Is considered comparable to British Bachelor (Honours) degree standard
Taiwan	Masters Degree Is considered comparable to British Bachelor (Honours) degree standard Bachelor Degree (from a National University) Is considered comparable to British Bachelor degree standard Bachelor Degree) Is considered comparable to British Bachelor ordinary degree standard
Thailand	Masters Degree (Plan A, research based) Is considered comparable to British Bachelor (Honours) degree standard Masters Degree (Plan B limited research) Is considered comparable to British Bachelor degree standard Bachelor Degree Is considered comparable to British Bachelor ordinary degree standard
Turkey	Lisans Diploması Is considered comparable to British Bachelor Degree
UAE	Bachelor Degree Is considered comparable to British Bachelor degree standard Masters Degree Is considered comparable to British Bachelor (Honours) degree standard
USA	Bachelor Degree Is considered comparable to British Bachelor degree standard Masters Degree Is considered comparable to Postgraduate Diploma standard Masters (2 year) degrees in generally professional fields with a Bachelor degree in the same subject are considered comparable to British Masters standard
Vietnam	Bachelor Degree / Bang tot Nghiep dai hoc is comparable to a British Bachelors ordinary degree (Honours, If score above 7) Masters Degree/ Thac si (taught) Is considered comparable to British Bachelor degree standard Masters Degree / Thac si (research based) Is considered comparable to British Bachelor (Honours) degree standard
Zambia	Bachelor Degree Is considered comparable to Diploma of Higher Education (DipHE) / Year 2 of Bachelor degree standard Masters Degree Is considered comparable to British Bachelor (Honours) degree standard
Zimbabwe/ Mauritius	Bachelor (General) Degree University of Zimbabwe Is considered comparable to British Bachelor degree standard Bachelor (Honours) Degree University of Zimbabwe Is considered comparable to British Bachelor (Honours) degree standard Bachelor (General) Degree is considered comparable to Certificate of Higher Education CertHE / Year 1 of Bachelor degree standard Bachelor (Honours) Degree Is considered comparable to Diploma of Higher Education (DipHE)/HND / Year 2 of Bachelor degree standard

Appendix 2

Application Form [Overseas Agent]

Please complete **all sections** of this form and return with your **supporting documentation** to:

**The Director - International Marketing, Goldsmith International Business School,
N107 (North Building), Westminster Business Square, 1 – 45 Durham Street, Vauxhall,
London SE11 5JH, England, United Kingdom**

1. Company or Business Name [including 'Trading As']:

2. Company or Business Number [if registered in the UK]:

3. Country, Regions, or Countries you will recruit students from:

4. Country, Regions, or Countries you currently have staff/office presence:

5. Name of signatory for Contracts:

6. Signatory's position within your organisation e.g. Managing Director:

7. Name to which commission payments will be made:

8. Registered address of your company or Business:

City:

Country:

Post Code:

9. Your Contact Details [the official contact details published to the public]:

Primary Phone No. [Incl. Country and Area code]:

Secondary Phone No. [Incl. Country and Area code]:

Facsimile No. [Incl. Country and Area code]:

Primary Email Address:

Secondary Email Address:

Company or Business Home Page/Website:

Primary Contact Person [Incl. Mr, Ms, Dr., etc]:

Direct Phone Number [Incl. Country and Area code]:

Contact Person's Email Address:

10. Contact Details [for contact between Goldsmith IBS and our Agent Only]:

Name of Marketing Director/Principal:

Direct Phone No. [Incl. Country and Area code]:

Direct Mobile Phone No. [Incl. Country and Area code]:

Direct Email:

Name of Educational Adviser:

Direct Phone No. [Incl. Country and Area code]:

Direct Mobile Phone No. [Incl. Country and Area code]:

Direct Email:

Does your company/business have more than one office/branch? Please supply contact details for all other offices.

(If you require more space, please copy this page as necessary and attach to your application)

Registered address of your Company or Business:

City:

Country:

Post Code:

Correspondence address [if different to above]:

City:

Country:

Post Code:

Please Insert 'N/A' if Not Applicable.

Primary Phone No. [Incl. Country and Area code]:

Secondary Phone No. [Incl. Country and Area code]:

Facsimile No. [Incl. Country and Area code]:

Primary Email Address:

Secondary Email Address:

Company or Business Home Page/Website:

Primary Contact Person [Incl. Mr, Ms, Dr., etc]:

Direct Phone Number [Incl. Country and Area code]:

Contact Person's Email Address:

Application Checklist:

I provide the following information in support of this application:

- Names and contact details of referees, including at least one [1] UK Tier 4 Institution
- A list of institutions currently represented by my organisation
- A list of student numbers my organisation currently recruits each year for UK Institutions
- An explanation of my understanding of an agent's responsibilities to Goldsmith IBS
- An explanation of my understanding of an agent's responsibilities to the students
- A detailed organisational profile including assets owned and all business names used
- Curricula vitae of principals and staff detailing educational and professional backgrounds
- Certified copies of registration papers/licenses in your country of operation
- Certified copy of a photo identity of the Principal Officer e.g. a National ID Card *

* This applies to **non-companies** only.

Undertaking:

I affirm that I will be willing to have my premises inspected and my staff interviewed by Goldsmith International Business School's representatives as part of the process of assessing my organisation's suitability to become an agent for the Business School.

<p>Signature of Authorised Official:</p>	<p>Date of Application:</p>
<p>Stamp of Organisation or Company:</p>	