



Consortium Membership Information and Application Form For institutions

The Education Collaborative at Ashesi University network is a **consortium of institutions** formed for the purpose of improved and expanded collaboration of higher education and stakeholder institutions to achieve mutually beneficial goals, and improved outcomes in Africa. The Collaborative uses multiple initiatives and engagements to achieve our transformational goals. Designed and hosted in collaboration with partner institutions, our initiatives seek depth in engagement and impact for participants. We spark discussion and interest and drive strategic actions in higher education teaching and learning, and administration. Consortium members are recognized by world leading higher-ed stakeholders and peers in the African region as being contributors to the transformation of higher-ed on the continent. The Education Collaborative uses both virtual and in-person programming to ensure easy accessibility, broader reach, and deeper impact.

Initiatives target long term impact in the transformational goal areas:

1. Ethics and leadership development in students
2. Training students with relevant career readiness
3. Enabling an active entrepreneurship ecosystem within higher-ed institutions
4. Building systems for accountability and sustainability
5. Developing inclusive and diverse campuses

Contributing member institutions in the Education Collaborative network engage through ALL of the following:

1. **Contribute their expertise and experience** in building exemplar systems that have achieved sustained quality outcomes and impact. These would be in one of the areas of focus of the Education Collaborative:
 - a. Ethics and leadership
 - b. Career readiness and employability
 - c. Active entrepreneurship ecosystems
 - d. Systems for accountability and sustainability
 - e. Inclusive and diverse campuses
 - f. Faculty development and research

The contributing institution will share faculty, administrator and other resources to mentor, consult, and support peer institutions to improve quality and develop exemplar systems and structures.

2. **Benefit from other institutions' contributed expertise and experience** in building exemplar systems that have achieved sustained quality outcomes and impact. The contributing institution reviews their existing system and receives support, consultations, or mentorship from peer institutions to improve gaps in the system for better outcomes.
3. **Building sustainability** through the development, sharing, and growth of resources for the higher education sector in Africa. The contributing institution engages in and is recognized as a contributor in the regional hub in their home region. And in one or more of the following:
 - a. Contribute to (or start) a community of practice
 - b. Develop and share resources on the Education Collaborative virtual resource hub
 - c. Share and facilitate sessions at annual convenings and workshops

The Application Form

In making this application to become a consortium collaborator in the Education Collaborative's network, the Institutional Representative Designated undertakes to ensure the observance of all the conditions and provisions of the Collaborative.

This form is to be completed by a designated institutional representative and approved by the institution's board of executives. **By submitting this form, the institutional representative confirms that all persons whose information have been shared have been duly informed and have given consent to their information being shared below.**

Complete the form below and email it to the Program Coordinator at education.collaborative@ashesi.edu.gh.

The form is in 4 sections:

Section 1: Institutional information

Section 2: Areas of exemplar expertise, strength, and need

Section 3: Contribute to sustainability in the Education Collaborative

Section 4: Declaration and supporting documents

Definitions

- Institutional Representative Designated – The individual completing the form on behalf of the institution
- Institution Liaison – The individual who remains the main contact person between the Education Collaborative and the institution

Application and review process

1. Complete and submit application form (this form)
2. Introduction and welcome meeting with current member institution leaders
3. Application review and due diligence (8 to 10 weeks)
4. Campus visit

Join our [mailing list](#) to receive updates on programs, initiatives, and news.

Section 1: Institutional information

This section collects information about your institution’s profile, accreditation, and Education Collaborative liaison or lead(s) from among the institution’s executive team (or with access to the executive team).

Name of institution	
Address of institution	
Country	
Post/ZIP code	
Telephone number (including country code)	
Fax number	
Website	

TYPE OF INSTITUTION (please tick one box only)			
University (publicly funded)			
University (privately funded)			
University college/college of university (publicly funded)			
University college/college of university (privately funded)			
Other institute of higher education (publicly funded)			
Other institute of higher education (privately funded)			
If private, type of private institution (please tick one box only)			
Non-profit		For profit	

STUDENT NUMBERS IN THE CURRENT ACADEMIC YEAR		
Pre-degree	(full-time)	
	(part-time)	
Undergraduate	(full-time)	
	(part-time)	
Master’s	(full-time)	
	(part-time)	
Doctoral	(full-time)	
	(part-time)	

Year in which first students were admitted	
Year of graduation of first cohort of students	
Do you award your own degrees? Y/N	Yes No
Accrediting national/regional body	
Financial year start date.	

CONTACT DETAILS – INSTITUTIONAL LIAISON (This person should have direct access to institutional leadership)	
Title	
Full name	
Job title	
Telephone number	
Email address	

Section 2: Areas of exemplar expertise, strength, and need

This section allows you to share your institution’s strengths and areas of need to build capacity. This information is important to allowing the Education Collaborative map out the shared strengths and needs among its contributing members to aid in facilitating sharing and learning in the network. The Education Collaborative manages resources related to the process of exchange, sharing, and learning in the network.

In part 1 below, please share your proven expertise and experience where you have built exemplar systems that have achieved sustained quality outcomes and impact from among the six focal areas noted. In part 2, share areas where you have identified gaps in your systems and structures and hope to learn from other institution’s expertise and experience. *

**An independent review will be conducted by the Education Collaborative to confirm self-declared areas.*

Part 1: Exemplar programs, systems, structures, and expertise

Career Development and Employability Systems and Structures	
Activity(ies)	
Evidence (links to website, article, report, etc.)	
Contact person	
Job title	
Email address	

Ethics and Leadership Development Systems and Structures	
Activity(ies)	
Evidence (links to website, article, report, etc.)	
Contact person	
Job title	
Email address	

Entrepreneurship Ecosystem Structures and Programs (Including academic, non-academic, and community)	
Activity(ies)	
Evidence (links to website, article, report, etc.)	
Contact person	
Job title	
Email address	

Operational Efficiencies, Monitoring and Evaluation, and Accountability Systems	
Activity(ies)	
Evidence (links to website, article, report, etc.)	
Contact person	
Job title	

Email address	
---------------	--

Diversity, Equity, and Inclusion Policies, Systems and Structures	
--	--

Activity(ies)	
Evidence (links to website, article, report, etc.)	
Contact person	
Job title	
Email address	

Faculty Development and Research Systems and Structures	
--	--

Activity(ies)	
Evidence (links to website, article, report, etc.)	
Contact person	
Job title	
Email address	

Part 2: Areas for capacity or systems review and development

Describe your identified needs and expected outcomes as much as possible. You will be eligible to request for mentorship, consultation, other resources to build capacity in the areas noted.

1. Career Development and Employability Systems and Structures		
---	--	--

Describe your identified needs and expected outcomes:		

<i>If Applicable, name an exemplar institution, system, or program in Africa you'd like to learn from:</i>		
<i>Request a system review in this area:</i>	<i>Yes</i>	<i>No</i>

2. Ethics and Leadership Development in Students		
---	--	--

Describe your identified needs and expected outcomes:		

<i>If Applicable, name an exemplar institution, system, or program in Africa you'd like to learn from:</i>		
<i>Request a system review in this area:</i>	<i>Yes</i>	<i>No</i>

3. Entrepreneurship Ecosystem Structures and Programs (Including academic, non-academic, and community)		
--	--	--

Describe your identified needs and expected outcomes:		
<i>If Applicable, name an exemplar institution, system, or program in Africa you'd like to learn from:</i>		
<i>Request a system review in this area:</i>	<i>Yes</i>	<i>No</i>

4. Operational Efficiencies, Monitoring and Evaluation, and Accountability Systems		
Describe your identified needs and expected outcomes:		
<i>If Applicable, name an exemplar institution, system, or program in Africa you'd like to learn from:</i>		
<i>Request a system review in this area:</i>	<i>Yes</i>	<i>No</i>

5. Diversity, Equity, and Inclusion Policies, Systems and Structures		
Describe your identified needs and expected outcomes:		
<i>If Applicable, name an exemplar institution, system, or program in Africa you'd like to learn from:</i>		
<i>Request a system review in this area:</i>	<i>Yes</i>	<i>No</i>

6. Faculty Development and Research Systems and Structures		
Describe your identified needs and expected outcomes:		
<i>If Applicable, name an exemplar institution, system, or program in Africa you'd like to learn from:</i>		
<i>Request a system review in this area:</i>	<i>Yes</i>	<i>No</i>

Section 3: Contribute to sustainability in the Education Collaborative

This section provides the opportunity to remain connected to and engaged in the Education Collaborative year-round through various initiatives, projects, and communities.

Your institutions' faculty, staff, and leadership will be able to contribute to the development, sharing, and growth of resources for the higher education sector in Africa through the EduCollab. The goal is to rally resources that are relevant and current to the African context and to capture and disseminate them in formats that are efficient and sustainable.

Higher education institutions in Africa and other stakeholders in the higher education sector including regulators, policy makers, and development agencies are engaged through various forms of the resources produced in the Education Collaborative. Contributors in these formats are compensated through stipends and have access to grants to develop resources.

Formally join your region's Education Collaborative Hub*

**Mandatory for membership*

Become recognized as a contributor in the regional hub in your home region (East, West, Central, or Southern Africa). The regional hubs are collectives in the sub-Saharan African regions (West, East, North, and South) created to increase representation and access for institutions and drive relevant and contextualized programs.

Additionally, your institution's faculty, staff, and executives can also do the following:

Contribute to (or start) a Community of Practice (CoP)*

**Mandatory for membership*

Communities of practice are workgroups of educators, administrators, experts, and other stakeholders in the higher education sector in Africa. CoP workgroups leverage the collective competencies of members to deliver practical solutions in their campuses and organizations. Engagement is year-round, and includes research projects, symposiums, speaker sessions, reflection sessions, program reviews, and new program development.

Join our consultants and expert database

Your faculty, staff, and leaders can do this. They will receive notifications for call for consultants or leads for projects, etc.

Develop resources and content for the EduCollab virtual resource hub

The virtual resource hub is the Education Collaborative's collection of publications, how-to videos, and other content curated for the African-context. It also has a Learning Management System (LMS) that offers curated and practical proven techniques in teaching, learning, and administration from member institutions in Africa. Courses are structured to support self-paced learning and are available on subscription on the registration with the Education Collaborative.

Contribute to an on-going project

Ongoing projects

View ongoing initiatives to join on our website at: <https://educationcollab.ashesi.edu.gh/programs/>

The Education Collaborative's Program Unit provides resources and communication materials and templates to help institutions communicate EduCollab initiatives with your internal teams and stakeholders.

Section 4: Declaration and supporting documents

JOINING THE EDUCATION COLLABORATIVE CONSORTIUM

Please take a few moments to tell us why your institution wants to sign up for the Education Collaborative network.

DECLARATION

Conditions

To be eligible, an institution needs to be accredited in an African country, have credible leadership and mission, and commit to our shared values of collaboration, ethics and leadership, entrepreneurship, and citizenship. Members must remain in good standing with the legally recognized and approved higher education authority in the country in which they operate.

Institutional and stakeholder engagements are contractual and developed based on the set needs and value created on a case-by-case basis. Members must remain in good standing with project development and reporting processes, and impact measurement and reporting timelines.

The Education Collaborative reserves the right to revoke the membership of any institution that is in breach of any conditions of enrolment. Additionally, the Education Collaborative engagements, initiatives, and projects are contingent on funds raised and run according to stated funding cycles. Admittance into the network is done on a rolling basis.

SUPPORTING DOCUMENTS

The completed form must be submitted with the following supporting documents. If a document is not written in English originally, a notarized translated copy must be provided. Where necessary, additional information may be requested, such as a recent prospectus or equivalent. The Education Collaborative will accept electronic links to supporting documents.

- University or institution constitution
- Instrument incorporating the university/institution under the law. This is usually either a government decree (charter, act of parliament, or equivalent) or an approval to provide higher education from a government or regulatory body established to oversee the development of higher education

SIGNATURES

Name and title of Institutional Representative Designated

Name And Title:	Signature:
In applying to become a member under the Education Collaborative consortium, _____ (INSTITUTION NAME) undertakes to observe and perform all the conditions and provisions for the time being in force, or at any time hereafter to be duly	

brought into force, of the Education Collaborative, and nominates the undermentioned person (Must be a senior leader. E.g. Vice-Chancellor, President, Principal, Rector) to be its representative until further notice in the event of its admission as a consortium member.

Please name the Institution Liaison (Should be same as noted in contact information in section 1) – Please note if same as the Institutional Representative Designated

**Name
And Title:**

Confidentiality

The Education Collaborative is an initiative of Ashesi University. Any information concerning the institution in the program here mentioned and their respective records may be passed to Ashesi University authorized third parties (including Ashesi University, Ashesi University Foundation, and project-specific partners). Records are regarded as confidential and, therefore, only if legally required to do so may be passed on to the appropriate authorities. Individuals have the right to request sight of, and copies of, their records, which we will provide within a reasonable timeframe. Individuals are invited to retain copies of any literature issued in relation to this process and engagement. Individuals are responsible for keeping their data up to date by either updating it themselves via the members’ area of the Education Collaborative website or communicating any changes with us.

The Education Collaborative will not sell, share, or rent your personal information to any third party. We will use your email address to send emails to you only in connection with the provision of member services and other related services and products. Read Ashesi University [privacy and document retention policy here](#).

Disclaimer

By signing this form, you, as **authorized signatory** for _____
[INSITUTION NAME] confirm that your institution agrees to join this network.

Name and Title of Authorized Signatory (eg. VC, CEO, President, Board Chair, etc.)	
Signature	
Date	

University seal/stamp (where applicable)