

HEBRAIC ROOTS TEACHING INSTITUTE



Satellite Campus Policy

1.1. Purpose

The purpose of the policy is to enable Institutions to apply for HRTI Satellite Campus privileges. Not every Institution has a right to open a Satellite Campus; it is a privilege provided to those Institutions who have demonstrated a high level of maturity and can handle the responsibilities of a distance learning environment.

1.2. Satellite Campus Defined

A HRTI Satellite Campus is defined as a site:

- 1) Where the faculty is located; and
- 2) For which the faculty has administrative responsibility including financial, physical, and human resources; and
- 3) Where the HRTI Main Campus mentors all students globally for the various programmes via distance learning mentoring and that the Satellite Campus may assist students if the need arises.
- 4) Whereby the qualification is conferred from a University via HRTI Main Campus to the HRTI Satellite Campus.

1.3. Structure

A skeletal administrative staff must be operational at the Satellite Campus. They are Registry Staff and liaise with the HRTI Main Campus administrative department.

1.4. Communication

Status of Communication Links between HRTI Main Campus and HRTI Satellite Campus is via email, telephone or Skype. Email communication is preferred and all other communications must be confirmed with via email.

1.5. Information Sharing

Information, ideas and suggestions to improve quality must be shared between the HRTI Satellite Campus and HRTI Main Campus. HRTI Main Campus welcomes constructive criticism to improve quality and truths of YHWH's Word.

1.6. Qualifications

The Dean must have a minimum qualification of a Bachelor's Degree and must be in the process of studying towards a Doctoral Degree in a relevant field.

HRTI will assist the Dean of the Satellite Campus with reduced study fees for the Masters and Doctoral Degree. These qualifications must be obtained within four years from the date of signing this document.

1.7. Syllabus and Curriculum

HRTI specialized in Online Distance Learning Mentoring with programmes for Formal Qualifications from Certificate through to PhD. All programmes are therefore designed so that any student may enrol and study at leisure in his/her own time from home. Satellite Campuses therefore do not need to present classes for students. Assistance to students are always welcome if the student is within travelling distance.

1.8. Responsibilities

Institutions opting for a HRTI Satellite Campus must adhere to the following responsibilities.

Satellite Campuses are there to assist the student/candidate with the selection of:

- The field of study.
- The Institution to confirm the qualification.
- The registration of the Student and the forwarding of the documentation to HRTI Main Campus.
- The payment of the study fees.

- Student Experiential Learning or Recognition for Prior Learning motivation assistance. This is done via a formal letter from the Dean of HRTI Satellite Campus.

1.9. Finances

No other work or responsibilities are required other than mentioned above. HRTI also do not expect any franchise fees or any remuneration at all from our associate partners, in fact we give 10% (tithing) back to the HRTI Satellite Campus for every "fully paid" student who enrolled through the HRTI Satellite Campus.

1.10. Website, Prospectuses and Accreditation

Dean to be well familiarized with the various Prospectuses, the content of the HRTI Website (where and how to find information), as well as what HRTI's sentiment is towards secular accreditation (it cannot supersede the truth of the Word of YHWH) as listed on the HRTI Website.

1.11. Marketing

HRTI's "Letter of Acceptance to Association", "banner" and "Website link" to the HRTI Homepage must be present on the associate member's Website.

A permanent visible signage (no canvass) not smaller than one meter vertical and two meter horizontal to be installed at the HRTI Satellite Campus on the outside of the building for public view. HRTI's banner (as seen below) with the wording "The Institute is Associated with the Hebraic Roots Teaching Institute" must be present on the signage. HRTI's Website address must also be present on this signage.



A close up photo of the signage and an additional photo with the signage and the building in the background must be emailed to admin@hrti.co.za to be displayed on HRTI's Website.

A group photo of the staff with their names, surnames, positions and qualifications to be send to admin@hrti.co.za for record purposes.

1.12. Termination of Association

Repeated violations of HRTI rules/policies may result in the forfeit of the HRTI Satellite Campus. Satellite Campus staff found to have violated the Good Conduct Policy will forfeit their HRTI Satellite Campus permanently.

1.13. Other

All other relevant Policies, Procedures and Believes of HRTI can be viewed on our Website.

1.14. Relationship

We at the Main Campus state that we are not superior to any HRTI Satellite Campus and welcome the Satellite Campus Staff as our own family.

1.15. List of Staff

Name and Surname	Position/Responsibility	Qualification	Field

AGREEMENT

My signature below indicates that I have read the information in this policy. I agree to comply with the rules and procedures established for the HRTI Satellite Campus. I understand that failure to comply will result in the loss of the HRTI Satellite Campus privileges.

Name of Dean: _____

Signature of Dean: _____

Date: _____

Please print out, complete and fax or email it to +27 86 528 3461 or admin@hrti.co.za