

MEMORANDUM OF UNDERSTANDING

BETWEEN

BOROUGH OF MANHATTAN COMMUNITY COLLEGE (BMCC)

AND

ACCOUNTANCY & BUSINESS COLLEGE (IRELAND) LIMITED

t/a DUBLIN BUSINESS SCHOOL

The purpose of this Memorandum of Understanding (“MOU”) is to facilitate academic cooperation between **Borough of Manhattan Community College (BMCC)** and Accountancy & Business College (Ireland) Limited t/a Dublin Business School (“Dublin Business School”) whereby selected students from one institution may be admitted to programmes at the other institution gaining credit for their studies under the following conditions.

1. CREDIT AND ASSESSMENT OF STUDY

- 1.1 The parties will, on completion of studies, issue a certificate attesting that the partners’ students have attended the education programme during their stay, and specifying the dates for the period of study.
- 1.2 **Borough of Manhattan Community College (BMCC)** and Dublin Business School reserve the right to review and amend the amount and level of credit awarded at any time during the period of this MOU. Twelve (12) months advance notice will be given by Dublin Business School of any change in the amount of credit to be awarded.
- 1.3 The parties will, upon request from the student, provide an official academic transcript or equivalent academic record to the other institution. Where an official transcript cannot be issued automatically, the sending institution will confirm the student’s completion status and grades through an alternative written report, if required
- 1.4 The parties agree to inform each other of any proposed changes in the curriculum of their courses no later than 3 months prior to the start of the forthcoming academic year.

2. SELECTION OF STUDENTS

2.1 The parties reserve the right to review the course entry standards and inform the other party in advance no later than 6 months prior to the commencement of the forthcoming academic year.

2.2 The parties will provide the other with official statements of the academic results of students studying at the respective party and any other appropriate informal reports on their performance.

2.3 The parties reserve the right to accept or refuse the admission of applicants that do not meet the agreed entry or visa requirements for the programme of study.

2.4 Students from Borough of Manhattan Community College (BMCC) who wish to join the BA (Hons) in Business at Dublin Business School will be considered for admission to **Year 2** of the programme, provided they have completed an award comprising a minimum of 60 US credits and the approved prerequisite modules from the BMCC Business Administration programme. As the BMCC degree is delivered fully in English, students who complete their associate degree will not be required to provide separate English-language evidence.

3. PROGRAMMES OF STUDY

The following study options are currently available

3.1 Undergraduate Degree Programmes

Eligible students from **Borough of Manhattan Community College (BMCC)** may apply for:

Undergraduate Degree Programmes

Students from **Borough of Manhattan Community College (BMCC)** will be considered for admission to **Year 2 of a Level 8-degree programmes** at Dublin Business School subject to attaining the entry requirements of the following programmes:

- Students studying **Borough of Manhattan Community College (BMCC) Programme:** A.S. in Business Administration (Level 6, 60 US Credits) who meet the entry requirements of the programme, will be considered for admission to **Year 2** of the following programme:
DBS Programme: BA (Hons) in Business (All Streams), Level 8.

3.2 Borough of Manhattan Community College (BMCC) students can apply to attend the **semester programme** options at Dublin Business School.

3.3 Students studying at **Borough of Manhattan Community College (BMCC)** who meet the pre-requisite entry requirements of the relevant programmes, will be considered for entry to Masters Programmes at Dublin Business School.

3.4 Dublin Business School through its Registrar's Office shall have control and responsibility for all **Borough of Manhattan Community College (BMCC)** student admissions to DBS programmes.

4 FEES AND SERVICES

4.1 Dublin Business School shall issue an invoice to each student individually. Students will be responsible for paying their own course fees.

4.2 For **September 2026**, the following fee scale will apply at Dublin Business School. Fees are shown in Euros:

- **Dublin Business School Undergraduate semester programmes**
€5180 per student
- **Dublin Business School Certificate programmes (30 ECTS)**
€5180 per student
- **Dublin Business School Business Bachelor of Arts (Honours) business programmes full award per annum**
€10,350

Fees for future intakes may vary and Dublin Business School will advise **Borough of Manhattan Community College (BMCC)** of proposed fee changes in advance.

4.3 US Scholarships

- **Undergraduate Academic Year Scholarship:** A **€500** scholarship per student will be applied to **full academic year undergraduate programmes** (*not* applicable to semester-only or Certificate programmes)
- Scholarships will be **deducted from the invoiced tuition**.

5 PROMOTION

5.1 Subject to the provisions below, **Borough of Manhattan Community College (BMCC)** and Dublin Business School will be entitled to use each other's logo and related promotional material in their marketing activities. All promotional material and material featuring the other party's logo (any subsequent revisions to such material) must be submitted to the partner institution for approval prior to being used. Each party will be responsible for all marketing activities of the programmes to its students at their own respective cost. Such

licence will terminate immediately on termination of this MOU and each party will destroy all material in its possession featuring the other party's logo.

5.2 Subject to the above paragraph, the parties shall not use the other party's (or, in the case of Dublin Business School any other Kaplan group's) trademarks, logos, branding or name in any materials.

6 RELATIONSHIP OF THE PARTIES

6.1 Neither party is an agent of the other and neither party has the right or authority to act on behalf of the other party, bind the other party, pledge the other party's credit, nor use the name, image or identity of the other party (or in the case of Dublin

Business School, the Kaplan group), nor suggest that it is operating a franchise or representative office of the other party (or in the case of Dublin Business School, the Kaplan group).

6.2 Nothing in this MOU shall deem the parties to be in any partnership or joint venture and neither party shall hold itself out as being in anyway a partner of or in any joint venture with the other, nor warrant the authority of the other party.

7. DATA PROTECTION

7.1 For the purposes of this clause 7, the phrases 'personal data', 'data subject', 'data controller', 'data processor' 'personal data breach' and 'process' bear the meaning given in the General Data Protection Regulation (EU) 2016/679.

7.2 The parties acknowledge that, in respect of some or all of the personal data processed pursuant to this agreement, each is a data controller.

7.3 The parties shall comply at all times with their respective under the GDPR and any other applicable laws and regulations relating to data protection (the 'Data Protection Laws') in relation to their processing of any personal data under this agreement.

7.4 The parties acknowledge their respective duties under the Data Protection Laws and shall give all reasonable assistance to each other where appropriate and necessary to comply with such duties, including but not limited to, establishing and sharing the legal basis for holding and processing data, complying with the rights of data subjects, subject access requests and the completion of data protection impact assessments where deemed necessary.

7.5 Each party shall obtain all relevant consents from and/or provide such fair processing notices as applicable to data subjects (ensuring such consents have not been withdrawn) and/or provide cooperation to the other party in their obtaining of such consents or the providing of such fair processing notices in compliance with the Data Protection Laws. Such consents and/or fair processing notices shall be agreed in advance by the parties.

7.6 Neither party shall process applicant personal data for any purpose not authorised by the other.

7.7 Each party shall notify the other without undue delay of the following:

- a) any personal data breaches involving personal or special category data;
- b) its receipt of any actual or purported request or complaint from a data subject exercising his rights under the Data Protection Laws or any
- c) correspondence from the relevant regulator in relation to the processing of personal data.

8. GENERAL

8.1 This memorandum of understanding shall commence on the date of signature. Subject to the below notice provisions, this initial agreement will run for a period of 3 years starting with the admission of a cohort of students from **Borough of Manhattan Community College (BMCC)** in September 2026 and then be renewed automatically for periods of one year if the parties do not express their will to terminate it.

8.2 Either institution may, by written notice of twelve (12) months, give notice to the other of its intention to terminate this agreement.

8.2 Either party shall be entitled to terminate this MOU immediately by written notice to the other or with effect from such date as the terminating party shall notify if:

(A) a party has failed to comply with its obligations under this MOU and such non-compliance (if capable of remedy) is not remedied to the non-breaching party's satisfaction with 14 days of the date of its occurrence; or

(B) either party shall become insolvent or otherwise subject to any insolvency procedures.

8.3 If this MOU is terminated as set out in clause 8.2 or 8.3, it is agreed by the parties that any student, who at the date of termination has been accepted into the program and has commenced studies, may complete that course of study under the terms of this memorandum.

8.4 The parties have mutually agreed to work together and in recognition of this memorandum, have executed this agreement. However, it is agreed that no new students will be registered on any programmes from the date that notice of termination is provided.

APPENDIX 1 – RPL CROSSWALK: BMCC → DBS

Programme Approved

- **BMCC Programme:** A.S. in Business Administration (Level 6, 60 US Credits)
- **DBS Programme:** BA (Hons) in Business (All Streams), Level 8, **Year 2 Entry**

Decision

The DBS Admissions Committee has approved the BMCC Business Administration A.S. for direct entry into Year 2 of the BA (Hons) in Business (all streams), subject to the following condition:

- **Condition:** BMCC students must complete **ECO 201 (Macroeconomics)** and **ECO 202 (Microeconomics)** at BMCC prior to transfer, as preparation for the DBS module *Advanced Economic Perspectives*.

Crosswalk Mapping

DBS Year 1 Module (ECTS)	BMCC Equivalent (US Credits)
Economic Perspectives (10 ECTS)	World Cultures & Global Issues (3 US) + ECO 201/202 (6 US, required electives)
IT Essentials (10 ECTS)	Scientific World (3 US) / CIS 200 - Introduction to Systems & Technology (3 US)
Marketing Essentials (10 ECTS)	MAR 100 -Introduction to Marketing (3 US)
Business Context & Organisation (10 ECTS)	BUS 104 - Introduction to Business (3 US) / BUS 110 - Business Law (3 US) / Business Elective (3 US)
Maths & Statistics for Business (10 ECTS)	MAT 209 - Statistics (4 US) / MAT 301 - Analytic Geometry & Calculus (4 US) / Mathematical & Quantitative Methods Reasoning (3 US)
Foundational Academic Skills (5 ECTS)	BUS 150 - Business Communications (3 US) / ENG 101 & ENG 201 - English Composition (6 US)
Introduction to Business Finance (5 ECTS)	ACC 122 - Accounting Principles I (3 US)

Credits Not Mapped (BMCC Only)

- Life & Physical Sciences (3 US)
- Arts Elective (1 US)
- US Experience in its Diversity (3 US)
- Individual & Society (3 US)
- Creative Expression (6 US)

Notes:

- Students must achieve a minimum GPA as required by DBS admissions standards.
- Students not meeting the elective requirement in Economics will not be eligible for Year 2 entry and may be considered for an alternative pathway.
- Future RPL agreements will be developed for additional BMCC programmes (Digital Marketing, Financial Management, Small Business/Entrepreneurship, Business Management A.A.S., and Public & Non-profit Administration).