**I: PROPOSED LINK INFORMATION**

*To be completed by the proposer.*

|  |  |
| --- | --- |
| **Name of institution** |  |
| **Location of main campus (Country / City)** |  |
| **Address** |  |
| **Website** |  |
| **What is the status of the institution?** | Public  Private  Other (please specify) |
| **Institution type** | School  Further Education College / Community College  University  Undergraduate degree-awarding institution  Other (please specify) |
| **Proposed commencement of link - ie the first intake to Essex** |  |
| **Partner Liaison Officer including full name / position / email address** |  |
| **Proposed by** |  |
| **Agencies:**  *Is there an agent involved in this proposed link? If so, please include their details, any arrangements that have already been approved by the Client Services team (if any) and their involvement so far in the development of the link.* |  |
| **What type of link arrangement are you seeking?**  *Delete as appropriate.* | Friendship agreement  Progression agreement  Dual Award  Study Abroad  Other (please specify) |

**FOR PROGRESSION ARRANGEMENTS AND DUAL AWARDS ONLY**

|  |  |
| --- | --- |
| **Which schools/departments will be involved in this link?** | **CSEE** |

|  |  |  |  |
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| **What** [**type of arrangement**](https://www1.essex.ac.uk/restricted/staff/documents/partnerships/types-of-progression-arrangements.pdf) **would you like to propose?** | **From (partner course):** | **To (Essex course):** | **Point of Entry:** |
|  |  |  |  |
|  |  |  |  |
| **Please provide links to curriculum information and grading scales at the partner institution:** | | | |

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| **Is the programme taught in English?** |  |
| **Are there any specific module requirements for the link institution (please describe):** |  |
| **What is the anticipated student demand for each department in the link?** |  |
| **Do external accreditations apply (University of Essex only)?**  *Provide further information on which degrees, accreditation body/bodies and the accreditation requirements.* |  |
| **Do external accreditations apply (link institution)?**  *Provide further information on which degrees and accreditation body/bodies* |  |

**COMMISSION PAYMENTS TO THE LINK INSTITUTION**

These must be submitted to the Agent Review Group for approval. Please select the types of discounts or incentives that you are interested in offering to the potential partner institution.

Commission – to agent

Commission – to link institution

Other (please specify)

|  |  |
| --- | --- |
| **Partner information completed by** | |
| **Name** |  |
| **Contact details** |  |
| **Date** |  |
| **RIO manager approval** |  |

**II: DUE DILIGENCE**

*To be completed by the proposer.*

|  |  |  |
| --- | --- | --- |
| **DETAILED INFORMATION ABOUT THE LINK INSTITUTION AND ITS STANDING** | | **COMMENTS**  **(assessor only)** |
| **Date established** |  |  |
| **Student population/headcount** |  |  |
| **Degree-awarding powers** | *e.g. UG and PG, including PhD* |  |
| **Link arrangements with other UK universities**  **(university name, degrees/subjects)** |  |  |
| **TNE collaborations with other UK universities**  **(university name, degrees/subjects)** |  |  |
| **Local authority or regulatory body approval of partner** |  |  |
| **Additional accreditation or quality indicators from national organisations and governance bodies.** |  |  |
| **Other ethical, legal or reputational risks** |  |  |

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| --- | --- |
| **Authorised signatory** | |
| **Name and position of signatory for partner institution** |  |
| **Is an equivalent signatory at Essex required?** |  |

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| **DUE DILIGENCE COMPLETED BY** | |
| Name |  |
| Date |  |

|  |  |
| --- | --- |
| **DUE DILIGANCE APPROVAL** | |
| **Approval Head of International Business Development** |  |
| **Date** |  |

Please submit your completed proposal to [linkagreements@essex.ac.uk](mailto:linkagreements@essex.ac.uk)