Changes may be made throughout the term of a link agreement. Please note that any changes will not extend the overall duration of the link agreement; therefore, careful consideration needs to be made on the merit and impact of the amendment proposal to the existing link arrangement.

*To be completed by the proposer.*

**PARTNER**

|  |  |
| --- | --- |
| Name of institution  |  |
| Country  |  |

**TYPE OF CHANGE**

[ ]  **Renewal**: no changes

[ ]  **Renewal**: with changes to subjects/courses

[ ]  **Amendment**: with subject additions

[ ]  **Amendment**: with changes to entry requirements

[ ]  **Amendment**: with changes to degree level

[ ]  Other (provide details):

|  |
| --- |
|  |

**FOR AMENDMENTS**

Please indicate who proposed changes have been discussed with.

[ ]  Link institution

[ ]  Academic departments (Essex)

[ ]  Admissions (Essex)

[ ]  IBD team

[ ]  Other (provide details):

**FOR PROGRESSION ARRANGEMENTS AND DUAL AWARDS ONLY**

|  |  |
| --- | --- |
| Which Essex schools/departments will be involved in this link? | **Languages and Linguistics** |

|  |  |  |  |
| --- | --- | --- | --- |
| **What** [**type of arrangement**](https://www1.essex.ac.uk/restricted/staff/documents/partnerships/types-of-progression-arrangements.pdf) **would you like to propose?** | **From (link institution course):** | **To (Essex course):** | **Point of Entry:** |
|  |  |  |  |
|  |

|  |  |
| --- | --- |
| What are the English language entry requirements? |  |
| What are the proposed academic entry requirements? |  |
| Please confirm any specified module requirements: |  |
| What is the anticipated student demand for each department in the link? |  |

**DOES THIS PARTNER REQUIRE AN ADDENDUM?**

Some changes can be notified to the partner in a letter – please confirm if it is essential to produce an addendum to this agreement:

|  |
| --- |
| **NA** |

**FOR RENEWAL ONLY**

**Recruitment outcomes**

Please provide details of how successful you believe that this link has been for the University, in terms of student numbers recruited for each year of the agreement, and for each department/school involved in the link

|  |  |
| --- | --- |
| **Year 1** |  |
| **Year 2** |  |
| **Year 3** |  |
|  |  |
|  |  |
|  |  |
|  |  |

**COSTS IN RENEWING THE PARTNERSHIP**

Are there any other costs that are involved in renewing this partnership?

*E.g., adding commission payments to the link institution*

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **CURRENT LINK ARRANGEMENTS** | **PROPOSED LINK ARRANGEMENTS** |
|  |  |

**DISCOUNTS AND INCENTIVES**

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

[ ]  Scholarship (partial fee discount)

[ ]  Commission payment – Agent

[ ]  Commission payment – Link Institution

[ ]  Other (please specify)

**ARE THERE ANY OTHER UPDATES?**

Are there any other changes or updates at the institution that you think we should be made aware of? For example, change in contacts or signatory, involvement of an agent.

|  |
| --- |
|  |

**ADDITIONAL REQUIREMENTS**

Please provide details of any additional requirements for students under this arrangement, for example:

* any changes to the standard University of Essex course structures;
* any changes to final assessment arrangements e.g. joint dissertation on a postgraduate taught programme; or
* any required access to their University of Essex email addresses and other University of Essex systems beyond their period of study

|  |
| --- |
| **None apply**  |

|  |
| --- |
| **Information completed by** |
| **Name** |  |
| **Contact details** |  |
| **Date** |  |

Please submit your completed proposal to linkagreements@essex.ac.uk