**Link Agreement Approval Process**

**Stage 1: Outline Institutional Approval**

- Proposal form is submitted to the Partnerships Office
- Partnerships Office will liaise with other relevant teams, for example, Marketing and Student Recruitment, Admissions, or Essex Abroad for additional information
- Partnerships Office will carry out an initial due diligence on the proposed institution using their check list
- Partnerships Office will submit the initial due diligence check list and proposal form to the Dean of Partnerships for approval

  **If approved:** proposal moves to Stage 2.
  **If rejected:** proposal will be returned to the relevant Department or School

**Enhanced Institutional Approval (if required)**

- Where a proposal requires a greater level of collaboration or integration then an enhanced due diligence check may be required.
- If your proposal requires an enhanced due diligence check you will be informed by the Partnerships Office when you submit your proposal
- Partnerships Office will submit the enhanced due diligence check list to the Dean of Partnerships for approval

  **If approved:** proposal moves to Stage 2
  **If rejected:** proposal will be returned to the relevant Department or School

**Stage 2: Academic Approval**

- If not submitted with the proposal form, curriculum information may be requested from the partner institution.
- Approval will be requested from the relevant Head(s) of Department(s) or their nominee.
- If approval has been received from the relevant Head(s) of Department(s) the proposal will be sent to the relevant Faculty Executive Dean(s) for approval.

**Stage 3: Development of agreement**

- The Partnerships Office will draft the agreement
- The content of the agreement will be agreed with partner institution
- The Partnerships Office will arrange for the agreement to be signed by the appropriate senior member of staff at the University
- The agreement is sent to the partner institution for signature

---

**Document review information**

<table>
<thead>
<tr>
<th>Document owner</th>
<th>Partnerships Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document author</td>
<td>Charlotte Frost</td>
</tr>
<tr>
<td>Document last reviewed by</td>
<td>Charlotte Frost</td>
</tr>
<tr>
<td>Date last reviewed</td>
<td>04.07.2018</td>
</tr>
<tr>
<td>Review frequency</td>
<td>Annually</td>
</tr>
</tbody>
</table>