Friendship Agreements – New/Renewal

Stage 1: Institutional Approval

- Completed proposal form is submitted
- MASR will liaise with other relevant teams
- Due diligence prepared by MASR
- Proposal and due diligence sent to the Dean of Partnerships for approval

Stage 2: Development of Agreement

- MASR will draft the agreement
- The content of the agreement will be agreed with partner institution
- MASR 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
**Link Agreement Approval Process**

**Progression Agreements – New/Renewal**

**Stage 1: Institutional Approval**
- Completed proposal form is submitted
- MASR will liaise with other relevant teams
- Due diligence prepared by MASR
- Proposal and due diligence sent to the Dean of Partnerships for approval

**Stage 2: Academic Approval**
- If not already 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.

**Stage 3: Development of Agreement**
- MASR will draft the agreement
- The content of the agreement will be agreed with partner institution
- MASR 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
**Amendment or Addition**

1. Completed proposal form is submitted
2. Approval will be requested from the relevant Head(s) of Department(s) or their nominee.
3. MASR will draft the letter or addendum for partner approval and arrange for it to be signed by the appropriate senior member of staff at the University.
4. The addendum or letter is sent to the partner institution for signature if appropriate.

**Extension**

1. Completed proposal form is submitted
2. Due diligence prepared by MASR
3. Proposal and due diligence sent to the Dean of Partnerships for approval
4. Notice of extension is drafted, signed and sent to the partner