 **NEW LINK AGREEMENT PROPOSAL FORM**

|  |
| --- |
| 1. **Proposed partner**
 |
| 1. Name of institution:
 |  |
|  |  |
| 1. Address:
 |  |
|  |  |
| 1. Website
 |  |
|  |  |
| 1. Country:
 |  |
|  |  |
| 1. **University of Essex involvement**
 |
| Please list all of the University of Essex Faculties, Departments, Schools and Centres involved in the proposed agreement: |
|  |
|  |
| 1. **Rationale for the proposal**
 |  |
| New partnerships must align with the core mission of our University, being excellence in research and excellence in education. There are six operating principles in the University's [strategic framework for partnerships](https://www.essex.ac.uk/partners/documents/restricted/partnerships-framework.pdf). Please indicate how the partnership satisfies each of the principles. It is not necessary for a partnership to satisfy all of the principles but the identified strength(s) of the partnership should be the dominating characteristics: |
|  |
| * Institutional reputation
* Visibility and impact
* Growth and sustainability
 | * Enhancement
* Diversification and innovation
* Student experience and outcomes
 |
| Please provide a summary of the rationale for the proposal, including alignment with the University’s strategic plan, the Faculty/Departmental plan and any existing or planned collaborative arrangements: |
|  |
|  |
| 1. **Proposed duration of the agreement**
 |  |
| Please include the proposed duration of the agreement: |
|  |
|  |
| Please include the proposed start date: |
|  |
|  |
| 1. **Agent involvement**
 |
| Please provide the name and address of any agents involved in this agreement: |
|  |
|  |
| 1. **Recruitment activities**
 |  |
| Please can you confirm if there are planned recruitment events, visits or conversion activities that are connected to the proposed link agreement? Please include any dates of proposed activities. |
|  |
|  |  |
| 1. **Contact details**
 |  |
| (a) Please provide details of the contact at the University of Essex for the agreement: |
|  |
|  |  |
| (b) Please provide details of the contact at the partner institution for the agreement: |
|  |
| 1. **Signatories**
 |
| (a) Please provide the name and job title of the signatory at the partner institution: |
|  |
|  |
| 1. **Discounts and incentives**
 |
| (a) The Partnerships Office does not process requests for discounts and incentives. These must be submitted to the Student Fees and Funding Group for approval. We will pass all the relevant information to Katherine Free, Bursaries and Scholarships Manager so she can arrange this with you. |
|  |
| Please select the types of discounts or incentives that you are interested in offering to the potential partner institution. |
|  | Accommodation discount |  | Fee waiver |
|  | Scholarship |  | Travel bursary |
|  | Bursary |  | Non-standard fee arrangement |
|  | Teaching at the partner institution |  | Tuition fee discount |
| (b) Please include any additional relevant information: |
|  |
|  |
| 1. **Institutional costs**
 |
| (a) Please provide details of any institutional costs involved in setting up the partnership. Please give consideration to:* The time commitment involved in setting up and maintaining the partnership
* Any financial costs involved in setting up and maintaining the partnership
* Any additional resources or support that may be required to ensure the partnership is successful
 |
|  |
|  |
| 1. **Additional requirements**
 |
| Please provide details of any additional requirements for students under this agreement, 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
 |
|  |
|  |
| 1. **Type of agreement**
 |
| (a) Please confirm the type of agreement that you require. Guidance on the types of progression arrangements is available. |
|  |
|  | Friendship Agreement only (no further paperwork is required)Progression Arrangement (without the recognition of credit): credit is not accepted through accreditation of prior (experiential) learning (AP(E)L) towards an Essex award (please complete Part A) |
|  |
|  | Progression Arrangement (with recognition of credit): credit is accepted through accreditation of prior (experiential) learning (AP(E)L) towards an Essex award (please complete Part B) |
|  | Other (please describe) |  |
| The Partnerships Office can advise on a range of academic partnerships. However, depending on the type of partnership you require we may need to refer your enquiry to another department within the University. Please provide any additional relevant information about the proposed partnership: |
|  |

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