Changes can be made throughout the term of a link agreement. Please note that any changes will not extend the overall duration of the link agreement.

**PARTNER**

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

**TYPE OF CHANGE**

|  |  |
| --- | --- |
|  | Change to the existing academic or English language requirements |
|  | Removal or addition of the course(s) offered through the existing arrangements |
|  | Additional arrangement(s) to be added to the agreement  |
|  | Other (please specify):  |  |
|  |

**ARE THERE ANY OTHER UPDATES?**

Is 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.

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**FOR PROGRESSON ARRANGEMENTS AND DUAL AWARDS ONLY**

|  |  |
| --- | --- |
| Which schools/departments will be added to this link? |  |
| What is the [type of arrangement](https://www1.essex.ac.uk/restricted/staff/documents/partnerships/types-of-progression-arrangements.pdf) that you would like to add? |  |
| What will be the point of entry for these students?(Year 1, Year 2, Year 3, PGT, PGR) |  |
| Which courses should be available to these partner students when they apply to Essex?(all courses or specified courses within a department) |  |
| What are the proposed academic and English language entry requirements of this new arrangement? |  |
| Please confirm if there are any specified module requirements |  |
| What is the anticipated student demand for each department in the link? |  |
| Please provide links to the curriculum information at the partner institution. |  |

 **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

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**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:

|  |
| --- |
|  |

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

*Document review information*

|  |  |
| --- | --- |
| Document owner | Marketing and Student Recruitment Team |
| Document author | Sally Lambe, International Partnerships Officer |
| Document last reviewed by | Sally Lambe, International Partnerships Officer  |
| Date last reviewed On | September 2020 |
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