

Memorandum of Understanding

Following discussions between _____, representing the _____ and _____ (Dean) of the _____ School, University of Buckingham (Buckingham), the following proposal is put forward for a collaboration on Programmes, to be administered through _____ in _____ and validated by the University of Buckingham in the United Kingdom.

The salient points of the proposed collaboration are as follows:

It is the intention of Buckingham and _____ to enter into a collaborative arrangement whereby Buckingham will validate _____ programme(s) that will be taught and administered by _____ in _____.

(1) Duration and Academic Structure of the Programmes

The Programme(s)

[Insert Information about the programme(s)]

(2) Due Diligence

To comply with the Quality Assurance and Assessment procedures of the University, due diligence of _____'s standing, administrative and marketing policies and financial position will be undertaken by parties to be appointed by the University. The progress and ratification of this collaboration will follow the process as outlined in the Collaborations Handbook. The starting year of _____ is predicated on timely and satisfactory progress in the due diligence and through the process as outlined in the Collaborations Handbook.

The protocol of signing a formal Agreement cannot be concluded without the completion of due diligence and no marketing of any programmes may happen without formal permission of the University of Buckingham.

(3) Validation

As an initial step in the validation process and as part of the due diligence, _____ will provide the documentation as set out in the due diligence checklist at their earliest convenience.

The University will engage in the validation process at the earliest opportunity with respect to the due diligence, the approval of the programmes and formal audit of the premises and administrative and academic structure.

(4) Entry requirements

Applicants to the programmes will be required to meet the normal entry requirements of equivalent students entering the University and have English language ability equivalent to an IELTS of _____.

(5) Fees

Academic fees payable to the University by _____ will be _____ % of fees per student per annum, subject to a minimum of _____ and a minimum of _____ students and run for an initial period of x years with renewal subject to successful review.

In addition to the Academic Fees there will be an annual fixed fee of £ _____ to cover University administration costs.

The fixed rate fees will be remitted _____ in advance to the University. Fees will be subject to adjustment based on the annual CPI.

(6) Costs

_____ will be responsible for all validation costs undertaken by the University, including staff visits to _____ in conjunction with the due diligence process, site visits and any other arrangements necessary to progress the collaboration between the parties.

Signed this day.....20xx

On behalf of

On behalf of the University of Buckingham.....

Sir Anthony Seldon, Vice-Chancellor, The University of Buckingham