|  |  |
| --- | --- |
| 3D colour_300dpi.jpg2005 | *Logo of institution* |
| University of WorcesterHenwick GroveWorcesterWR2 6AJUnited Kingdom | *Address of institution* |

**Memorandum of Recognition**

Date Memorandum is to take effect:

1. Under the terms of this Memorandum, the University of Worcester recognises named awards delivered by­­­­­­­­­­­­­­­­­­­­­­­­­­­­ *institution* as appropriate for entry to named programmes at the University of Worcester, thereby providing a basis for individual applications to the University’s programme. The agreed awards and programmes are listed in Annex 1 of this Memorandum.

2. All studentswill be required to apply to the University of Worcester individually through the University’s normal admissions procedures and must achieve the agreed entry standards including a minimum IELTS of 6.0 (with no less than 5.5 in any component) for undergraduate courses and a minimum IELTS of 6.5 (with no less than 5.5 in any component) for postgraduate courses. For further information about language requirements, click [here](http://www.worcester.ac.uk/community/international-language-requirements-support.html).

3. The University of Worcester retains sole rights of admission to its programmes and entry will be subject to places being available on the named programme.

4. Both the University of Worcester and *institution* will appoint a key contact who, together, will be responsible for ongoing liaison in order to implement and oversee the arrangement. Their names will be listed in the Annex to this Memorandum and updated annually.

5. All public and marketing information whether issued by the University of Worcester or *institution* in relation to the arrangement covered by this Memorandum must be clear about the nature of the arrangement. The following wording should be used:

*The University of Worcester recognises the named qualifications of list awards from institution of institution as meeting entry standards for specific programmes at the University (list named qualifications and awards). Applications from eligible candidates will be considered on an individual basis. Please note that the University of Worcester retains sole rights of admission to its programmes. (Include link to appropriate course page and UW Admissions).*

6. The University of Worcester’s logo may be used on the webpages of *institution* only in association with the above statement. The University’s logo may not be used on course handbooks or other marketing/publicity materials. The above statement together with links to the University of Worcester webpages may be included in course handbooks with the agreement of the University of Worcester key contact. Any marketing/publicity materials which refer to the relationship with the University of Worcester must be approved by the Head of Institute and Head of Communications and Participation in advance of distribution.

7. [*Where appropriate ie awarding institutions*] Clauses 5 and 6 of this Memorandum relate only to *institution* and not to any other centre of *institution* unless a given centre is covered by a separate Memorandum made directly with the University of Worcester. Where the Memorandum is solely with *institution*, the individual centres must confine any reference to the recognition of *institution*’s *award* to a link to the details on *institution* website. In such cases, it will be the responsibility of *institution* to ensure that its centres comply with this expectation.

8. This Memorandum is valid for three years in the first instance and will be due for renewal in *month and year*. Renewal is at the discretion of the University of Worcester and will be based on annual reviews of its operation conducted by the relevant Institute at the University. The contact at *institution* may be requested to provide information to support these reviews.

9. The University of Worcester reserves the right to revisit the agreed arrangement under any circumstances where the performance of students or other evidence raises questions regarding the named awards in this agreement of *institution* as suitable for entry to the named University of Worcester awards.

10. In addition to the annual review, each institution agrees to keep the other informed of any changes to their programmes which might affect the mapping of the qualifications.

11. Any changes or additions to the detail of this Memorandum must be discussed between the two institutions and agreed formally by the University prior to implementation.

Agreed on behalf of *institution*  Agreed on behalf of University of Worcester

Name: Name:

Position: Position:

Signature: Signature:

Date: Date:

Version reference: 1.2

Document approved by: Vice Chancellor’s Advisory Group, 12th March 2012

Date document comes into effect: immediate

Author of the document: Director of Quality and Educational Development

Date document is due for review:   2015/16

**Revision history**

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| --- | --- | --- |
|  | **Date** | **Change** |
| Academic Quality Unit | February 2013 | Minor alterations to reflect new titles of positions, and wording at inset of para 5 |

**Annex 1**

1. Programme mapping

Students who have successfully completed the following programmes at *institution*:

XXXXX

XXXXX

will be eligible to apply on an individual basis to the following programmes at the University of Worcester:

XXXXX [*clearly indicate the level of the UW awards (including whether ‘top-ups’ at Level 6*)]

XXXXX

2. Key contacts

*Institution*  University of Worcester

Name: Name:

Position: Position:

Phone: Phone:

E-mail: E-mail: