

**MEMORANDUM OF AGREEMENT**

**1. THE PARTIES TO THE AGREEMENT**

This memorandum is made between:

(a) The Royal Agricultural University, Stroud Road, Cirencester,  
Gloucestershire, GL7 6JS, UK, hereafter referred to as the RAU,

and

(b) .....,  
hereafter referred to as .....

**2. THE STATUS OF THIS MEMORANDUM**

This Memorandum is a binding contract, which, unless terminated in accordance with clause 19, will apply for a period of three years, commencing ..... until the .....

Amendments to any part of this Memorandum must be approved in accordance with the relevant procedure of the RAU and .....

**3. THE NATURE AND PURPOSE OF THE RELATIONSHIP**

The purpose of this relationship between the RAU and ..... is to offer provision leading to an academic award of the RAU, as specified in clause 3.1 below, for 'home' students (including students of member countries of the European Economic Union, other than European Economic Area students) funded by the Higher Education Funding Council for England (HEFCE) where numbers are available through ....., and also to self financing students not receiving funding from HEFCE, i.e. international students, as specified in the Financial Annexe (Annexe 3) to this Memorandum.

The provision will be available for commencement from.....

The annual recruitment target, and therefore resources and facilities required, will be agreed annually in December of each year.

This relationship is subject to the RAU Policy and Procedures Relating to Bribery and Corruption.

**3.1 Available Provision**

The following academic provision is covered by this agreement:

**<< Insert full programme title(s) here>>**

**<< Insert full module title(s) and credits here >>**

Further details of the modules and staff comprising the specified academic provision is given in Annexe 1. Any amendments to this list must be approved by the appropriate RAU procedures and recorded as an addendum to Annexe 1 of this Memorandum.

**4. OVERSIGHT AND MAINTENANCE OF ACADEMIC STANDARDS**

Oversight and maintenance of academic standards of the validated provision will be the responsibility of the RAU.

Under this Memorandum, the AQSC (Academic Quality and Standards Committee) of the RAU will exercise its responsibility through the appropriate validation and review board and subsequently through the normal RAU procedures.

Where possible, the RAU will utilise the management, quality and assessment systems of ..... to assist these processes. To facilitate these arrangements, relevant committees will be utilised as specified in Annexe 2 to this Memorandum.

The RAU shall have full and unrestricted access to ..... and any other premises at which the provision is to be provided and the equipment and other facilities used in connection with the provision.

**5. OPERATION AND MANAGEMENT**

All modules will be delivered on the ..... campus by module staff as detailed in Annexe 1. Where new or replacement teaching staff are appointed by ....., they must be approved by the Dean of the RAU School of ..... in writing. All teaching staff will be considered as associate members of the RAU School of ..... and as an integral part of the programme team and as such will normally be expected to meet with the Link Tutor at least annually.

Operation and management of the programme/module(s) will be through a Joint Board of Study. The membership and terms of reference of this Board will be as described in Annexe 2 to this Memorandum.

The RAU will designate a Link Tutor (who will be a member of RAU staff) with responsibility for the overview of all aspects of academic management and administration of the relationship.

..... will designate an appropriate member of staff, to be known as the Programme Manager who will be a full member of the Programme Committee and who will take day-to-day responsibility for the proper operation of the programme /module(s) throughout the year.

All aspects of the operation and management of the programme/module(s) will be in accordance with approved procedures of the RAU.

**6. INITIAL VALIDATION, MONITORING AND REVIEW**

Validation and re-validation are the responsibility of the RAU. Triennial review procedures, as operated by the RAU for collaborative provision, will be carried out.

For the purposes of annual monitoring, a report on the award will be submitted to the RAU AQSC by the link tutor, through the Dean of the School ....., by the end of October each year. Annual monitoring will be conducted in accordance with the approved procedure of the RAU and may be subject to RAU and external quality audit.

**7. RESOURCE PROVISION**

..... will provide all appropriate resources for the delivery of the modules (e.g. teaching rooms, equipment and access to the library and IT facilities).  
..... will also provide access to appropriate support services on ..... campus. The services provided by ..... are set out in paragraph 7 of Annexe 3. The services provided by the RAU are set out in paragraph 6 of Annexe 3.

**8. FINANCIAL ARRANGEMENTS**

Financial arrangements between ..... and the RAU are specified in Annexe 3 to this Memorandum.

**9. ADMISSIONS**

The admission of applicants to the programme/module(s) shall be the responsibility of ..... Admissions policies and procedures will be compatible with those operated by the RAU, taking due account of equal opportunities, non-standard entry and language ability.

Admissions to the programme/module(s) with advanced standing will be made in accordance with procedures compatible with those of the RAU.

Communications with students with respect to admissions decisions must include reference to the agreement by the student of the terms and conditions of contract with the RAU.

**10. ENROLMENT AND REGISTRATION**

..... will enrol students on the programme/module(s) using standard institutional documentation, and will register these students as students of ..... in accordance with current Academic Regulations.

The mechanisms to be adopted to ensure satisfactory operation of these processes will be negotiated by the parties and formally agreed by the provisions shown in Annexe 4 of this Memorandum.

The Link Tutor and Programme Manager will be responsible for ensuring that students registered for an RAU award are made aware of the written terms and conditions of contract to which the provision of education services by the RAU, or its designated partner, is subject and that they are issued on enrolment with copies of

the appropriate Student Handbook and details of any other relevant conditions applicable to the provision of educational services, copies of which will be supplied by the RAU and/or ..... on request.

Students will additionally be enrolled as students of the RAU according to the RAU's own procedures. In the event of any conflict or other discrepancy arising from the operation of dual enrolment procedures of ..... and the RAU for these awards, the procedures and regulations of the RAU shall prevail.

## **11. ASSESSMENT AND EXAMINATION ARRANGEMENTS**

Assessment will be carried out in accordance with procedures consistent with those operated by the RAC and approved at validation.

Each module team will be responsible for the setting of the assessments and examinations. The awards will be subject to RAU assessment and examination regulations. An External Examiner will be appointed to this provision by the RAU in accordance with normal RAU regulations.

The organisation of assignments and examinations will be undertaken by staff of ....., who will ensure that all modules are moderated according to procedures compatible with those of the RAU.

All results of assessed work and examinations will be considered together by the appropriate RAU Examination Board. Module grids and grade profiles for relevant modules of the programme will be prepared by module leaders in a format agreed with the RAU, and results will be presented to the appropriate RAU Examination Board.

### **11.1. Progression**

Progression by students on the programme will be subject to the approval of the RAU Examination Board.

### **11.2. Records of General Credit**

Students taking modules which have been approved as leading to the award of credits, but not completing a RAU award, shall be eligible for the recognition of the credits gained in accordance with current RAU policy.

### **11.3. Conferment**

The RAU will have sole responsibility for the organisation of the Award Congregation Ceremony and the award of certificates.

Any ceremony conducted by ..... for students enrolled on the award cannot be described as conferring or awarding any qualification of the RAC.

## **12. STUDENT APPEALS PROCEDURE**

Student appeals against the RAU Examination Board decision will be dealt with according to the RAU's Appeals Procedure.

**13. ALLEGATIONS OF ACADEMIC MISCONDUCT**

Allegations of academic misconduct will be dealt with by ..... in the first instance, under procedures consistent with current RAU practice.

**14. COMPLAINTS PROCEDURE**

Complaints relating to the operation of the programme/module(s) (other than student appeals under section 12 above) will be dealt with under the established procedures of the RAU and the RAU will inform ..... of any such complaint.

**15. QUALITY AUDIT**

For the purposes of academic or quality audit, the parties to this agreement will allow access by the RAU or those auditing the RAU's processes, to all records relating to the operation of programmes of study/modules under this agreement.

Consent for access to such records will not be withheld unreasonably, but access where commercial sensitivity or data protection is at issue may be subject to conditions of confidentiality or through agreed third parties.

**16. PROCEDURE FOR DISPUTE**

In the event of any disagreement between ..... and the RAU concerning this agreement, the parties will endeavour to resolve the dispute by negotiation between designated representatives of ..... and the RAU.

In the event of unresolved disagreement between ..... and the RAU on any matter that is deemed to affect the quality of the programme/module(s), the final decision on the continuation of the programme/module(s) will rest with the RAU's Academic Board.

**17. COPYRIGHT AND DATA PROTECTION**

Copyright in respect of the learning experience and all associated learning materials will remain with the institution that originated the materials.

The RAU and ..... will make arrangements to ensure that conditions of personal data holding and transfer conform to the Data Protection Act.

The term of ownership of copyright is not limited by the terms of this Memorandum of Agreement or by the relevant statutory provision under United Kingdom law.

**18. ADVERTISING AND PUBLICITY**

External advertising and publicity relating to the programme/module(s) covered by this agreement (including any web-based advertising and publicity) shall be agreed jointly between the appropriate representatives of the RAU and ..... by ...[insert date/month/year]...each year. With respect to the RAU any such advertising and publicity will be approved, prior to publication, by the appropriate RAU nominee.

The RAU and ..... will approve such references to itself, the status of the award and its regulatory framework which are to be included in any advertising and publicity material.

No trade marks, logotypes, kite marks, symbols or other emblems owned by or awarded to the RAU may be used by ..... on any advertising without prior written permission from the RAU and vice-versa.

## **19. LENGTH OF AGREEMENT**

**19.1** Subject to clause 19.2 below this agreement is for 3 years in the first instance and renewable thereafter for further 3 year periods. Prior to the expiry of the initial and following periods, a review of the operation will be carried out by the RAU according to its established procedure for programme/module review and a revised Memorandum presented for signature. As such, it is expected that the first review of this programme/module(s) will take place during the academic year .....

**19.2** Subject to Clause 19.3 below, either party may immediately by notice in writing to the other terminate this agreement if:

**19.2.1** the other party commits a material breach of this agreement which is not remedied or does not cease to be material within 60 days after the non-breaching party identifies the breach and requires it to be remedied;

**19.2.2** either party becomes insolvent or bankrupt, compounds with its creditors or is wound up or goes into liquidation whether voluntary or compulsory (except for the purposes of a bona fide reconstruction) or shall have a receiver administrator appointed for the whole or any part of it's assets or suffers any similar process under law of its domicile or place of incorporation;

**19.2.3** the RAU ceases to provide Higher Education services and/or either party ceases to provide educational services.

**19.3** In the event of termination of this agreement proper arrangements are to be made for the completion of programmes/module(s) and students then underway. These arrangements will be confirmed by exchange of letters between the signatories to this Memorandum, or their appointed successors and recorded in accordance with the relevant RAU's procedures.

## **20. SERVICE PROVISION CONTRACT ONLY**

Nothing contained in this agreement shall constitute or be deemed to constitute a partnership between the RAU and ....., nor to constitute upon either party the agency of the other for any purposes and accordingly no party shall have power to enter into any contract on behalf of the other and each shall indemnify the other against any loss or damage suffered as a result of any breach of this clause.

## **21. NOTICES**

All notices hereunder shall be served personally or by mail to the address given at the head of this agreement for the parties to be served or such other addresses as may be given by such parties to the other for the service of notices. Any such Notice shall be deemed sufficiently given if it is proved that the same has been duly

committed to the post in a properly addressed and prepared envelope. Notices sent by mail shall be deemed to be served two days after posting. Notices served personally shall be deemed to be served forthwith upon delivery.

## **22. THIRD PARTY RIGHTS**

Except as set out in this agreement, a person who is not a party to this agreement shall have no right under the Contracts (Rights of Third Parties) Act 1999 to rely upon or enforce any term of this agreement.

## **23. ENTIRE AGREEMENT**

This agreement constitutes the entire agreement and understanding between the parties and no variation of it shall be effective unless in writing, signed on behalf of both parties.

## **24. NO WAIVERS**

The waiver by either party of any breach of any term of this agreement shall not prevent subsequent enforcement of that term and shall not be deemed to be a waiver of any subsequent breach.

## **25. CONFIDENTIALITY**

**25.1** Subject as below, neither institution shall, at any time, (whether during the life of the agreement or after the expiry of the agreement by termination, effluxion of time, or otherwise) disclose any details relating to this agreement or the financial arrangements contained in the Annexures or any financial details of any transaction between the institutions to any third party other than its responsible employees who require such disclosure where necessary for the proper performance of their duties and who will individually comply with the obligations of confidentiality imposed upon the parties hereto by the provisions of this clause for any reason whatsoever save:

**25.1.1** as requested by law or government authority; or

**25.1.2** to its professional advisers in connection with the production and negotiation hereof; or

**25.1.3** with the express written consent of the other.

## **26. HEADINGS**

The subject headings to clauses in this agreement are for the purpose of convenience only and shall not affect its interpretation nor form any part hereof.

## **27. JURISDICTION**

This agreement shall be governed by and construed in accordance with English law and the parties hereby submit to the exclusive jurisdiction of the English Courts.

**28. SIGNATORIES:**

**Royal Agricultural University**

**Signed ..... Principal**

**Date .....**

.....

**Signed ..... Principal**

**Date .....**



**ROYAL AGRICULTURAL UNIVERSITY and .....**  
**MEMORANDUM OF AGREEMENT**

**ANNEX 1: APPROVED MODULES FOR THE AWARD**

The following modules, credit award ad staff have been approved at validation as contributing to the award of

<b>MODULE CODE</b>	<b>MODULE TITLE</b>	<b>MODULE CREDITS</b>	<b>MODULE LEADER</b>	<b>ADDITIONAL TEACHING TEAM MEMBERS</b>

**ROYAL AGRICULTURAL UNIVERSITY and .....**  
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**ANNEX 2: MANAGEMENT STRUCTURES**

**1. PROGRAMME COMMITTEE**

**Terms of Reference**

Monitor the delivery of the programme, including recruitment, induction and retention of students, teaching and curriculum, assessment of progress and general programme administration.

Monitor the appropriateness of assessment design, timing (to prevent bunching), weighting and required student effort in relation to the module levels and credit weightings and context of the programme.

Authorise the Link Tutor or School Dean to permit minor variations from the programme as may be reasonable, for example extensions of student work submission times and/or topics for study visits. Programme Committees may not alter assessment methods, pass levels or curriculum content.

Assume responsibility for general staff/student liaison for the programme, for arranging meetings between the Committee and students on the programme and for obtaining feedback from present and immediate past students on the programme in a format which enable comparisons to be readily made.

Oversee day-to-day operation and management of the awards and the student experience;

Ensure that operating procedures and practices conform to the procedures and agreed responsibilities of the collaborating institutions;

Organise staff-student Programme Committee meetings;

Contribute to the required Annual Programme Manager's Report for transmission to the relevant bodies within the RAU and .....

Produce module timetables and assessment schedules.

Submit minutes of its meetings to AQSC via the Academic Registrar as an annex to the Annual Programme Manager's Report. The AQSC may also require an additional report from the Programme Committee convenor on specific matters.

## **Membership**

Link Tutor (Chair)

Programme Manager

Academic staff representatives – those who have a significant responsibility for or input into the modules, which together comprise the programme.

Up to 2 student representatives for each year of the programme, elected by the relevant year group.

RAU and.....Learning Resources representative (ex officio).

Employer representatives where appropriate (ex officio).

Programme Committees are expected to meet a minimum of twice per academic year.

## **2. MODULE MANAGEMENT TEAM**

..... academic staff will form the delivery teams as detailed in Annexe 1 and are approved by the Dean of the RAU School of ..... All relevant staff will be considered as associate members of the RAU School of ..... Staff will be required to attend annual module development meetings at which content, delivery and assessment are discussed and at which the module documentation prepared for each module will be agreed and, if necessary, updated.

All Module Leaders are required to complete a brief annual review of module activities, using the RAU Module Leader Review Sheet template, and to pass such review to relevant Programme Managers to help inform the Annual Programme Manager's Report.

Where a module does not form part of a FHEQ award (60 credits or more), a Module Leader Review Sheet must be completed and submitted to AQSC by 31<sup>st</sup> October each year.

Assessments will be determined by the module teams described above and will be subject to scrutiny procedures consistent with those of the RAU. Moderation, in accordance with the RAU's procedures, will take place with ..... staff taking a full part in this as members of the module teams. Academic staff from the RAU will take responsibility for moderating samples of all modules taught by ..... staff.

Members of these module teams i.e. staff teaching modules, will be expected to agree grades to be submitted to the relevant School Examination Board of the RAU.

## **3. RAU LINK TUTOR**

The Link Tutor will have overall responsibility for the Programme, reporting to the Dean of the School of ..... at the RAU. The RAU Link Tutor is supported by the ..... Programme Manager, the Joint Board of Study, and the module teams.

The responsibilities of the RAU Link Tutor are to:

- Convene and chair Programme Committee and Joint Board of Study (JBS) meetings.
- Ensure that the Programme Specification, Module Reference Sheets and Handbooks, as approved by Academic Quality and Standards Committee (AQSC), are produced and updated annually.
- Have delegated authority to respond to immediate problems or difficulties within the management of the programme.
- Liaise with the JBS, ..... Programme Manager and visit ..... on a regular basis.
- Ensure that the programme meets the RAU standards of quality assurance and enhancement and that everyone involved in the programme delivery appreciates their own personal role in achieving acceptable quality standards.
- Provide advice to.....on any opportunities for staff development at RAU in relation to this agreement.

#### **4. PARTNER INSTITUTION PROGRAMME MANAGER**

The Programme Manager will be expected to:

- Produce and submit an Annual Programme Manager's Report and Periodic Review Report to the RAU.
- Coordinate teaching input and agree timetable arrangements in each year of the programme.
- Ensure the production of appropriate timetables and assessment schedules.
- Be responsible for the maintenance of student records.
- Liaise on a day-to-day basis with the Module Leaders and RAU Link Tutor as appropriate.
- Arrange staff development at ..... in relation to this agreement.
- Ensure all ..... staff are aware of the meetings that they are required to attend.
- Report all assessments in a timely manner.
- Ensure that accurate student information is passed to RAU Registry in a timely manner.
- Provide students with relevant RAU documentation.

#### **5. JOINT BOARD OF STUDY**

A Joint Board of Study meeting will be held at the end of the academic year, which may take place immediately after the Examination Board, and will comprise:

The RAU Link Tutor (Chair)  
Dean of School of ..... at the Royal Agricultural University  
..... Programme Manager  
RAU and.....Admissions representative  
RAU Academic Registrar

The roles and responsibilities of the JBS are to:

- Review the operation and management of the modules, awards and the student experience.

- Ensure that operating procedures and practices conform to the procedures and agreed responsibilities of the collaborating institutions as specified in this Memorandum.
- Support the Link Tutor and the Programme Manager in organising staff-student liaison meetings and any other meetings from time-to-time required.
- Contribute to the required Annual Programme Manager's Report for transmission to the relevant bodies within the RAU and .....
- Support the RAU Link Tutor and ..... Programme Manager in ensuring that the programme meets the RAU standards of quality assurance and enhancement and that everyone involved in the programme delivery appreciates their own personal role in achieving acceptable quality standards.
- Initiate and receive the outcome of audit relating to any subject specialism.

**ROYAL AGRICULTURAL UNIVERSITY and .....  
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**ANNEX 3: FINANCIAL ARRANGEMENTS**

**1. PROGRAMME TYPE**

The Programme of study covered by this agreement is defined as the Foundation Degree award specified in the foregoing document relating to collaborative academic provision. The Programme is one designed and owned by ....., approved and quality-assured by the RAU, and delivered by .....staff, leading to all or part of an award conferred by the RAU.

**2. TOTAL INCOME DUE TO THE PROGRAMME**

For the purposes of this document 'income' is defined as tuition income. Any other income arising as a consequence of this agreement, such as campus fees and accommodation shall be due directly to the provider of such services.

For the duration of this agreement, the fees for UK/EU students will be that provided by the HEFCE as part of ..... FTE contract number, plus top-up fees, as determined annually. International students will be set at a rate agreed from time-to-time by the Royal Agricultural University and ..... In the first instance (academic year 2005/6) this is agreed at £..... per student.

**3. DISTRIBUTION OF INCOME FOR FRANCHISED PROGRAMMES**

**3.1 Royal Agricultural University Income**

The Royal Agricultural University validation income for the programmes is fixed at a rate of 20% of the total tuition income. This rate will be reviewed annually. In addition, the RAU will receive a proportion of the remaining income directly related to the proportion of any teaching activities conducted by RAU staff. Full details of the services provided by the Royal Agricultural University as part of this agreement are provided in Clause 6 below.

**3.2 ..... Income**

..... income for the programmes will be directly related to the FTE income from the HEFCE plus any additional top-up fee as determined by ..... The initial division of income per student is summarised below (assuming UK/EU students funded by HEFCE @ Band .....).

	<b>Total Income Per Student</b>	<b>RAU Income Per Student</b>	<b>..... Income Per Student</b>
<b>UK/EU Students</b>			
<b>International Students</b>			

### **3.2.1 Target Number / Number Range**

Student enrolments on the programme will be included in ..... external agency returns for funding and for monitoring purposes.

The agreed target number range for the year 2005/2006 is:  
Minimum 6 / Maximum 20

Targets for subsequent years will be agreed annually in December each year.

### **3.2.2 Census Date for Enrolment/Payment**

Payment to the RAU for validation is determined by actual student enrolments on the programme as recorded on the RAU's management information system in December of each year.

These student numbers will be confirmed in writing to ..... by the RAU's Registry.

Any discrepancies between student enrolments on the programme as shown on the RAU's management information system and that claimed by ..... must be resolved prior to the date of 30 November each year.

## **4. INVOICING RESPONSIBILITY AND PAYMENT SCHEDULE**

### **4.1 Tuition Fees**

Tuition fees are set by ..... College, who will inform the RAU of the agreed charge.

#### **4.1.1 Fee Waiver Policy**

The programmes of study will be subject to ..... College's fee waiver policy.

### **4.2 Debtors Policy**

..... will be responsible for the pursuit of debtors and will inform the RAU of all debtors arising under this Memorandum and of any action to be taken by ..... and/or the RAU in such circumstances.

### **4.3 Payment Schedule**

Payment to the RAU by ..... will be annually in January, following invoice raised by the RAU based on student numbers confirmed, in writing, to ..... by the RAU Registry (ref. Clause 3.1.2 above).

## **5. FINANCIAL PROTOCOLS**

Financial arrangements relating to the division of fees between the parties to be agreed will apply for the academic years ..... The tuition fee specified in this Annexe will be reviewed and updated on an annual basis.

For the purposes of financial audit, the parties to this agreement will allow access by those auditing the RAU (or those auditing the RAU's processes) to all records relating to programmes of study under this agreement.

## **6. ROYAL AGRICULTURAL UNIVERSITY'S SERVICES PROVIDED AS PART OF THIS AGREEMENT**

Access to the RAU's resources will be subject to the RAU's byelaws and regulations.

### **6.1. Curriculum Development**

- Programme committee meetings
- Annual monitoring report
- External Examiner's report
- SoA advisory council

### **6.2. Quality Assurance and Maintenance of Standards**

- Validation and Review
- Annual Monitoring
- External Examiners
- Moderation of Assignments and assessments

### **6.3. Academic Programme Management (School of .....)**

- Chair of JBS
- Link Tutor
- Staff Development (organisation and implementation)

### **6.4. Registry Services**

- Enrolment
- Administration of Examination Boards and JBS
- Conferment, Certification and Degree Congregation
- Student Academic Appeals

### **6.5. Financial Administration**

- Financial Monitoring
- Invoices to .....

### **6.6. Use of the Royal Agricultural University's Learning Centres**

- By Students registered on the programme of study covered by this agreement:
- External Borrowing Rights for students
- ..... staff teaching on the programme of study covered by this agreement:

### **6.7. IT services**

Students on the programme of study covered by this agreement will be granted access to computer terminals on the RAU's premises.

### **6.8. Counselling and Guidance Services**

If academic or careers counselling from the RAU is required, it can be obtained through the RAU's system. The following is available, subject to eligibility: -

- Education Guidance
  - Pastoral Guidance and personal counselling
  - Careers Guidance



### **6.9. Corporate Staff Development Programme**

..... staff who wish to participate in the RAU's staff development programme may do so if places are available or reciprocal.

### **6.10. Students Union Membership**

Student Union cards will normally be issued to students registered on the programme on request. If students registered on the programme are members of ..... 's student's union the usual reciprocal arrangements between unions will apply.

## **7 ..... SERVICES PROVIDED AS PART OF THIS AGREEMENT**

..... will provide all normal services as provided for other students studying on full-time programmes on their campus.

..... Staff will provide/ be involved as required and appropriate with:

### **7.1. Curriculum Development**

- Programme committee meetings
- Module team meetings
- Annual monitoring report

### **7.2. Quality Assurance and Maintenance of Standards**

- Annual Monitoring
- Moderation of Assignments
- Assessment

### **7.3. Academic Programme Management**

- Programme Manager
- Staff Development
- Liaison between Module Tutors
- Teaching and assessment

### **7.4. Registry Services**

- Admissions and enrolment
- Submission of registration lists to the RAU
- Preparation and submission of Examination results to RAU
- Day-to-day Administrative Queries
- Non academic student appeals

### **7.5. Financial Administration**

- Financial Monitoring
- Debt collection
- Relevant Payments to RAU

### **7.6. IT Services**

RAU Staff teaching on the programme of study covered by this agreement may be granted access to computer terminals on the ..... premises when appropriate.

### **7.7. Counselling and Guidance Services**

If academic or careers counselling from ..... is required, it can be obtained through .....’s system. The following is available, subject to eligibility:

- Education Guidance
- Pastoral Guidance and personal counselling
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### **7.10. Use of .....’s Learning Centres**

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- External Borrowing Rights for students
- RAU staff teaching on the programme of study covered by this agreement:

**ROYAL AGRICULTURAL UNIVERSITY and .....**  
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**ANNEX 4: ADMINISTRATIVE RESPONSIBILITIES**

**1. CORRESPONDENCE TO .....**

**Academic:** ..... (..... Programme Manager)

**Administrative:**

**2. CORRESPONDENCE TO THE ROYAL AGRICULTURAL UNIVERSITY**

**Academic:** ..... (Link Tutor)

**Administrative:** .....

***The RAU, through the Link Tutor in the first instance, will be responsible for:***

1. Notifying all appropriate RAU Departments of the approval of the collaborative venture.
2. Providing documentation training (via Registry) as necessary for ..... staff to enable them to carry out the administrative functions allocated to them (to be arranged by the RAU Link Tutor) prior to the start of the academic year.

Associated forms to be supplied by Registry to .....

Data Amendment Form:	For amendments to addresses, sponsors, title, names etc
Leave of Absence Form:	If the student wishes to take a period of leave of absence
Withdrawal Form:	If the student wishes to withdraw
External Transfer Form:	If the student wishes to transfer to another institution
Internal Transfer Form:	If the student wishes to change Award

3. Providing student documentation relating to regulatory and resource matters to ..... for distribution to students (to be arranged by the Link Tutor).
4. Enrolment of students on the RAU MIS (Registrar Admissions).
5. Providing delivery staff with deadlines for marking and submitting student data to the RAU (to be arranged by the Registrar Admissions).
6. Setting up student records on the RAU's database (Registrar Admissions).
7. Ensuring that data supplied by ..... is subject to appropriate data protection mechanisms (Academic Registrar),
8. Module registration and production of module lists (lists of students on each module to be provided by ..... to the Registrar Admissions by Week 2 of each semester).

9. Entering end of year status on the RAU's database in order for the student record to be rolled forward (Registrar Admissions)
10. Ensuring a report on the collaboration is included in the Annual Programme (Monitoring) Report (institution member of staff, designated by Section 3 of Memorandum, to arrange).
11. Processing student appeals against the RAU's Examination Board decisions (Academic Registrar).

**....., through the Programme Manager in the first instance, will be responsible for:**

1. Interviewing and admitting students ensuring they are aware of the written terms and conditions of contract.
2. Registering and enrolling students on the ..... management database
3. Issuing students with the relevant Student Handbook on evidence that satisfies the RAU's admissions procedure.
4. Ensuring that all students receive copies of the RAU's Student Handbook and any other relevant materials relating to students (to be undertaken at enrolment).
5. Assuring the RAU that it has appropriate data protection mechanisms in place.
6. Ensuring that all students are enrolled by Week 2 of each semester.
7. Confirming with the RAU the lists of students on each module by Week 2 of each semester.
8. Notifying the Registrar Admissions, immediately of all changes to student data including withdrawals, leave of absence, transfers using documentation
9. Submission of module grade lists including details of any extenuating circumstances, to the Registrar Admissions by the agreed date in order for the external examiners to fulfil proper duties and the smooth functioning of the Examination Board in advance of the Examination Board for processing by the Examination Board.