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| **A close up of a logo  Description automatically generated** | *Logo of Recognition Institution* |
| University of Worcester  Henwick Grove  Worcester  WR2 6AJ  United Kingdom | *Address of Recognition Institution* |

**Memorandum of Recognition**

This Memorandum takes effect from: *Insert Date*

1. Under the terms of this Memorandum, the University of Worcester recognises named awards delivered by­­­­­­­­­­­­­­­­­­­­­­­­­­­­ *Insert Name of Recognition 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(s). 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) or Pearson 59, with no less than 59 in each component for undergraduate courses and a minimum IELTS of 6.5 (with no less than 5.5 in any component) or Pearson 63, with no less than 63 in each 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 *Name of Recognition 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 Annexe 1 of this Memorandum and updated annually.

5. All public and marketing information whether issued by the University of Worcester or *Name of Recognition 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 Recognition Institution of Name of Recognition Institution as meeting entry standards for specific programmes at the University (list University 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. Further information can be found at (Include link to appropriate course page and UW Admissions).*

6. The University of Worcester’s logo may be used on the webpages of *Name of Recognition 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 School and PVC Communications and External Affairs in advance of distribution.

7. Clauses 5 and 6 of this Memorandum relate only to *Name of Recognition Institution* and not to any other centre of *Name of Recognition Institution* unless a given centre is covered by a separate Memorandum made directly with the University of Worcester. Where the Memorandum is solely with *Name of Recognition Institution*, the individual centres must confine any reference to the recognition of *Name of Recognition Institution*’s *award* to a link to the details on *Name of Recognition Institution* website. In such cases, it will be the responsibility of *Name of Recognition 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 School/Institute at the University. The contact at *Name of Recognition 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 quality and standards of the named awards in this agreement (at Annex 1) of *Name of Recognition 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: *Name Recognition Institution* Agreed on behalf of: University of Worcester

Name: Name: Professor David Green CBE

Position: Position: Vice Chancellor and Chief Executive

Signature: Signature:

Date: Date:

**Annexe 1**

**1. Programme mapping**

Students who have successfully completed the following programmes at *Insert Name of Recognition 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**

***Insert Name of Recognition Institution:* University of Worcester:**

Name: Name:

Position: Position:

Phone: Phone:

E-mail: E-mail:

**Related Policies, Documents or Webpages:**

[Collaborative Academic Arrangements Policy](http://www.worc.ac.uk/aqu/documents/Collaborative_Academic_Arrangements_Policy(1).pdf)

[Partnership Approval Process](https://www2.worc.ac.uk/aqu/719.htm)

[Principles and Process for Recognition Arrangements](https://www2.worc.ac.uk/aqu/764.htm)

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| **Approval/Review Table** | |
| **Item** | **Notes** |
| Version Number | V3 Principles and process for the approval of Recognition Arrangements |
| Date of Approval | V3 approved January 2025  V2 approved September 2018 |
| Approved by | ASQEC and Academic Board |
| Effective from | V3 from 1st February 2025 |
| Policy Officer | Head of Collaborative Programmes/Head of Academic Quality |
| Department | Directorate of Quality and Educational Development |
| Review date | September 2027 |
| Last reviewed | V3 Further updating and clarification of mapping for Recognition with Advanced Standing. Updating of Memorandum Template to reflect process document  V2.2 September 2024 – Minor revisions and updating to change University logo, ensure accuracy and consistency with current University roles and responsibilities and reference to international qualifications. |
| Equality Impact Assessment (EIA) | N/A |
| Accessibility Checked | September 2024 |

**Revision history**

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| **Committee** | **Date** | **Change** |
| ASQEC | March 2025 | Amendment to approval process to introduce review and sign-off of the proposal and associated mapping (where required) by the relevant College Executive Group prior to submission to ASQEC for final approval (amended wording in Section 2.6 of the Process) |
| ASQEC and Academic Board | January 2025 | V3 Further updating and clarification of mapping for Recognition with Advanced Standing |
|  | September 2024 | V.2.2 Minor revisions and updating to change University logo, ensure accuracy and consistency with current University roles and responsibilities and updated reference to international qualifications. |
|  | 3rd June 2019  25th October 2019 | V.2.1 Minor amendments following restructure |
| Academic Board | September 2018 | V.2 approved |
| ASQEC | 24th September 2014 | Document revised following inclusion of recognition agreements within collaborative academic arrangements policy and approval of proposals by ASQEC. |
| ASQEC | 8th January 2014 | Document revised to permit International Recruitment Team to bring forward proposals, and to streamline processes.  Revision of definition of ‘recognition’. |