**Draft**

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 **ARTICULATION AGREEMENT**

MIDDLESEX UNIVERSITY

and

 **INSTITUTION NAME – in full**

**NAME OF PROGRAMME/S:**

**START DATE of Agreement: [month and year]**

**REVIEW DATE: [5 Years after the Start Date if new and 6 if renewed agreement]**

This Articulation Agreement records an agreement between Middlesex University, London, UK (hereinafter referred to as **Middlesex**) and **INSERT FULL INSTITUTION NAME** (hereinafter referred to as **INSERT ABBREVIATION HERE**) concerning the progression of its students (hereinafter referred to as **the students**) to University programmes.

1. **Conditions of the Agreement: [STATE FACULTY]**
	1. On successful completion of [NAME OF COURSE] at [THE INSTITUTION- ABBREVIATION], Middlesex will offer students entry onto the Middlesex programme(s) detailed in b) below, subject to availability of places.

* 1. [STATE UNIVERSITY PROGRAMME/S].
	2. The entry point for students shall be [STATE WHICH YEAR AND LEVEL (according to Framework for Higher Education Qualifications in England)].
	3. Students must achieve [STATE MINIMUM MARKS/GRADES/CUMULATIVE GPA IF APPLICABLE]
	4. [STATE COMPULSORY INSTITUTIONAL MODULES OR QUALIFICATIONS TO BE COMPLETED PRIOR TO ENTRY TO THE UNIVERSITY, WITH MINIMUM PASS MARKS IF APPLICABLE]
	5. Students shall be accorded credit towards their Middlesex programme in b) above as follows: [CREDIT POINT VALUE, YEAR AND LEVEL (according to Framework for Higher Education Qualifications in England) IN PROGRAMME TITLE or STATE FACULTY].
	6. [DELETE THIS CONDITION IF NOT APPLICABLE].

 In addition to the successful completion of the programme outlined in a) above, Middlesex requires compliance with the University’s English Language requirements as specified in the Programme entry requirements.  These may be seen in the table published on the University website at:

<http://www.mdx.ac.uk/courses/help-with-your-application/undergraduate-application/english-language-requirements>

In general, GCSE grade C, CEF level C1, IELTS 6.0 or the equivalent as listed in the table, is the minimum requirement for Undergraduate study. For Postgraduate study, CEF level C1 / C2 or IELTS 6.5 / 7.0 is required. Minimum requirements apply to each component of tests.

1. **Responsibilities of Middlesex**
	1. Application forms must be prepared by the student and submitted at least 3 months prior to the expected date of transfer to Middlesex.
	2. Applications to Middlesex shall be processed by Middlesex’s Regional/Admissions Office (Administrative Annexe 2).
	3. Students wishing to enrol for Programmes at Middlesex other than those listed in this agreement are welcome to apply. Such applications will be considered on an individual basis.
	4. This agreement is based on the current curriculum offered by Middlesex. Middlesex will inform THE INSTITUTION- ABBREVIATION about any changes to its programmes relevant to the consequences of this agreement.
	5. In the event of THE INSTITUTION- ABBREVIATION ceasing to trade, Middlesex University will continue to accept students that have completed their studies and have met the conditions of entry specified in this Articulation Agreement.

### Responsibilities of THE INSTITUTION- ABBREVIATION

1. THE INSTITUTION- ABBREVIATION shall ensure that its portfolio of courses has all the necessary Government licences to operate and that any terms or conditions required are met in full.
2. THE INSTITUTION- ABBREVIATION shall provide Middlesex’s Regional/Admissions Office with a full transcript of results for all students applying to the University as soon as results are confirmed.
3. This agreement is based on the current curriculum offered by THE INSTITUTION- ABBREVIATION. Any changes made by THE INSTITUTION- ABBREVIATION shall be notified to Middlesex in advance of implementation of the changes – revisions to this agreement may be required in such circumstances and this agreement will not be effective until such a review has taken place and any necessary changes to the agreement have been added as an appendix. Additional studies may be required if the pre-accreditation is no longer fully appropriate to the revised programme.
4. If changes occur without notification, this agreement will not apply to any student taking the changed curriculum. THE INSTITUTION- ABBREVIATION is responsible for informing their students about any changes and their consequences for this agreement.
5. THE INSTITUTION- ABBREVIATION shall inform the University immediately of any change of ownership or governance at the Partner Institution.  The University reserves the right to re-negotiate any collaborative agreement if there is a change of ownership or governance of the Partner Institution.
6. **Joint Responsibilities**

1. THE INSTITUTION- ABBREVIATION shall provide Middlesex with regular opportunities to meet with its students to brief them about the University and also to advise students on application procedure and strategy. These briefing sessions will normally be agreed with the University’s Regional Office. Similarly, Middlesex welcomes visits from representatives of THE INSTITUTION- ABBREVIATION to meet with staff and students.
2. THE INSTITUTION- ABBREVIATION undertakes to submit any advertising material, related to Middlesex, to the Regional Office/UK or International Marketing team for approval and will not publish any advertising materials referring to the agreement which have not been approved. Likewise, Middlesex shall seek prior approval from THE INSTITUTION- ABBREVIATION before publishing any publicity material which refers to them.
3. Should any extraordinary costs be incurred by Middlesex as a result of implementing this agreement, these will be discussed with THE INSTITUTION- ABBREVIATION and specified accordingly.
4. Any amendments to this agreement that should subsequently become necessary, are subject to negotiation between the two parties.
5. Any amendments to this agreement, other than those to named contacts, that should subsequently become necessary are subject to negotiation between the two parties.  Should agreement be reached then the revised articulation agreement will replace the existing agreement regardless of whether it had reached the end of the agreement period.
6. **Status of This Agreement**
7. This agreement shall be reviewed during the [5 years from the start date e.g. 2024/25] academic year and thereafter at 6 year intervals or less should this be requested by either party.
8. This agreement may be terminated by either party by giving a minimum of 12 months’ notice in writing. Such termination shall be subject to arrangements to be agreed between Middlesex and THE INSTITUTION- ABBREVIATION which ensure that students are not disadvantaged.
9. Both parties will seek to resolve any dispute by negotiation and correspondence, which if necessary, will involve senior representatives of both parties. In the event that a dispute cannot be so resolved, the parties agree to attempt to resolve the matter through a formal mediation.
10. In the event that the matter cannot be resolved by negotiation or mediation as set out above, the parties agree to resolve the matter by arbitration within the meaning of the UK Arbitration Act 1996, by which arbitration they will be bound.

|  |  |
| --- | --- |
|  Agreed on behalf of Middlesex University | Agreed on behalf – FULL INSTITUTION NAME |
| Signed:……………………………………Date…………………..Gurdip Binning, Director of International Recruitment and Academic Partnerships  Middlesex University The Burroughs Hendon NW4 4BT | Signed:…………………………………………Date…………………   [Signatory names and role]   [Details of THE INSTITUTION- full name and address]  |

**ARTICULATION AGREEMENT**

between

MIDDLESEX UNIVERSITY

and

**[INSTITUTION-full name]**

[PROGRAMME/S]

**ADMINISTRATIVE ANNEXE (1)**

1. **Institution**

|  |  |
| --- | --- |
| Name of Institution |  |
| Contact  |  |
| Address |  |
| Telephone Number |  |
| Email |  |

1. **Middlesex** **Regional Office (delete if not applicable)**

|  |  |
| --- | --- |
| Name |  |
| Regional Director  |  |
| Regional Office Contact |  |
| Address |  |
| Telephone Number |  |
| Email |  |

1. **Middlesex Faculty**

|  |  |
| --- | --- |
| Name of Faculty |  |
| Deputy Dean |  |
| Programme Leader |  |

1. **Articulation contact**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone Number |  |

1. **Other key Middlesex University contacts (United Kingdom)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Holder**  | **Name**  | **Tel No** | **Email Address** |
| Deputy Academic Registrar | Ian O’Donnell | +44 (0) 208411 5952 | I.O'Donnell@mdx.acuk |
| Head of Admissions & Student VisaCompliance | Gunel McLaughlin | +44 (0) 208411 5891 | G.McLaughlin@mdx.ac.uk |
| Head of International Marketing  | Claire McGrady | +44 (0) 2084114777 | C.McGrady@mdx.ac.uk |

**N.B.**  All information in this agreement is confidential

**ARTICULATION AGREEMENT:**

**Administrative ANNEXE (2)**

**MIDDLESEX UNIVERSITY REGIONAL OFFICES**

**MIDDLESEX UNIVERSITY REGIONAL OFFICES**

**South Asia – Mumbai**

Middlesex University Counselling Office

306, 3rd Floor, Laxmi Mall

Laxmi Industrial Estate, Opposite Fun Republic Off Link Road, Andheri (West) Mumbai - 400 053, Maharashtra, INDIA

Tel: +91 22 66950008

mumbai@mdx.ac.uk

**South Asia – Chennai**

Middlesex University, Counselling Office

No. 1, 2nd Floor, Salzburg Square

107 Harrington Road, Chetpet

Chennai 600 031, Tamil Nadu, INDIA

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chennai@mdx.ac.uk

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**Africa**

Regional Manager – Africa: Oluchi Nwambara

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**Kenya Office**

Westlands Square, 2nd Floor

Ring Road – Waiyaki Way JunctionWestlands

PO Box 103132-00101, Nairobi, KENYA

Tel: +254 20 2153497

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+ 254 736 080133

kenya@mdx.ac.uk

**Nigeria Office, Abuja**

3rd Floor, APTECH Centre

24, Aminu Kanu Crescent

Near Park n’ Shop

Wuse II, Abuja, Nigeria

Tel: +234 81 6007 1824 or +234 81 8624 5694

nigeria@mdx.ac.uk

**Asia Pacific** **– South East Asia**

Hong Kong Office

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**Malaysia Office**

B-09-23A Empire SOHO, Empire Subang, Jalan SS16/1, Subang Jaya, 47500, Selangor, MALAYSIA

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**Shenzhen Office**

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Nigeria

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**Europe and Mediterranean**

Acting Head of EU Region: Markella Charalambous

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EU-enquiries@mdx.ac.uk

**The Americas and Caribbean**

Regional Officer: Gabriela Mendez Madera

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**UK**

Admissions

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