

Memorandum of Understanding
between
Canterbury Christ Church University
and
St Charles Community College

2011-2014

Section 1: Overview

- I. This annex provides specific detail about arrangements agreed in the Memorandum of Understanding.
- II. Under this agreement, Canterbury Christ Church University (CCCU) will provide the following progression routes for students from St Charles Community College (SCC) who have completed the first two years of their four year degree programme AA (Associate in Arts) Business: direct entry to level 5 (year two) of an undergraduate programme (either BSc Business Management, BSc Business Studies, BSc Accounting & Finance, BSc Business Studies & Accounting, or BA Marketing) in the Business School, according to the entrant's qualifications.
- III. The entry requirements are deemed to be pass grades in a minimum of 64 credit hours in courses agreed by both parties to provide a suitable basis for progression. All students also need to have achieved a grade average of 3 (B) over their two years of study at SCC, and the grade average must be clearly stated on their transcript of completion.

Section 2: Application Procedure

- I. It is agreed that for each year that students apply, SCC will provide the University with applicant information about the grades and credits achieved by the students and send a certificate and transcript of completion of their Associate of Arts degree programme to date at SCC.
- II. Student applicants will be required to show from their transcripts of study at SCC that they have successfully met the entry requirements for direct entry to Level 5 study at the University.
- III. The University will review all applications before issuing formal offers of admission, and reserves the right to interview each student before a place may be offered.
- IV. Successful applicants of SCC will be deemed to have completed the equivalent to Level 4 of a CCCU Undergraduate programme.

Section 3: Management of the Agreement

- I. For each year that the programme is agreed to be offered, each Party to the Agreement will designate an Officer to be responsible for the Agreement.
- II. For CCCU, the designated Officer will be Dr. John Wenn, Head of Department of Management Studies.
- III. For SCC, the designated Officer will be Dr. Michael Banks, Vice-President of Academic and Student Affairs.

THIS AGREEMENT is made the 1st day of August 2011 between CANTERBURY CHRIST CHURCH UNIVERSITY of Canterbury, Kent CT1 1QU (henceforth referred to as 'the University') of the one part and ST CHARLES COMMUNITY COLLEGE of 4601 Mid Rivers Mall Drive St Peters, MO63376 (henceforth referred to as 'SCC' of the other part, and together referred to as "the Parties".

1 The Purpose of the Agreement

- I. The Parties wish to affirm the establishment of a special relationship between them with the intention of promoting their common interest in advancing education in general and Higher Education in particular. In establishing this relationship, the parties recognise that they share a common interest in the development of research and scholarship, learning and teaching, and cultural activity.

2 Range of Activities

- I. The parties will promote links between members of staff with common interests, and operate together as appropriate to further general education and cultural interests in their shared academic areas. In particular they will seek to co-operate to support the exchange or progression of students in accordance with each institution's admission policies and procedures.

3 Administration of the Agreement

- I. The persons responsible for the management of links made under this Memorandum of Understanding will be Dr. John Wenn, Head of Department of Management Studies the Business School for the University and Dr. Michael Banks, Vice-President of Academic and Student Affairs for SCC.

4 Further Agreement

- I. This Memorandum of Understanding sets out the overall terms agreed between the parties. However, it is intended that:
 - a. in the event of the development of an agreement to run a programme collaboratively, a specific Memorandum of Agreement will underpin that arrangement;
 - b. in the event of the implementation of any joint activity such as student or progression, a specific agreement will be developed between the parties as an Annex to this agreement.

5 Duration of the Understanding

- I. It is intended that the relationship between the parties will be long-term and that this Memorandum of Understanding will be reviewed after one year.

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IV. This Annex will be reviewed annually for the duration of the Memorandum of Understanding.

Section 4: Finance

- I. The fees for the first year of the agreement are set out below. Thereafter, fees will be reviewed annually, and in future years the University Finance Office will communicate with the partner directly by letter regarding the setting of annual fees.
- II. For 2012/13, entry onto any one of the programmes is dependent upon receipt of the full payment of the programme fee, which at this moment is still to be confirmed.
- III. The maximum number of students accepted under this agreement each year is 15.
- IV. Details of accommodation fees for 2012/13 can be requested from the Accommodation Office at the University.
- V. Any student who after payment does not receive a UK visa will be fully refunded this sum (excluding bank charges) upon production of a visa refusal letter.
- VI. The University will also refund a student if there are provable extenuating circumstances reported to the University by SCC that mean the student cannot reasonably attend the programme of study at the University after payment of this sum. This will be decided by the designated Officers, in line with University policy.
- VII. Cancellation of the programme, due to insufficient student numbers recruited, will be communicated to SCC by the University at the earliest possible opportunity prior to the start of the programme. All monies received from student applicants by that date would be returned to the students without any deductions.

Section 5: Award

- I. Each student will be awarded a Canterbury Christ Church University Bachelors degree on successful completion of the programme.