

MEMORANDUM OF CO-OPERATION

BETWEEN

MIDDLESEX UNIVERSITY

AND

NEAPOLIS UNIVERSITY PAFOS



1. **Scope of this Memorandum of Co-operation**

- a) This Memorandum of Co-operation shall outline the specific details for Programmes and or Collaborative Research provision listed below and shall operate within the terms of the Partnership Agreement.

- **Programmes/ Provision:**

BSc Accounting, Banking and Finance  
BSc Business Administration  
BSc Applied Informatics

- **Exit Level Qualifications:**

None

- b) Validation approval will normally lapse if a programme does not recruit for two years in succession.

2. **Nature of Collaboration**

These programmes shall be validated collaborative programmes, as defined by the University's Learning & Quality Enhancement Handbook (LQEH)<sup>1</sup>.

3. **Financial Arrangements**

The Programmes' financial arrangements are set out within this document and are subject to annual review.

4. **Administrative Arrangements**

The programmes' administrative arrangements shall be as set out in the relevant Administrative and Operational Annexe of this document.

5. **Contingency Plan**

An agreed contingency plan is embedded within this document.

6. **Qualification Certificate**

Qualification certificates shall be produced by the University in accordance with the template included within this document.

---

<sup>1</sup> Middlesex University's (MU) Learning & Quality Enhancement Handbook (LQEH)  
<http://www.mdx.ac.uk/about-us/policies/academic-quality/handbook/>

## Memorandum of Co-operation

### PROGRAMME DETAILS

a.	Name of Partner Institution:	Neapolis University Pafos																								
b.	Administrative Address	2 Danais Avenue Pafos 8042 Cyprus (European Union)																								
	Primary Address at which the Programmes shall be delivered	As above																								
c.	Telephone Number	00 357 26 84 33 00																								
d.	Responsible University Faculties	Within the University, this programme shall be the responsibility of the Faculty of Professional and Social Sciences and Faculty of Science and Technology (hereafter referred to as the University Faculties).																								
e.	Additional Study Site /Location of delivery	None																								
f.	Validation Period Start and End Dates	01 September 2019 – 31 August 2025																								
g.	Latest Date for completion of Review	December 2024																								
h.	First cohort start date	September 2019																								
i.	Pattern of entry of Programmes' Intakes	<p>Annual                      Bi-Annual                      Rolling entry</p> <p><input type="checkbox"/>                                      <input checked="" type="checkbox"/>                                      <input type="checkbox"/></p> <p>Months of entry</p> <table border="1"> <tr> <td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr> <tr> <td></td><td>X</td><td></td><td></td><td></td><td></td></tr> <tr> <td>July</td><td>Aug</td><td>Sept</td><td>Oct</td><td>Nov</td><td>Dec</td></tr> <tr> <td></td><td></td><td></td><td>X</td><td></td><td></td></tr> </table>	Jan	Feb	Mar	Apr	May	Jun		X					July	Aug	Sept	Oct	Nov	Dec				X		
Jan	Feb	Mar	Apr	May	Jun																					
	X																									
July	Aug	Sept	Oct	Nov	Dec																					
			X																							
j.	Duration (number of terms/years) & Mode of Attendance (full-time or part-time)	<p>Full Time duration</p> <p><input type="text" value="4 years"/></p>																								
k.	Programme codes /award ID (as generated by the University.	<p>600N490    BSc Accounting, Banking and Finance</p> <p>600N001    BSc Business Administration</p> <p>600I990    BSc Applied Informatics</p>																								
l.	Application Route	<p>PARTNER    <input checked="" type="checkbox"/></p> <p>MU            <input type="checkbox"/></p>																								

## Memorandum of Co-operation

m.	Admissions Responsibility	PARTNER <input checked="" type="checkbox"/>	MU <input type="checkbox"/>																								
n.	Mode of Delivery / Student Interaction	Taught / Blended <input checked="" type="checkbox"/>	Distance Education <input type="checkbox"/>																								
o.	Expected date first qualifications to be made for first year undergraduates enrolling in 2019/2020 Note: First qualifications will be made earlier than year 2023 in the case of existing registered students at the Partner Institution that wish to enrol in the programs that are the subject matter of this Memorandum of Cooperation.	Month <input type="text" value="June"/>	Year <input type="text" value="2023"/>																								
p.	Expected dates of Assessment Boards – Validated only.	Month <table border="1"> <tr> <td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>X</td></tr> <tr> <td>July</td><td>Aug</td><td>Sept</td><td>Oct</td><td>Nov</td><td>Dec</td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>		Jan	Feb	Mar	Apr	May	Jun						X	July	Aug	Sept	Oct	Nov	Dec						
Jan	Feb	Mar	Apr	May	Jun																						
					X																						
July	Aug	Sept	Oct	Nov	Dec																						
q.	Which Institution will invoice students for tuition fees -	PARTNER <input checked="" type="checkbox"/>	MU <input type="checkbox"/>																								
r.	Articulation	Not applicable																									
s.	Progression	All students who successfully complete the Programmes at the Partner Institution shall be eligible for consideration for entry to postgraduate level of study at the University.																									
t.	Certificates, Diploma Supplements and Graduation	Students of the Partner Institution, who have successfully completed the full Programme as determined by the Assessment Board, shall receive the/one of the qualifications as stated in Section 1 as appropriate.																									
u.	Exit Awards	Students who have partially completed the Programme shall receive the appropriate exit award (as provided by the Programmes' assessment regulations as agreed at validation.)  For Validated collaborative programmes these will be as stated in Section 1.																									
v.	Is this Programme awarded with classification?	YES <input checked="" type="checkbox"/>																									

## Memorandum of Co-operation

		NO <input type="checkbox"/>								
w.	Is this Programme a Dual Award?	<p>YES <input checked="" type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>In addition, in accordance with the University's Academic Policy Statement on Dual Award (APS22), students of the Partner Institution, who have successfully completed the full Programme, shall also be eligible to receive a Dual Qualification from the Partner Institution as listed below. All Diploma Supplements issued shall refer to both awards.</p> <table border="1"> <thead> <tr> <th>University Award</th><th>Partner Institution Award</th></tr> </thead> <tbody> <tr> <td>BSc Accounting, Banking and Finance</td><td>BSc Accounting, Banking and Finance</td></tr> <tr> <td>BSc Business Administration</td><td>BSc Business Administration</td></tr> <tr> <td>BSc Applied Informatics</td><td>BSc Applied Informatics</td></tr> </tbody> </table>	University Award	Partner Institution Award	BSc Accounting, Banking and Finance	BSc Accounting, Banking and Finance	BSc Business Administration	BSc Business Administration	BSc Applied Informatics	BSc Applied Informatics
University Award	Partner Institution Award									
BSc Accounting, Banking and Finance	BSc Accounting, Banking and Finance									
BSc Business Administration	BSc Business Administration									
BSc Applied Informatics	BSc Applied Informatics									
x.	Language of Tuition and or Assessment Language of External Examiner	<p>English</p> <p>The External Examiners shall be required to speak English and be familiar with the expectations of the UK Quality Codes.</p>								
y.	Regulations	<p><input type="checkbox"/> MU regulations wholly adopted</p> <p>OR</p> <p><input type="checkbox"/> MU regulations partially adopted – as agreed at validation and approved by MU Academic Registrar</p> <p><input checked="" type="checkbox"/> Partner regulations as agreed at validation and approved by MU Academic Registrar</p> <p><input type="checkbox"/> MU academic misconduct regulations</p>								

## Memorandum of Co-operation

### PERSONNEL DETAILS - MIDDLESEX UNIVERSITY

FACULTY OF PROFESSIONAL SOCIAL SERVICES			
POST HOLDER	NAME	CONTACT	CONTACT FOR
Executive Dean of Faculty	Anna Kyprianou	A.Kyprianou@mdx.ac.uk	
Deputy Dean	Heather Clay	H.Clay@mdx.ac.uk	
University Link Tutor	Jo Abdul-Rahim Anna Lassila	J.Abdul-Rahim@mdx.ac.uk A.Lassila@mdx.ac.uk	First point of contact for all academic programme related matters, e.g. curriculum development, authoring monitoring reports, handbooks, publicity and other documentation, teaching, learning and assessment academic support.
FACULTY OF SCIENCE AND TECHNOLOGY			
POST HOLDER	NAME	CONTACT	CONTACT FOR
Executive Dean of Faculty	Martin Loomes		
Deputy Dean (	Balbir Barn	B.Barn@mdx.ac.uk	
University Link Tutor	George Dafoulas	G.Dafoulas@mdx.ac.uk	First point of contact for all academic programme related matters, e.g. curriculum development, authoring monitoring reports, handbooks, publicity and other documentation, teaching, learning and assessment academic support.
CENTRE FOR ACADEMIC PARTNERSHIPS			
POST HOLDER	NAME	CONTACT	CONTACT FOR
Academic Partnerships Manager	Debra Cairncross	D.Cairncross@mdx.ac.uk	First point of contact for operational level admin support and guidance, general enquiries.
Partnership Services Manager	Catherine Riley	C.Riley@mdx.ac.uk	Partner Services
Financial Manager	Ella Underwood	E.Underwood@mdx.ac.uk	Financial queries
ACADEMIC QUALITY SERVICE			
POST HOLDER	NAME	CONTACT	CONTACT FOR
Faculty/School Quality Enhancement Manager	Sue Wellstead	S.Wellstead@mdx.ac.uk	Validation and Review
University Quality Enhancement Manager (Partnerships & Quality Monitoring)	Victoria Reddish	V.Reddish@mdx.ac.uk	Institutional Approval and Monitoring Quality/Annual Monitoring
ACADEMIC REGISTRY			
POST HOLDER	NAME	CONTACT	CONTACT FOR
Conferment and Assessment Manager (Assessment)	Emma MacLaren	E.MacLaren@mdx.ac.uk	MU Graduation queries

## Memorandum of Co-operation

### PERSONNEL DETAILS – NEAPOLIS UNIVERSITY PAFOS

POST HOLDER	CONTACT NAME	CONTACT EMAIL
Head of Institution/ The Rector	Pantelis Sklias	p.sklias@nup.ac.cy
Institution Link Tutor	Andreas Hadjixenophontos	a.hadjixenophontos@nup.ac.cy
Quality Assurance Contact	Georgia Christou	g.christou@nup.ac.cy
Finance Officer	George Koutsos	george.koutsos@nup.ac.cy
Admissions Tutor	Klea Papacosta	k.papacosta@nup.ac.cy
Graduation Ceremonies / Certificates contact	Marina Papachristodoulou	m.papachristodoulou@nup.ac.cy
Data Protection Representative - Point of Contact (POC)	Iliana Kelly Georgiou	Iliana-Kelly.georgiou@nup.ac.cy

## **Memorandum of Co-operation**

### **FINANCIAL ANNEXE TO THE MEMORANDUM OF CO-OPERATION**

**MIDDLESEX UNIVERSITY**

**AND**

**NEAPOLIS UNIVERSITY**

**BSc Accounting, Business & Finance**

**BSc Business Administration**

**BSc Applied Informatics**

### **VALIDATED COLLABORATIVE PROGRAMMES**

#### **1. General**

This financial annexe is fully part of the Memorandum of Co-operation signed by the partners. It relates to the programme-specific financial details supporting the provision of the above-named Programmes.

#### **2. Income**

Total income for the Programmes, comprising tuition fees paid by students, shall accrue to the Partner Institution.

#### **3. University Fee**

- a) The Partner Institution shall pay the University an annual University fee (the fee) to cover all administration costs associated with the validation of the named Programmes. Specifically, these costs are those associated with registration, conferment, certification, quality enhancement, link tutor support (except travel and accommodation costs for overseas links) and other similar administrative costs.

- b) The fee shall be a specially negotiated fee and shall be as follows:

The Partner Institution shall pay an annual per capita fee per registered student to the University of £750. It shall be payable at the beginning of each academic year in September.

- c) In the event of under-recruitment, Middlesex University shall invoice the Partner Institution for a minimum total annual fee, as follows:

2019/20:	£25,000
2020/21:	£50,000
2021/22:	£100,000
2022/23:	£200,000
2023/24:	£250,000

- d) The combined cumulative target number of students to be enrolled each year shall be as follows:

2019/20:	75
2020/21:	105
2021/22:	150
2022/23:	225
2023/24:	375

- e) If for any reason the Partner Institution does not recruit to the programme in any given academic year, the Partner Institution will not be expected to pay Middlesex University the fees.

- f) Existing Neapolis University students can choose to have the dual degree option, if they wish to do so, and they will be charged the standard registration fee applicable for that year.

#### **4. Fee Review**

The annual University fees are reviewed jointly by the University and the Partner Institution on an annual basis and this financial agreement shall be subject to this review. The annual fee may be increased periodically.

## ***Memorandum of Co-operation***

### **5. Additional Charges**

- a) The Partner Institution shall be responsible for the payment of all other charges associated with the validation of its programmes by the University (e.g. institutional review, initial programme validation and subsequent programme review etc.) and any other relevant associated administrative or similar charges.
- b) In accordance with QAA guidelines, the payment of External Examiner fees and expenses shall be met by the University and charged back to the collaborative partner.
- c) University staff travel and accommodation costs incurred when travelling to partners for link tutor visits for assessment boards and boards of study and any other additional visits shall be the responsibility of the Partner Institution.
- d) The Partner Institution shall be responsible for additional programme-specific payments applicable only to the above-named programmes as follows: None.
- e) All administration costs associated with the production of replacement certificates shall be the responsibility of the Partner Institution. The charge for 2019/2020 will be in line with the University's standard charge for internal students.
- f) The Partner Institution shall be responsible for bearing any and all costs associated with applications for licences or permission from Cyprus authorities to operate Middlesex University programmes, including the cost of obtaining legal advice.

### **6. Invoicing and Payments**

- a) The partner institution shall notify the University of Student Registrations normally by 4 weeks but no later than 6 weeks after the programme start date. The University will invoice the Partner Institution for the University fee no later than 4 weeks after student registrations are notified by the Partner Institution.
- b) Late notification of registration of students, after the University has raised the invoice, shall result in an additional charge of 10% per registrant which must be paid on behalf of all registrants.
- c) The payment of the fees stated in this Financial Annexe shall be made in £ sterling.
- d) Interest shall be charged at the prevailing Bank of England base rate plus 2% per month on outstanding balances from 28 days after the date of receiving the invoice.

### **7. Refunds**

The University fee is non-refundable if a registered student subsequently withdraws from the programme or takes temporary interruption of study after the first day of Week Six after the start of the programme.

### **8. Disputes**

- a) The partner shall notify the University within 30 days of the date of invoicing of any dispute or query. Failure to notify the University within the specified time scale will constitute full acceptance of charges contained therein.
- b) Invoices that remain outstanding, and not in justified dispute, for more than 90 days shall be deemed a breach of the registration process and students shall be de-registered resulting in either a delay or a permanent hold placed on the formal confirmation by the University of students' conferment. Reinstatement of registration shall only take place on clearance of the debt and shall incur a 10% administration fee. Certificates and verified diploma supplement shall not be released to the Partner Institution in the event that invoices remain outstanding.

### **9. Agreement**

This annexe is agreed by the partners. Any amendment to the financial arrangements referred to in this Annexe shall be negotiated and agreed between the University and the Partner Institution.



## ***Memorandum of Co-operation***

### **MEMORANDUM OF COOPERATION ADMINISTRATIVE AND OPERATIONAL ANNEXE (VALIDATED PROGRAMMES)**

#### **1. Scope of This Annexe**

The University agrees to validate the qualifications named in clause 1 (hereinafter referred to as the Programmes) to be wholly delivered by and at the Partner Institution.

This agreement records that the above named programmes shall be provided in accordance with all regulations, procedures and processes as agreed at validation.

#### **2. Programme Responsibility**

The Programmes remain the overall responsibility of the University under the day-to-day direction of the Programme leaders and teaching staff of the Partner Institution. Within the University, this shall be the responsibility of the Faculty/School named in the programme details table section d.

#### **3. Date of Commencement and Duration of Approval**

The date of the commencement of the named Programmes shall be as stated in the programme details table section h.

#### **4. Date of Programme Review**

At the end of the stated programmes approval period as stated in the programme details table section f, the Programmes shall be reviewed in accordance with the University's Validation and Review Procedures in the Learning Quality Enhancement Handbook (LQEH <sup>2</sup>). This review must be completed by the date specified in the programme details table section g. The Programmes may also be subject to a review during the period of approval if in accordance with the University's Validation and Review Procedures in the LQEH, circumstances require such a review. Subject to the outcome of the review a new Programme Memorandum of Co-operation Agreement will commence subject to both parties agreeing the terms of and executing the Agreement.

#### **5. Admissions and Student Selection**

- a) The admission requirements for the Programmes shall conform to the University's general entrance requirements (including all relevant English language qualifications) and any requirements specific to the Programmes as agreed at validation.
- b) The recruitment and admission of students shall be undertaken by the Partner Institution. Student selection shall be undertaken by the Partner Institution using procedures and criteria agreed with the University and as stated in the validation documentation. In the case of students with advanced standing, also known as the accreditation of prior certificated or experiential learning (APL and APEL respectively), this shall normally be awarded within the requirements of the LQEH.

#### **6. Registration, Enrolment, Student Data Returns and Entry Points**

- a) Students accepted for the Programmes shall be registered as candidates for a qualification of the University and shall enrol with the Partner Institution. They shall be subject to the Partner Institution's normal rules and regulations. Student identification and qualification certificates must be verified at the point of enrolment.
- b) For the purposes of student numbers and data returns, they shall be included in the Partner Institution's statutory returns to the appropriate agency where appropriate.

The Partner Institution (via the Institution Link Tutor or named contact) shall be responsible for providing the University with the required details of all students newly registered for a University qualification within 6 weeks of the start of the Programmes or each Programme intake or for programmes without a fixed entry point ('rolling entry'), the partner institution shall forward to the University the registration details at the agreed enrolment dates.

## ***Memorandum of Co-operation***

- c) The University will register all students on the University database and confirm registrations back to the partner.
- d) The Partner Institution shall confirm annually the status for all continuing students and ensure that all student interruptions and withdrawals are communicated to the University immediately.
- e) The Programme's student intakes shall be as stated in the in the programme details table section i.

### **7. Middlesex University Student ID Card**

Students shall not be entitled to receive University Student ID cards but shall receive one from the Partner Institution which may contain wording approved by the University to refer to the collaborative relationship.

### **8. Students' Union Membership**

Students on Validated collaborative Programmes are not entitled to join Middlesex University Students' Union (MDXSU), and provision for such students to join a students' union or equivalent organisation within their institution, if applicable, shall be the responsibility of the Partner Institution.

### **9. Tuition**

Tuition shall be provided by the Partner Institution in accordance with the validated Programmes and the arrangements as described in the definitive Programme handbook.

The language of tuition and assessment shall be English unless otherwise agreed and recorded in the programme details table section y. LQEH Guidance 5(iii) – The language of Tuition and or assessment; outlines the requirements in greater detail.

### **10. Library and Learning Support Facilities**

- a) The Partner Institution shall ensure library, computer and other facilities are made available, in accordance with the requirements of the validation arrangements.
- b) Students shall not normally be entitled to access or use the University's Library, the University's e-learning environment, the University's central student management system and/or IT facilities.
- c) In establishing collaborative Programmes, the University shall make explicit the expectations related to e-learning (including infrastructure to support the use of e-learning) and these will be included within the learning, teaching and assessment strategy of the relevant Programme Handbook and discussed at the validation/review event.

### **11. Student Support Facilities**

- a) The Partner Institution shall provide student support services as approved at validation/review.
- b) Students on the named Programmes shall not normally be entitled to access or use the University student support services such as the Money and Welfare Advice, Childcare, Employability Service, Counselling, the Disability Support Service, the Learner Development Unit (unless specifically negotiated, at additional cost, with the relevant Head of Service) or the Dyslexia/Specific Learning Difficulties tutorial support team.

### **12. Student Financial Support**

- a) The Partner Institution shall provide all statutory bursaries to students as required by legislation.
- b) Students on the Programme shall not be entitled to apply for financial support from the University's Student Support Fund.

### **13. Programmes Launch, Operation Management, Quality Assurance Monitoring and Boards of Study**

- a) Academic calendars will be provided by the Partner Institution to the University including Teaching, Board of study, assessment board and graduation ceremony dates.
- b) The following information will be made available to students by the Partner Institution:
  - The Memorandum of Co-operation
  - University regulations
  - The relevant programme handbook including the programme specification

## ***Memorandum of Co-operation***

- c) A Board of Study for the Programmes shall be established by the Partner Institution to provide a forum for staff and students to discuss delivery, development and enhancement, which shall include the following members:

- Partner Institution's Programme Leader [for each Programme] (who/one of whom shall Chair the Board of Study);
- Partner Institution link tutor or nominee must attend all meetings;
- University Link Tutor attends at least one Board of Study per year either in person or virtually;
- Representatives of the teaching team, and;
- at least one student representative for each year or stage of the Programmes.

The Boards of Study for the Programmes shall meet twice per academic year or equivalent (suitably spaced throughout the year) as set out in the LQEH. The Partner Institution's Link Tutor shall attend all Boards of Study and provide minutes to the University Link Tutor by the deadlines specified in the LQEH.

### **14. Assessment**

- a) All assessment is written, undertaken, marked and moderated by the partner institution. All examinations and coursework shall be reviewed by external examiners as per the University regulations.
- b) All programmes are also required to have appointed external examiners in accordance with the procedure and guidelines set out in the LQEH section 4.
- c) Collaborative partners are required to follow the University procedures for invigilation as set out by Academic Registry and accessible at <http://www.mdx.ac.uk/regulations>. There is a requirement to retain examination scripts and a sample of other work as agreed with the University or the Partner for a period of one academic year.
- d) The assessment of students on the Programmes shall be the responsibility of the Partner Institution's Assessment Board for the above named Programmes, and normally convened at the Partner Institution.
- e) Appeals against assessment board decisions shall be subject to the University's regulations.
- f) The programmes will be subject to the regulations as stated in the programme details table section z. This will be one of the following options:
- The Partner has wholly adopted the University's assessment regulations, including academic misconduct as agreed at programme validation.
  - The Partner has partially adopted the University's assessment regulations as agreed at programme validation and approved by the Academic Registrar. Academic misconduct will be subject to either the University or Partner regulations.
  - With the exception of appeals, the Programmes shall be subject to the Partner Institution's assessment regulations, as agreed at validation which have been approved by the Academic Registrar. Academic misconduct will be subject to either the University or Partner regulations.
- g) The membership of the Assessment Board shall conform to that outlined in the University's Regulations for the relevant year, unless specific arrangements are agreed at Validation. The Chair of the Finalist Assessment Board shall be the Deputy Dean, (or nominee approved by the Deputy Dean) of the University Faculty/School. The approved nominee may include the University Link Tutor, senior academic staff of the University or, after three years of operation, senior staff of the Partner Institution.
- h) On issues not addressed by the Partner Institution's assessment regulations, the Programmes' Assessment Board shall be guided by the relevant University regulations.
- i) Staff at the Partner Institution with substantial teaching responsibility on the Programmes shall be involved in the assessment of students and shall be members of the relevant Assessment Boards. University and Institution Link tutors or nominees shall be required to attend Assessment Boards as outlined in the LQEH.
- j) Precise arrangements for assessment shall be those detailed in the Programme Handbooks approved at Validation, and as guided by the LQEH.
- k) Finalist student listings will be identified from the database by the University and provided to the Partner Institution for agreement.

## **Memorandum of Co-operation**

- l) The Partner Institution, via the University Link Tutor, shall provide the Centre for Academic Partnerships at the University, within 7 working days of the Partner Institution's Programme Assessment Board, with a conferment/ pass list of finalist students' results, i.e. successful candidates, candidates subject to reassessment arrangements, failed candidates, and students who have withdrawn from the Programme. The conferment list must be signed by the Chair of the assessment board and the External Examiner. The Partner Institution's shall also provide a definitive list of continuing students' results and details of the grades ratified in the agreed spreadsheet format
- m) The University's Link Tutor shall be responsible for passing the formal decisions of the Programme Assessment Board, in the form of a Conferment/Pass List, direct to the University Centre for Academic Partnerships within the stated timescale. The Conferment List must be fully completed as stated in the Conferment Guidelines provided by the University.
- n) All grades should be considered provisional until confirmed by the Assessment Board.

### **15. Certificates, Diploma Supplements and Graduation**

- a) Qualification certificates shall be issued by the University and provided to the named contact at the Partner Institution to distribute to students. The formats shall be in accordance with the provisions of the LQEH and as the sample certificate template provided as an appendix.
- b) Provision of details on student performance on the Programmes, in the form of a Diploma Supplement or any other form, is the responsibility of the Partner Institution to the requirements specified by Middlesex University and as set out in the LQEH. The University shall normally verify all Diploma Supplements before they are sent out to students.
- c) The partner institution will be responsible for the publication and distribution of results to students.
- d) Students who have partially completed the Programme shall receive the appropriate exit qualification as stated in clause 1a of this Programme Memorandum of Co-Operation.
- e) Where an exit qualification is not available and a qualification is not conferred, a statement of general credit showing the completed sections shall be provided by the Partner Institution.
- f) Students who receive a qualification under the terms of a Programme Memorandum of Co-operation shall be entitled to attend the University's Graduation Ceremonies.
- g) Students who receive a qualification under the terms of a Programme Memorandum of Co-operation shall be entitled to join the University's Alumni Association.

### **16. Programme Handbooks, Advertising, Publicity Material and Web Sites**

- a) The University shall monitor the Programmes Handbook, and approve all advertising and publicity material relating to the Programmes. In so doing, the University reserves the right to require changes to be made to material and, in the event that no changes are made within a given period of time, to terminate the contract or treat the contract as repudiated giving rise to the possibility of the University being able to claim damages.
- b) The Programme Specification (using the University template) must be updated annually and provided via the University Link Tutor to the Faculty/School for approval prior to inclusion in the Programme Handbook each academic year. The Partner Institution shall ensure that the approved Programme Specifications for all years are made publically available e.g. on the Partner Institution's web site, or that information about the programme is provided in some other form.
- c) The Programme Handbook (using the University template) must be updated annually (or for each cohort) and provided via the University Link Tutor to the Faculty/School within one month of the start of the programme.
- d) Copies of the advertising and publicity material should be submitted for approval prior to publication as outlined in the LQEH.
- e) The Partner Institution shall ensure that its website correctly represents its collaborative relationship with the University, and ensure that it includes accurate Programme information for all collaborative Programmes with Middlesex University, a link to the Middlesex University web site, the most recent Middlesex University signature (i.e. logo) and articulation/progression information.

## ***Memorandum of Co-operation***

### **17. Students with Disabilities**

The Partner Institution is responsible for ensuring compliance with the spirit of the UK's Equality Act 2010 and local legislation in respect of those aspects of the curriculum and delivery for which it is responsible.

### **18. Health and Safety**

The Partner Institution is responsible for ensuring a safe environment for the delivery of the curriculum for which they are responsible in compliance with relevant local legislation.

### **19. Intellectual Property Rights**

The following definition for Intellectual Property shall apply:

**"Intellectual Property"** means the worldwide right, title and interest in and to all patents, patent applications, copyrights, trademarks, design rights, database rights, trade secrets, know-how and any other intellectual property rights.

All Intellectual Property in Programme materials generated in the Partner Institution will remain the property of the Partner Institution (or its staff in accordance with contractual agreements).

### **20. Contingency plan implementation**

In the event of termination of the Partnership Agreement due to the Partner Institution's inability to provide the collaborative programs, the University CONTINGENCY PLAN will be implemented. In the event of one or more of the Institution contingency plans being implemented and programmes no longer being offered by the partner, the partner must release all relevant student and/or staff information that would help the University to implement the provisions of the contingency plan.

## Memorandum of Co-operation

### CONTINGENCY PLAN

Please refer to the following sections and guidance provided within the LQEH to assist the contingency planning process.

Section 5.10 Collaborative programme contingency plans

Guidance 5(xi) Types of contingency plan with the preconditions for each arrangement.

Guidance 5(x) Criteria for contingency replacement awards.

Contingency Type	Programmes
Programme delivered by appointment of existing and/or additional staff in local temporary premises	BSc Accounting, Banking and Finance BSc Business Administration BSc Applied Informatics

#### Planning

The following methodology for making staff contact details, teaching learning and assessment materials and student assessment and progress information, available in the event of plan is implementation will be adopted.

Methodology for providing data and information
The current materials have been provided on electronic media to the University Link Tutor
The materials are on the Partner Institution VLE – access has been / will be provided to the University Link Tutor
Partner Institution staff permission has been sought to provide their contact details to the University.

#### Implementation

1. The Collaborative Partner Institution will immediately cease to promote or process student enrolments and amend website details for their provision and removing/refraining from further use of the MU logo.
2. Where required : Agreement from existing students will be sought with respect to transferring to the alternative partner institution or MU campus. Registered students in the collaborative programs will have the option to continue in these programs and obtain both degrees in accordance with the existing fees and within the same framework established by the Partnership Agreement and the Memorandum of Cooperation.
3. The partner institution will have and make available to MU in English (at a timely point) up-to-date
4. Student details – contact information, academic progress and assessment records (for validated programmes)
5. Staff details – contact information where permission from staff has been provided
6. Such teaching, learning and assessment materials (e.g., programme and module handbooks, teaching materials, assessment outlines and marking schemes) as are necessary either to map from the existing to the new programme or to support the students to complete the current programme.
7. Contracts with placement providers (e.g., employers/mentors etc.) if required for the provision
8. The management team of the partner institution will work with MU to support the transition process for students as far as possible. External examiners will be notified of the change.
9. Agreement by MU that the partner's teaching, learning and assessment materials will with their IP and only be used in so far as supporting enrolled students through to completion and that no further benefit will be gained from use of the partner's IP for these resources once the provision has closed.

#### Continuity of operations – contingency plan

1. All registered partner students, partner staff and placement providers will be fully informed of the change of programme management to MU by MU Deputy Deans working with Centre of Academic Partnerships.
2. Where feasible, appropriate and in agreement with staff, so as to support the teaching of additional students, employment and management of teaching staff will transfer to MU or the partner as appropriate.
3. Programme management will be adopted by the DD (or nominated MU-employed member of senior staff with subject expertise) and (where taught and/or assessed in a language other than English) a MU senior academic member of staff – bilingual in English and the language other than English will be appointed as programme leader and manager for the provision and will regularly visit the teaching site(s)
4. The University where feasible will have the option to adopt existing contracts with placement providers (subject to taking advice from the University's Financial Services)
5. Teaching, learning and assessment processes will continue to be managed via the VLE system where appropriate (where such an arrangement already exists)
6. Where required teaching accommodation and or DE centres will be sought immediately for the provision to continue in the required locations with access to required resources
7. MU senior staff will normally visit the main site and other learning sites to support transition arrangements
8. Provide statement of intent regarding contingencies for disabled students
9. Confirm PSRB recognition status of the replacement award.
10. Financial agreement will be made regarding student fee collection and responsibility in accordance with the fees already in place.

### ***Memorandum of Co-operation***

11. Through taking over a programme the University will not be liable for financial or other liabilities associated with the failing partner or programme.

**Memorandum of Co-operation**

**SPECIMEN CERTIFICATE**

UNIVERSITY  
CREST

Middlesex University

*in collaboration with*

*Neapolis University Pafos*

**«FORENAME» «SURNAME»**

*has been awarded the degree of*

*Bachelor of Science (Hons)*

*with*

**«CLASSIFICATION»**

*In*

*Accounting, Banking and Finance  
Business Administration  
Applied Informatics*

**«QUALIFICATION\_DATE»**

*A Diploma Supplement of the full Programme of study is issued to every graduate*

*Signature*

Name  
Academic Registrar (Middlesex University)

*Middlesex University  
Hologram here*

*Signature*

Name  
Vice-Chancellor (Middlesex University)



## Memorandum of Co-operation

This Memorandum of Co-operation is hereby agreed by the partners.

**AS WITNESS** whereof this agreement has been signed on behalf of the parties:

Agreed on behalf of  
Middlesex University



 Katie Bell  
Chief Commercial Officer

Date 30.11.18

Agreed on behalf of  
Neapolis University Pafos



NAME OF SIGNATORY  
TITLE Chairman

Date 30/11/18