# Template B12

# Termination Agreement Template

**Supplementary Agreement to the Institutional Agreement between Kingston University and [NAME OF ASSOCIATE] in relation to the [COURSE] dated [DATE]**

The effective date of this Agreement is the [DATE] and when signed shall become a Supplementary Agreement to the Institutional Agreement between the Parties dated [DATE].

## General Consideration

The University and the Associate have agreed to terminate their partnership in respect of the [COURSE] in accordance with clause 11 of the Institutional Agreement.

This Agreement confirms the arrangements in place to ensure that all existing students are given every possible opportunity to complete their studies in a suitable environment and to enable them to qualify for either the University’s award or similar award of another institution.

Overall responsibility for organising and operating the course(s) remains with the University, working in association with the Associate.

### Location and Resources

Location and resources remain as defined in the Institutional Agreement. In addition extraordinary meetings will be convened with senior representatives of both Parties at the discretion of the University to ensure that requirements and expectations of this Agreement continue to be met.

### Academic Control and Management

Academic control and management remain as defined in the Institutional Agreement. There will be no further recruitment to the Programme from [DATE].

### Information Given to Students

In addition to the information specified in Schedule 2 of the Institutional Agreement, the Associate and the University will jointly be responsible for informally advising all students that the Agreement is being terminated and explaining what arrangements are in place to enable students to complete their programme of study. The University will write formally to each Student to confirm the information provided informally by the Associate. Both activities will be completed by [DATE].

### Entitlements of Students

Students enrolled on the [COURSE] in [ACADEMIC YEAR] will be entitled to complete their programme at [ASSOCIATE] in accordance with the requirements of the Programme Specification, Module Descriptors, Liaison Document and Institutional Agreement.

### Maximum Period of Registration

The maximum period of registration for students registered for the [COURSE] is [X] years. The Associate is obligated to provide learning opportunities, including the provision of appropriate modules, to allow all eligible Students to complete within the maximum registration period. For Students registered in the first year in [ACADEMIC YEAR] this will be [ACADEMIC YEAR] and those Students registered on the second year in [ACADEMIC YEAR] this will be [ACADEMIC YEAR]. For clarity, the arrangements in Schedule 3, Financial Schedule, of the Institutional Agreement will continue to be updated annually for the life of the Agreement.

### Oversight of the Termination Agreement

Each Party will appoint a member of staff to oversee this Agreement. All relevant correspondence must be copied to the Head of Quality Assurance and Enhancement at the University who will advise the Provost as to the implementation of this Agreement.

**Review of the Termination Agreement**

This Agreement will be reviewed annually. The review will be carried out by the Executive Committee advising the Vice-Chancellor and the [TITLE] of the Associate.

Amendments can be made only on the written agreement of a member of the Vice-Chancellor’s Senior Leadership Team and the Chief Executive (or an authorised senior officer of the Associate).

**Confidentiality**

Each Party undertakes to keep confidential all information (written and oral) of a confidential nature relating to the termination of the Institutional Agreement with the exception of information to Students.

For the University by For the Associate by

Name Name

Position Position

Signature Signature

Date Date