MEMORANDUM OF PROGRESSION
BETWEEN
OXFORD HOUSE COLLEGE, UNITED KINGDOM
AND
YILDIZ TECHNICAL UNIVERSITY, TURKEY

1  THE DEVELOPMENT OF THE JOINT ACTIVITY

1.1 OXFORD HOUSE COLLEGE and VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY, in accordance with their respective academic regulatory frameworks, have determined to enter into joint activities with the objectives of:

(a) providing quality-assured education;

(b) extending and increasing access to higher education at OXFORD HOUSE COLLEGE for Vocational College students from VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY;

(c) building a network of educational opportunities; and

(d) enhancing staff development opportunities;

1.2 This Memorandum lays down the broad academic and ancillary framework within which the joint activities will take place.

1.3 This Memorandum relates to the academic years 1 September 2010 to 31 August 2013. This Memorandum will expire at the end of the period as stated above. The parties may agree a renewal of the joint activities following a review of its progress. Any renewal will be governed under a new Memorandum.

1.4 The intention of the joint activities is to enable Vocational College students on prescribed schemes or courses at VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY (each an Applicant) to submit an early application to the University.

2  OPERATION OF THE JOINT ACTIVITY

2.1 Prospective Applicants who are on the prescribed schemes or courses below may submit applications to the University for admission on the corresponding schemes or courses offered by the University below for entry at the beginning of undergraduate level 2:
### Scheme/Course being followed at the Vocational Higher Education School of Yildiz Technical University

<table>
<thead>
<tr>
<th>Name of programme(s) being studied by students</th>
<th>Name of Scheme or Course</th>
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<tbody>
<tr>
<td>Business Management</td>
<td>To be selected from the range of relevant Oxford House College undergraduate degree programmes</td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Marketing and Foreign Trade</td>
<td></td>
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<tr>
<td>Hotel Restaurant and Catering</td>
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</table>

2.2 Each Applicant must complete, with the co-operation of the Vocational Higher Education School of Yildiz Technical University, an Application form made available by Oxford House College. (See Appendix 1). The completed form must be forwarded to Oxford House College’s official recruitment agent (Aslan Associates) by January 31st in the year of intended commencement of study. Contact details will be provided by Oxford House College to Vocational Higher Education School of Yildiz Technical University who will ensure that applicants are aware of the application process.

2.3 Each application will be judged against the normal admissions criteria for the programme relevant to the expected achievements of applicants. This may include selection criteria where there are a high number of applications for any one course. Normal admission requirements will include certificated evidence of the achievement of the relevant 2 year vocational award and of IELTS 6.0 English Language ability.

2.4 The outcome of each application will be one or more of the following:

- 2.4.1 An offer with conditions;

- 2.4.2 An offer with no conditions; or

- 2.4.3 A decision not to make an offer to the Applicant with such feedback as the University in its sole discretion considers appropriate.

2.5 Vocational Higher Education Schools of Yildiz Technical University will be informed of the outcomes of each application.

2.6 Each successful Applicant will be made an offer of admission directly by Oxford House College.

* See Addendum for arrangements for Sept 2010 applicants only.

3 QUALITY ASSURANCE, REVIEW AND ENHANCEMENT

3.1 Oxford House College will use reasonable endeavours to administer these joint activities consistently and in accordance with the terms of this Memorandum but shall have no liability for any failure or alleged failure to do so.
3.2 OXFORD HOUSE COLLEGE and VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY will monitor the operations and the outcome of the arrangement and issues will be considered at an annual meeting. Faculty staff responsible for quality assurance matters for the relevant programmes will fulfil the quality assurance reporting requirements of the respective institutions.

3.3 The operation of these joint activities shall be subject to formal review by OXFORD HOUSE COLLEGE, in accordance with the University’s academic regulatory framework, by no later than September 2012 and thereafter in no greater than 5 yearly intervals or such lesser period as the University in its sole discretion deems appropriate.

4 THE STATUS OF APPLICANTS

4.1 OXFORD HOUSE COLLEGE will honour all offers made to Applicants under this Memorandum, subject to the student and VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY complying with clause 2.2. Successful Applicants will not be obliged to accept any offer they receive under this Memorandum.

4.2 Applicants who do not receive an offer under this Memorandum shall not be prohibited from submitting a direct application to study at OXFORD HOUSE COLLEGE. Such applications should be submitted to the University’s agent as normal.

4.3 Any complaints by Applicants to VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY or to OXFORD HOUSE COLLEGE concerning VOCATIONAL HIGHER EDUCATION SCHOOLS OF YILDIZ TECHNICAL UNIVERSITY in relation to the operation of this Memorandum will be dealt with promptly by VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY and reported to OXFORD HOUSE COLLEGE.

4.4 Any complaints by Applicants to OXFORD HOUSE COLLEGE or to VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY concerning OXFORD HOUSE COLLEGE in relation to the operation of this Memorandum will be dealt with promptly by OXFORD HOUSE COLLEGE and reported to VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY.

4.5 At the request of OXFORD HOUSE COLLEGE, VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY will make certain information supplied by OXFORD HOUSE COLLEGE to VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY available to Applicants.

5 SCHEDULE OF LIAISON ARRANGEMENTS

The parties agree the following specific responsibilities to facilitate effective liaison between OXFORD HOUSE COLLEGE and VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY. In each institution these will be the responsibility of a named member of staff in the relevant curriculum area.
Activity | OXFORD HOUSE COLLEGE | YILDIZ TECHNICAL UNIVERSITY
--- | --- | ---
Preparation | ✓ | ✓
Information on applications process, admission and selection criteria to VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY | ✓ | ✓
Information on applications process, admissions and selection criteria to applicants | ✓ | ✓
Selection | ✓ | ✓
Feedback to Applicant on decision reached | ✓ | ✓
Offers made directly to Applicants | ✓ | ✓
VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY informed of outcomes of applications | ✓ | ✓
Application forms submitted to Aslan Associates | ✓ | ✓
Monitoring and post-selection activities | ✓ | ✓
Quality assurance issues considered by annual meeting. Reports to institutions as required | ✓ | ✓
Notification of modification to arrangements under this Memorandum | ✓ | ✓
Activities to support the transition to OXFORD HOUSE COLLEGE | ✓ | ✓

OXFORD HOUSE COLLEGE's official recruitment agent will where appropriate, assist the staff of both institutions who are responsible for these tasks.

6 VARIATIONS

6.1 Any variation to the terms of this Memorandum must be recorded in writing and before it takes effect such document must be signed by an authorised signatory of each of the parties and record all consequential amendments required to be made to the Memorandum as a result of such variation.

6.2 Each record of variation must be dated and sequentially numbered and shall not have retrospective effect. Each party will be entitled to a record of variation.

6.3 In all respects other than as provided in each record of variation, the Memorandum will continue in full force and effect.

6.4 Each variation of this Memorandum is not intended to be and shall not be construed as a new memorandum unless the contrary intention is expressly stated on its terms.

7 GENERAL
7.1 The provisions set out in clause 1 are general statements of intent and are not intended to be legally binding on the parties. To the extent that there are successful Applicants under this Memorandum, the provisions of this Memorandum (other than clause 1) will be legally binding and will govern such Applicants.

7.2 The only obligations and liabilities of OXFORD HOUSE COLLEGE regarding the joint activities and the subject matter of this Memorandum are as set out in this Memorandum and the University accepts no other obligations or liabilities.

7.3 VOCATIONAL HIGHER EDUCATION SCHOOL OF YILDIZ TECHNICAL UNIVERSITY shall be entitled to use the OXFORD HOUSE COLLEGE name and logo only as specifically agreed in writing in advance with the University.

7.4 This Memorandum shall expire on the date which is five years after the date of execution or at the end of the period stated in clause 1.3, whichever is sooner, but may be terminated earlier than that date at any time by either party upon the giving of one week's written notice to the other.

7.5 Nothing in this Memorandum is intended to or shall be deemed to establish any partnership or joint venture between the parties or constitute any party as an agent of the other party. Nothing in this Memorandum is intended to or shall be deemed to establish an exclusive relationship between the parties or to restrict any activities that either party would otherwise be able to undertake.

7.6 The parties irrevocably agree that this Memorandum and any disputes arising under or in any way connected with the subject matter or formation of this Memorandum shall be governed by and construed in accordance with English law. Each party submits to the exclusive jurisdiction of the courts of England and Wales in relation to any disputes or other matters arising out of or in connection with this Memorandum.
ADDENDUM:

ARRANGEMENTS FOR APPLICANTS WISHING TO JOIN Oxford House College PROGRAMMES IN SEPTEMBER 2010

For 2010 only, Oxford House College will accept application forms sent directly to Aslan Associates by 30th June.

For September 2011 entry, the normal application process outlined in this Memorandum will apply.