

Intercollegiate Module Sharing with other University of London Colleges – Student Policy

*As University of London (UoL) Colleges share a similar history, ethos and commitment to standards, the majority of UoL Colleges participate in Intercollegiate Module Sharing whereby students at one UoL College may be given the opportunity to take an elective or optional module or modules at another University of London College. Taking an elective or optional module at another UoL College is always subject to approval by the relevant staff at both the home and host College.*

*This policy sets out how UCL manages aspects of student administration in the event that a UCL student takes an intercollegiate module at one of these Colleges.*

*In this policy ‘Host Institution’ means any UoL Colleges or Institutes where you wish to take or have been accepted to take an elective or optional intercollegiate module.*

*It should be noted that while UCL endeavours to manage students taking intercollegiate modules as part of their UCL programme in accordance with this policy, sometimes the Host Institution’s applicable policies and regulations may contradict this policy in which case those student administration matters may be dealt with differently between UCL and the relevant Host Institution. UCL will use all reasonable endevours to inform the student of such differences when the student applies to take the intercollegiate module but potential issues may not always be known at that time.*

1. **Applying to take an intercollegiate module at another UoL College or Institute**
	* You should note that not all programmes at UCL include elective or optional modules that can be taken outside of UCL as intercollegiate modules. To check whether this is possible on your programme and/or whether the intercollegiate module you wish to take is appropriate for your programme, you should contact your home department at UCL in the first instance.
	* If you receive permission from your home department at UCL, you may apply to the Host Institution for a place on an intercollegiate module in accordance with the Host Institution’s applicable processes. You should note that places on intercollegiate modules at the Host Institution are absolutely not guaranteed and each Host Institution has sole discretion in deciding whether or not it is able to offer you a place on certain or any intercollegiate modules. UCL is not involved in the Host Institution application process for intercollegiate modules and has no say in whether or not you will be given a place on an intercollegiate module at the Host Institution.
	* If you are accepted on an intercollegiate module at the Host Institution, you must provide your UCL department with evidence of the decision from the Host Institution, and make sure that you are correctly registered on the intercollegiate module at both UCL and the Host Institution.
	* If you are in receipt of disability support for your studies at UCL, once you have applied for a place on an intercollegiate module at the Host Institution, you should contact the Student Support and Wellbeing team at UCL in the first instance to seek advice.
2. **Tuition fees**
	* Please confirm with your Department whether you will be required to pay any extra tuition fees to take intercollegiate modules elsewhere. This will normally not be the case but the Host Institutions’ requirements may change from time to time.
3. **Assessment and extenuating circumstances**
	* The Host Institution shall assess its intercollegiate module(s) and assessment, including examinations, will normally take place at the Host Institution, unless otherwise agreed between UCL and the Host Institution and notified to you in good time prior to the examination taking place. Reasons for arranging the examination at UCL instead of the Host Institute may include clashes in your exam timetable or any special examination arrangements agreed for you.
	* Subject to the other provisions in this paragraph 3, the assessment of the intercollegiate module shall be subject to the Host Institution’s module assessment regulations and/or policies, including but not limited to:
		+ external examination;
		+ academic appeals;
		+ requirements to pass a module;
		+ consequences of no or minimal attempt at assessment, exceeding word counts and late submissions;
		+ marking scale and practices; and
		+ investigation and consequences of academic misconduct on the module grade (plagiarism)

unless otherwise agreed between UCL and the Host Institution for any reason and notified to you before your place on the intercollegiate module is confirmed by the Host Institution.

* If you wish to apply for extenuating circumstances, you should use the extenuating circumstances process of UCL. If mitigation is granted for your extenuating circumstances, UCL shall contact the Host Institution and the institutions shall agree how the mitigation can be provided to you by the Host Institution taking into consideration UCL’s applicable regulations. UCL and the Host Institution may agree that the assessment for which mitigation is granted shall take place at UCL if no other reasonable solution is found.
	+ The consequences of failure on an intercollegiate module shall be determined by UCL in accordance with its applicable regulations. If UCL determines that a student is entitled to be reassessed for an intercollegiate module, it shall contact the Host Institution and the institutions shall agree how the reassessment is arranged taking into account UCL’s regulations. If it is not possible for the Host Institution to reassess the intercollegiate module in line with UCL’s regulations, alternative reassessment methods may be arranged by UCL and/or the Host Institution, and notified to you.
	+ The credit and grade for your intercollegiate module will be counted towards your degree programme at UCL as a rule. Due to potential differences in credit-weighting systems and grade scales at UCL and the Host Institution, the credit-weighting and/or grade for your intercollegiate module may be adjusted to the UCL system and/or scale in order to include the intercollegiate module on your UCL record correctly. Your home department at UCL will inform you if this needs to be done before you are given permission to apply for a place on an intercollegiate module.
1. **Student misconduct and complaints**
* Subject to the other provisions in this paragraph 4, you will be subject to the regulations, policies and procedures of UCL relating to complaints and student conduct as usual.
	+ You will be subject to policies and procedures of the Host Institution relating to your conduct at the Host Institution premises, including, for example, health and safety, substance misuse and any other policies relating to safety, security and appropriate conduct at the Host Institution premises. Any alleged breach of such policies and procedures will be dealt with by the Host Institution in accordance with their respective policies, regulations and procedures, as amended from time to time.
	+ If the Host Institution suspects a student of misconduct, it shall so notify UCL. UCL shall have the right to apply its own policies, rules and regulations relating to student misconduct at its discretion. This may mean that the student will be subject to two separate student disciplinary processes, one at the Host Institution and one at UCL that are independent of each other.
	+ Where the Host institution has investigated alleged misconduct on the basis of evidence available to them, UCL will be entitled to accept the conclusions of that investigation without rehearing the case.
	+ If you wish to make a complaint about an intercollegiate module, you should use the Host Institution student complaints process.
	+ UCL and the Host Institution may co-operate with each other in connection with the handling and administration of complaints and student misconduct on the intercollegiate module(s).
1. **Intellectual Property Rights**
	* For the purposes of this paragraph 5, ‘IPRs’ means all and any copyright works, patents, discoveries, improvements, inventions, trade marks, designs, information, data, formulae, specifications, results of tests and field trials, diagrams, expertise, techniques, technology, know-how, and other intellectual property of any nature whatsoever, including applications and the right to apply for registration of any of the foregoing rights.
	* Ownership of any IPRs created or developed by you in the course of studying on the intercollegiate module(s) at the Host Institution will be determined in accordance with the terms of the applicable student intellectual property policy in place at UCL unless otherwise agreed in writing by UCL, the Host Institution and you in respect of each intercollegiate module.
2. **Data sharing**
	* If you are accepted to an intercollegiate module at the Host Institution, you acknowledge that UCL will use your personal data in the manner and for the purposes described in:
		+ the UCL General Privacy Notice, available at https://www.ucl.ac.uk/legal-services/privacy/general-privacy-notice;
		+ the UCL Student Privacy Notice, available at https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice; and
		+ any other privacy notices applicable.
	* In light of the information set out in the paragraph above, you acknowledge and agree that each of UCL and the Host Institution may pass and share your information with the other institution and to other third parties (including any appointed agents or sub-contractors of UCL or the Host Institution) for the purposes set out in the above privacy notices and to administer your programme generally.
3. **Attendance monitoring**
	* If you hold a Student Visa sponsored by UCL, you will continue to be subject to the requirements set out in UCL’s Student Visa Engagement Monitoring Policy whilst studying on an intercollegiate module(s) at a Host Institution.