

Principles for the Management of Intercollegiate Module Sharing with other University of London Colleges

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*This guidance document sets out the definitions of UCL’s module sharing activity with other University of London Colleges and Institutes and the principles for approving and quality assuring this activity.*

*As the UoL Colleges and Institutes share a history, an ethos and a commitment to standards similar to that of UCL, intercollegiate module sharing within the University of London is not be covered by all the provisions of the current UCL Academic Partnerships Framework, but is managed under the principles set out in this guidance.*

**THE PRINCIPLES**

The following principles apply **to module provision**, i.e. where a UCL student ***must*** take a module(s) from another UoL College or Institute to complete her/his programme at UCL:

* The module/s is/are approved as part of the programme diet through the standard UCL programme approval process as set out in Chapter 7 of the Academic Manual.
* A Memorandum of Agreement (MoA), on a template held by Academic Policy, Quality and Standards, is drafted by the Academic Policy, Quality and Standards to cover the intercollegiate module provision arrangement as part of the programme. At the drafting stage the partnership arrangements between UCL and the other UoL College(s) or Institute(s) are confirmed, including responsibilities of the parties, any financial details, quality assurance and communication mechanisms and information on the module content and structure.
* Approving intercollegiate partnership activity with other UoL Colleges and Institutes is a blanket decision by the Academic Partnerships review Group (APRG), and separate partnership approval by APRG is *not* required for each individual partnership.
* If an intercollegiate module is added to a UCL programme later and was not part of the original programme diet, the standard UCL approval process for programme amendment applies (as set out in Chapter 7 of the Academic Manual), including the completion of a Programme Amendment Form (PAF), whereby approval is sought at Department and Faculty level. The Faculty is responsible for informing Academic Policy, Quality and Standards of the new arrangement so that a Memorandum of Agreement can be drafted.
* If the intercollegiate module provision arrangement is renewed after the initial term of the MoA, the renewal process set out in the UCL Academic Partnerships Framework applies, including consideration and approval by APRG, to support Departments in monitoring uptake, student achievement and progression as well as student and external examiner feedback.
* If an intercollegiate module provision arrangement is terminated, the termination process set out in the UCL Academic Partnerships Framework applies, including consideration and approval by APRG.

The following principles apply to **elective module sharing**, i.e. where a UCL student ***does not need to*** take a module(s) from another UoL College or Institute to complete her/his programme at UCL, but wishes to do so:

* ***The Intercollegiate Module Sharing with other University of London Colleges – Student Policy (Annex 8.11)***applies to elective module sharing and must be adhered to by the Departments when dealing with student administration of UCL students undertaking intercollegiate modules at other UoL colleges.
* Students are allowed to take elective modules acrossUoL Colleges and Institutes. However, the Departments and Faculties need to ensure that if any specific UoL modules are published as electives for students to choose as part of their programme, it is made clear that *provision of these modules is subject to availability at the receiving institution[[1]](#footnote-1)* and thus it is not guaranteed that the students are able to take them.
* During the initial programme approval process it needs to be made clear in the Programme Diet or other appropriate approval documentation that taking elective modules from other UoL Colleges and Institutes will be allowed on the programme.
* The Department is responsible for ensuring that any student wishing to take an elective module from another UoL College or Institute as part of their programme is made aware of any fees associated with the module, of the relevant regulations and policies of the receiving institution that cover the module and of any other implications of the student undertaking study outside UCL. The Department should consult Academic Policy, Quality and Standards if required to ensure that all the necessary information is given to the student.
* The Department is responsible for ensuring the student’s records at UCL are updated accordingly as well as for liaison with the receiving UoL College or Institute with regards to the student.

Student Visa Monitoring

* The Department must maintain evidence of engagement records for students on a Student Visa (i.e. spreadsheets, databases, registers etc.) to demonstrate that engagement is recorded and that non-engagement is acted upon even when students are attending modules at another institution. These records must be kept up-to-date and be accessible and available; especially for UKVI audit purposes. The Department must ensure that the receiving UoL Colleges and Institutes retain evidence of engagement for UCL students on a Student Visa. This information may be requested by UCL in order to comply with Student Visa regulations and therefore must be kept up-to-date and made available to UCL upon request. The Department should inform the receiving institution of this requirement when a Student Visa holder registers for a module at the receiving institution.

1. The Departments can use the wording in italics for this purpose. [↑](#footnote-ref-1)