**This is Schedule 2 as referred to in the Memorandum of Agreement between The British Film Institute and University College London dated**

**1st December 2022**

SCHEDULE 2

ADDITIONAL UCL Student terms and conditions FOR THE PROGRAMME

* + - 1. **INTRODUCTION**
         1. University College London (**UCL**) and The British Film Institute **(BFI**) by an agreement dated 1st December 2022 (**the** **Agreement**), have agreed to collaborate on: (1) the delivery of one taught module (**the Module**) and the dissertation (**the Dissertation**) on the UCL degree programme of Master of Arts in Digital Media Education (**the Programme**), leading to an award from UCL; and (2) the contribution by BFI will also give one lecture per year of a guest lecturer on the Programme, both as further outlined in clause 5.1 below.
         2. You have applied to UCL to study for the Programme and UCL has offered you a place to study on the Programme subject to the standard UCL student terms and conditions and these additional UCL student terms and conditions relating to the BFI’s Contributions (as defined in clause 5.1 below).
         3. The Student, UCL and BFI are hereinafter referred to as **the** **Parties**.
      2. **BFI CONTRIBUTION TO THE PROGRAMME**
         1. BFI will provide the following contributions (**the BFI Contributions**) to the Programme:
* Moving Image Production (MIP) (30 Credits). The Module is delivered once a year, in term two, at the UCL Knowledge Lab Studio at the UCL Institute of Education. The BFI tutors and the UCL tutor share the teaching (50/50) alongside providing feedback to you via the UCL Virtual Learning Environment. BFI shall also organise a screening of your work to be attended by you at the National Film Theatre cinemas at BFI Southbank.
* Dissertation (60 credits) / Report (30 credits). You will choose whether to complete the Dissertation or the Report. These are delivered in terms 2 and 3. BFI shall provide a Supervisor for up to ten (10) Students each Academic Year who will carry out, with UCL, the co-supervision of your dissertation or report and provide you with access to relevant BFI premises, facilities and resources for the duration of your dissertation or report. Co-supervision shall consist of the BFI supervisors providing 10 hours of supervision per Dissertation and 5 hours of supervision per Report as applicable. The BFI co-supervisor will provide regular updates on your progress to the UCL co-supervisor.
* Guest Lectures. The BFI shall provide one guest lecture on the Moving Image Production module per academic year.
  + - * 1. If your Dissertation is co-supervised by BFI, you may be required to attend the premises of BFI to: (1) undertake the Dissertation; and (2) to receive supervision from BFI in connection with the Dissertation. UCL will notify you if you are required to attend the premises of BFI for such purposes, and if you receive such notice you shall be required to attend the premises of BFI.
        2. You may be required to attend the premises of BFI to undertake some or all of the Module. UCL will notify you if you are required to attend the premises of BFI for that purpose, and if you receive such notice you shall be required to attend the premises of BFI.
        3. The regulatory framework of UCL relating to the assessment and examination of students on UCL’s programmes of study, including provisions for academic appeals, academic misconduct and extenuating circumstances shall apply to the Programme, including the Module and Dissertation.
        4. You shall maintain your student registration status at UCL throughout the Programme.
      1. **FEES**

The BFI’s Contributions are included in the tuition fees that you pay to UCL and you shall not be required to pay additional tuition fees to BFI in connection with the BFI’s Contributions.

* + - 1. **STUDENT COMPLAINTS AND DISCIPLINE**
         1. If you are required to attend BFI’s premises in connection with the Module or Dissertation, you shall comply with BFI’s policies, regulations and procedures which are applicable to BFI’s visitors (**BFI** **Rules**), including without limitation the BFI Rules governing the following matters:

1. Health and safety;
2. Substance misuse;
3. Security, attendance and appropriate conduct; and
4. The use of BFI’s facilities and / or resources (including IT facilities) when using such facilities and / or resources, (**the BFI Policies**).
   * + - 1. Any alleged breach of the BFI Policies or the BFI Rules by you will be dealt with by BFI, in co-operation with UCL as appropriate, in accordance with its applicable policies, regulations and procedures, as amended from time to time. BFI shall inform UCL of any breach by you of the BFI Policies or the BFI Rules as well as the outcome of any such investigation undertaken by the BFI. UCL shall then determine whether the alleged breach also constitutes a breach under the relevant UCL rules, regulations and processes and may investigate the alleged breach in accordance with its rules, regulations and processes.
         2. Where you wish to complain about any specific service or facility provided by, or a member of staff from, the BFI in relation to the delivery of the BFI Contributions, the relevant complaints procedure of UCL shall apply. The BFI shall bring all such complaints to the attention of UCL.
         3. In order to ensure that all academic appeals, complaints and allegations of misconduct are handled fairly and consistently, UCL and the BFI will share information and provide each other with reasonable assistance in connection with the handling, administration and conduct of complaints and student conduct procedures in accordance with the Agreement.
       1. **USE OF PERSONAL DATA**
          1. You acknowledge that:

each of UCL and BFI holds, collects and uses information about its students (including prospective, current and former students) and visitors for academic, administrative, verification, management, pastoral and health and safety purposes; and

when a student leaves UCL and BFI appropriate data is kept as a permanent record to enable UCL, if necessary, to provide references on a student’s behalf, or to maintain a record of a student’s achievements.

* + - * 1. You hereby acknowledge that each of UCL and BFI 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 BFI) for the purposes of providing the Module and the Further examples of data sharing and processing are available in the BFI Privacy Policy and the UCL General Student Privacy Notice. Each BFI and UCL shall provide an up-to-date URL to enable access to their respective privacy notices on request.
      1. **INTELLECTUAL PROPERTY RIGHTS**
         1. For the purposes of this Clause, **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.
         2. Ownership of any IPRs modified, conceived, created or developed by you in the course of studying on the Module or undertaking the Dissertation 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 the Parties.
      2. **CONFLICT**
         1. You acknowledge that upon your acceptance of an offer of a place on the Programme, a contract is formed between you and UCL the terms of which comprise:

(1) the UCL standard student contract; and

(2) these terms and conditions,

and you agree that in the event of conflict arising between (1) and (2) the terms of (2) shall prevail.

* + - 1. **GOVERNING LAW**
         1. These terms and conditions, and any dispute or claim arising out of or in connection with their subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, English law, and the Parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.