

Policy 1.1: Intercollegiate Policy

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| Policy Category: | Academic |
| Subject: | Policy to outline the principles and processes for managing intercollegiate module arrangements |
| Approving Authority: | Academic Board, via College Education Committee |
| Responsible Officer: | Vice President (Education & Student Success) |
| Responsible Office: | Academic Regulations, Quality and Standards, Students and Education Directorate |
| Related Procedures: | Procedures for programme and module approval and modification Procedures for programme and module monitoring and review Procedures for the approval and monitoring of collaborative provision |
| Related College Policies: | Policy on closing or suspending a programme Sunset Clause for New Taught Programmes Policy |
| Effective Date: | 30 October 2024 |
| Supersedes: | 22 August 2019 |
| Next Review: | 2027/28 |

I. Purpose & Scope

This policy details the principles and processes for managing intercollegiate arrangements offered with other members of the University of London, recognising the shared history, ethos and commitment to quality and standards, and providing students with the opportunity to access a wide range of teaching opportunities, facilities, and services across the University of London that aims to enhance the student experience.

This policy does not apply to jointly delivered intercollegiate programmes where the partner is providing a third or more of the programme leading to a King's only award or a joint, double, or dual award as these arrangements are subject to the procedures for the approval and monitoring of collaborative provision.

This policy helps to ensure adherence to Office for Students (OfS) ongoing conditions of registration, in particular:

B Conditions: Quality, reliable standards and positive outcomes for all students:

- B1. Students registered on each higher education course receive a high-quality academic experience.
- B2a each cohort of students registered on each higher education course receives resources and support which are sufficient for the purpose of ensuring (i.) a high-quality academic experience for those students.
- B3.a. in the OfS's judgement, the outcome data for each of the indicators and split indicators are at or above the relevant numerical thresholds.
- B4.b. each assessment is valid and reliable.

C Conditions: Protecting the interests of all students:

- C1. The provider must demonstrate that in developing and implementing its policies, procedures and terms and conditions, it has given due regard to relevant guidance about how to comply with consumer protection law.
- C2. The provider must (1) co-operate with the requirements of the student complaints scheme run by the Office of the Independent Adjudicator (OIA) for Higher Education, including the subscription requirements and (2) make students aware of their ability to use the scheme.

The Policy will enable the University to support International Students requiring a Visa from UK Visa Immigration (UKVI) to study at King's and King's ongoing licensing conditions in this respect.

II. Definitions

Intercollegiate Module:

the term used to describe a credit bearing module offered by another Member College/Institute covered by the ordinances of the University of London that students can choose to take as part of their King's programme either as a prescribed module or an elective module offered as part of an intercollegiate sharing scheme.

Intercollegiate sharing scheme:

means the general sharing of intercollegiate modules offered to students studying on a programme where there is either a formal agreement (Memorandum of Agreement) in place between the relevant parties at an institutional or programme level, or where a student has completed an intercollegiate registration form approved by their programme team and the relevant module convenor.

Prescribed module:

means a specified module listed on a programme and advertised to students that is either a compulsory module for the programme or is optional for students to take as part of that programme.

Elective module:

means a module that an individual student can request to take as part of their programme where there is an option to take any intercollegiate module or modules up to the stated number of credits allowed for the programme.

Memorandum of Agreement (MoA):

means a formal legally binding agreement signed at an institutional or programme level that facilitates the general sharing of intercollegiate modules, often on a reciprocal basis, and is listed on the University's Register of Collaborative Partners and made available to government organisations such as the UKVI or external regulatory bodies for compliance purposes.

III. Policy

1. General

- 1.01 Arrangements are only offered with another member College/Institute that is covered by the statutes and ordinances of the University of London.

- 1.02 The Faculty Education Committee (or equivalent) is responsible for overseeing intercollegiate module arrangements, ensuring that they are financially sustainable and compliant with the University's policy and procedures to be able to meet the quality and standards of a King's award.
- 1.03 Arrangements should be managed effectively through the relevant departmental and faculty committee governance structure to safeguard the student interests, including arrangements for students with additional requirements and to ensure equality of opportunity, health and safety.
- 1.04 The programme specification should include information on the intercollegiate module arrangements within the programme structure and be kept up to date. The programme should ensure that where a student can undertake an intercollegiate module it provides educational challenge, is coherent and appropriate to the subject matter to ensure a high-quality academic experience.
- 1.05 The Faculty Education Committee (or equivalent) should ensure that safeguards are in place to prevent a student taking a module from a Partner that significantly overlaps with a module that a student has already taken, or could potentially take at King's, for their programme of study.
- 1.06 Arrangements should be underpinned by an agreement either at the institutional level, programme level or individual student level and approved via the relevant governance structure that ensures the arrangement can be effectively delivered and that the necessary resources and support is in place to support the students enabling them to exceed in and beyond higher education.
- 1.07 Where a student has taken an intercollegiate module, the marks and credits achieved will be transferred and count towards the final award in accordance with [chapter 5](#) of the King's Academic Manual relating to progression and award for taught programmes.
- 1.08 Where intercollegiate module arrangements are being advertised to students, they must be compliant with the Competition and Market Authority (CMA) guidance provided to universities on their obligations to students in terms of consumer regulations to ensure that the reputation of the University is protected, including on resit and reassessment opportunities where the arrangements may differ, and any impact on expected timeframes for progression and final award.
- 1.09 The relevant Assessment Board is responsible for informing students of complaints, appeals and misconduct processes relating to the intercollegiate module and for ensuring fair and consistent practice.
- 1.10 The Faculty Education Committee is responsible for contacting the Quality Assurance Officer (Collaborative Provision) who will ensure that the Partner is declared and approved as a King's teaching partnership by the UK Visas & Immigration (UKVI) for the purposes of student visas and that monitoring requirements for students can be evidenced.

2 Intercollegiate Module Process

- 2.01 The Academic Regulations, Quality and Standards office (ARQS) currently negotiates and maintains a formal MoA at the institutional level with the following partners:
 - Birkbeck, University of London
 - Goldsmiths, University of London
 - Queen Mary, University of London

- Royal Holloway, University of London
 - School of Oriental and African Studies
 - University College London
- 2.02 The relevant Faculty Education Committee (or its equivalent) is responsible for approving the inclusion of intercollegiate modules within a programme of study.
- 2.03 Where the programme includes prescribed modules, the Faculty Education Committee (or equivalent) is responsible for entering into an agreement with the Partner where the arrangements fall outside the institutional level MoA.
- 2.04 The relevant programme team is responsible for establishing a process for student registration on intercollegiate modules.
- 2.05 Where the credit value and level of an intercollegiate module offered by the partner does not fit naturally within the relevant King's programme of study an academic rationale must be provided for how that module will be assigned to the credit level and value required for the King's programme and approved by the relevant Faculty Education Committee (or equivalent).
- 2.06 Where an intercollegiate module has been assessed using a grade point matrix scheme, a mapping document will be required and is subject to approval by the Academic Standards Sub-Committee
- 2.07 Where students are permitted to take an elective module as part of their programme, the student's home department will be responsible for approving the student request, ensuring that the module will be available to the student through the intercollegiate sharing scheme and making the student aware of their responsibilities in completing the necessary registration processes with King's and the Partner.
- 2.08 Departments should ensure that they are aware of any fees¹ being charged by the partner for an intercollegiate module attached to a programme where this is not covered by the MoA at the institutional level, ensuring that appropriate arrangements are in place and set out in a programme level agreement for prescribed modules or by consulting with the Associate Director for Student Administrative Services for students completing an elective module on the process to follow for the purposes of receiving or submitting an invoice.
- 2.09 The Faculty Education Committee (or equivalent) is responsible for monitoring intercollegiate module arrangements and including details of these in the Continuous Enhancement Programme Review report and the periodic review processes.
- 2.10 The Faculty Education Committee (or equivalent) is responsible for ensuring that where arrangements for modules are being advertised to students and are covered by a MoA, that contingency plans are in place that protect the interests of the students and comply with consumer protection law.

¹ The University reserves the right to charge incoming students a pro-rata fee equivalent to the normal fee for the programme that the module in question forms part of where that institution would charge King's in return. The department will be invoiced for any fees billed by another University of London member College/Institution for outgoing students.

3 Policy amendment or Revocation

3.01 This policy may be amended or revoked with the approval of the College Education Committee reporting to Academic Board.

4 Review

4.01 This policy will be reviewed at least every three years by the College Education Committee.

5 Reporting

5.01 The Responsible Officer will provide updates of the policy principles and review processes in respect of intercollegiate module arrangements to College Education Committee, who has delegated authority from Academic Board for this work.