

## CLA Higher Education Licence 2019-24

### Optional Coverage for Overseas Campus-Based Students Guidelines

#### Background

Following a five-year Pilot and on-going negotiations with CNAC, CLA is delighted to include in its HE Licence an option for HEIs to cover any or all overseas campus-based students ('OCBS') they may have.

#### What are OCBS?

OCBS are separate from overseas Distance Learners (who study directly with a UK HEI – e.g. via online courses – and have no, or minimal, contact hours / face-to-face tuition). Instead, OCBS are students that are registered at your HEI, but - under a range of possible models - based at a campus overseas (generally the campus of an overseas branch of your HEI, or of a third-party organisation with whom your HEI is in partnership - for example, collaborative/franchised provisions, consortia and joint awards).

#### What does the OCBS element of the Licence provide?

- Access for declared OCBS to Paper and Digital Copies made in the UK, in connection with the course on which they are registered. In practice, this will generally mean extracts digitized in the UK and then made available via a Secure Network.
- Access to the same copies for any staff teaching those courses declared to us.

#### Eligibility

Students for coverage must:

- Be enrolled/registered on a Course of Study that leads to a UK HE qualification (joint enrolment/registration is fine).
- Be registered/enrolled at your HEI, and, if your HEI is state-funded, reported to HESA via the Offshore Aggregate Return (although we do not use this data for invoicing, see 'Fee' section below).

The relevant HESA categories are:

- 'Registered at reporting provider – studying overseas for UK HEI award at overseas campus of reporting provider'
  - and
  - 'Registered at reporting provider – studying overseas for UK HEI award other than at an overseas campus of reporting provider'
- Have access to your HEI's Secure Network (for example, a password-protected VLE), with some or all of their learning material provided through this means (remember that if the Secure Network is managed overseas then, in accordance with the CLA HE Licence terms and conditions, it must also be accessible from the UK as and when appropriate, e.g. for auditing purposes).

## How can I arrange coverage for OCBS

The information we require is as follows:

- The names of those courses for coverage.
- For each course listed:
  - The number of OCBS FTES you would like coverage for, using data from the previous academic year. Each OCBS should be counted as a single FTES, unless an OCBS is taking more than one course, in which case please contact us. For new courses (i.e. where data does not exist), please just indicate this next to the name of the course;
  - The location (by country) of the overseas campus in question;
  - Where a third-party organization is involved (for example, an overseas HEI with whom your HEI is in partnership), the name of that organization.

There is no requirement to declare the number of staff teaching your declared courses.

On receipt of your Declaration Form, we will arrange for your HEI to be invoiced.

## Fee

The fee for each OCBS FTES that you declare to us is £5.63 + VAT. Any OCBS on new courses of study (i.e. where the 2018-19 data does not exist) will not be charged for, but added retrospectively to your invoice the following year.

## Secure Access

In line with the Licence terms and conditions, any access to digitised extracts for OCBS must be via a Secure Network. This also applies to any staff teaching those courses declared to us. In particular, with regard to partner organisations, please note that no other OCBS or staff may have access to such extracts.

## Reporting of Digital Copies

Copies made for OCBS should be reported in exactly the same way as for your main FTES, each June. If your HEI is a DCS user, this process will be automated, and we are in discussions with Talis to ensure the same applies for TADC users. If your HEI reports to us manually, you will need to include copies made for OCBS in your reporting spreadsheet. Please note, there is no requirement to identify which of those students Digital Copies are made available to are OCBS.

## CLA Higher Education Licence Terms and Conditions

Don't forget that all the other terms and conditions of the CLA HE Licence continue to apply.

## Feedback and evaluation

During the Licence term, CLA and CNAC will continue to review the element of OCBS coverage, including any perceived deficiencies in this element of coverage. We welcome feedback and questions at any time.

## Please note!

CLA has no mandate to permit the making of further copies outside of the UK; such copying is subject to local laws (and indeed, possibly exceptions), and there may also be a need or option to secure permission directly with a rightsholder or via a local licensing/collecting society.

## Further Information

If you have any further questions, or require any further information, please contact our Customer Services Team at [education.customers@cla.co.uk](mailto:education.customers@cla.co.uk)