Policy on Intercollegiate Study

Introduction

1. The Regulations for Taught Programmes of Study Regulation 11.9 provides for undergraduate Birkbeck students to undertake study at other Colleges and Institutes of the University of London as part of their programme of study:

   "At the discretion of the programme leader an undergraduate student may enrol on modules offered by other Colleges and Institutes of the University of London (intercollegiate study). Overall module results for no more than 50% of the credits taken through intercollegiate study may be counted towards a degree classification."

   For the purposes of this policy such study will be referred to as "intercollegiate study". The College or Institute responsible for delivery of the module(s) in question will be referred to as "accepting institution".

2. Students of other Colleges and Institutes of the University of London may also undertake study at Birkbeck, subject to the rules and regulations of their home institution. For the purposes of this policy these students will be referred to as "incoming students".

3. This Policy outlines the way that intercollegiate study will be treated with reference to the students’ programme of study and the rules, regulations and policies applicable for incoming students. It will also outline fee payment arrangements for both outgoing and incoming students.

4. This Policy does not apply to postgraduate taught students or to undergraduate students studying at institutions outside of the University of London; Birkbeck students will not normally be able to study at institutions outside of the University as part of their Birkbeck programme of study. In exceptional circumstances, where such study has been agreed by the relevant sub-board of examiners, applicable rules and regulations should be agreed at the outset.

Applying for Intercollegiate Study

5. Birkbeck Students wishing to undertake intercollegiate study towards their Birkbeck award must apply to the relevant sub-board of examiners (or individual designated by the sub-board such as the programme director). Intercollegiate study will only be considered towards a Birkbeck award where the written approval of the sub-board of examiners has been obtained prior to the commencement of study. The sub-board of examiners, or its designated individual, may reject any such application; there is no provision for appeal against any such decision.

Treatment of Module Results

6. All credit obtained towards a Birkbeck award, and any marks obtained for intercollegiate study, are subject to approval by the sub-board of examiners responsible for the Birkbeck award that the student is registered to. The level of study, credit obtained and mark awarded for any intercollegiate study undertaken by a student on a Birkbeck programme of study will be reported to the College; the sub-board of examiners with responsibility for any award may choose to adjust the amount of credit awarded, any marks awarded or the level of study where they consider that such an adjustment is appropriate to ensure consistency of standards across the programme.
7. Module results will normally be considered towards degree classification as outlined in the Regulations for Taught Programmes of Study, depending on the level of study of the module and any decision on the treatment of such results, as referred to in paragraph 6 of this Policy.

Policies and Procedures Applicable for Intercollegiate Study

8. Academic policies and procedures in force at the accepting institution, including policies on double and anonymous marking, appeals, mitigating circumstances and external examining will take precedence over Birkbeck policies for all intercollegiate study, except where referred to below.

9. Where any assessment offence is reported to Birkbeck by the accepting institution, the College reserves the right to consider that offence under its Assessment Offence Policy and Code of Student Discipline.

10. Complaints relating to the provision of any module taken as intercollegiate study will be considered by the accepting institution in accordance with its own complaints policies and procedures.

11. The College reserves the right to apply its Code of Student Discipline where any contravention of that Code is reported to it by the accepting institution.

Fee Arrangements for Intercollegiate Study

12. Accepting institutions may apply a fee to Birkbeck students taking modules at their institution. The student will normally be liable for any such fee.

13. There will not normally be a reduction of fees for any Birkbeck student undertaking intercollegiate study.

14. The College will normally charge a pro-rata fee for incoming students, equivalent to the normal fee for the programme that the module(s) in question form part of.

Policies and Procedures Applicable to Incoming Students

15. The College will report any marks obtained by incoming students to their home institution, along with the credit obtained and level of study. The home institution will have discretion to adjust such marks, the credit obtained and level of study in accordance with their own policies. All such marks and awards will be subject to the College’s own academic policies, including policies on double and anonymous marking, appeals, mitigating circumstances and external examining.

16. The College will consider any allegations of assessment offences, or contraventions of its Code of Student Discipline, in accordance with its own Policies. All outcomes of such procedures will be reported to the student’s home institution.

17. The College will consider any complaint from incoming students about the provision made for those students by the College in accordance with its Student Complaints Policy and Procedure.
Academic Board / Strategic Planning Committee
October 2012