

## Policy on Intercollegiate Study

### Introduction

1. Undergraduate and postgraduate taught Birkbeck students are able to undertake study at other member institutions of the University of London as part of their programme of study at the discretion of the programme director. For the purposes of this policy such study will be referred to as “intercollegiate study” and such students will be referred to as “outgoing students”. The member institution responsible for delivery of the module(s) in question will be referred to as the “accepting institution”.
2. Students of other member institutions 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”. The member institution responsible for delivery of the module(s) in question will be referred to as the “home institution”.
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 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 unless it is part of an agreed collaboration, including study abroad. In these cases, the study is not covered by this Policy.

### Applying for Intercollegiate Study

5. Birkbeck students wishing to undertake intercollegiate study towards their Birkbeck award must apply to the relevant programme director. Intercollegiate study will only be considered towards a Birkbeck award where the written approval of programme director has been obtained prior to the commencement of the intercollegiate study. The programme director may reject any such application; there is no provision for appeal against any such decision.

### Credits and Results

6. Undergraduate students are normally able to count a maximum of 60 credits of intercollegiate study towards a Birkbeck award, with a maximum of 30 credits at each level. Postgraduate taught students are normally able to count a maximum of 30 credits of intercollegiate study towards a Birkbeck award.
7. 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 to which the student is registered. 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 relevant Sub-Board of Examiners at Birkbeck and added to the student's record.<sup>1</sup>

8. Module results will normally be considered towards degree classification as outlined in the Regulations for Taught Programmes of Study.

### **Policies and Procedures Applicable to Outgoing Students**

9. Academic policies and procedures in force at the accepting institution, including policies on marking and moderation, appeals, mitigating circumstances and external examining, will take precedence over Birkbeck policies for all intercollegiate study, except where referred to below.
10. Where any assessment offence is reported to Birkbeck by the accepting institution, the College reserves the right to consider that offence under its Assessment Offences Policy.
11. 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.
12. Birkbeck reserves the right to apply its Student Discipline Policy where any contravention of that Policy is reported to it by the accepting institution.

### **Policies and Procedures Applicable to Incoming Students**

13. Birkbeck will report any marks obtained by incoming students to their home institution, along with the credit obtained and level of study. All such marks and awards will be subject to Birkbeck's own academic policies, including policies on marking and moderation, appeals, mitigating circumstances and external examining.
14. Birkbeck will consider any allegations of assessment offences, or contraventions of its Student Discipline Policy, in accordance with its own Policies. All outcomes of such procedures will be reported to the student's home institution.
15. Birkbeck will consider any complaint from incoming students about the provision made for those students in accordance with its Student Complaints Policy and Procedure.

### **Fee Arrangements for Intercollegiate Study**

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1. Only in exceptional circumstances, the sub-board of examiners with responsibility for any award may recommend an adjustment to the amount of credit awarded; to 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. The Chair of the relevant College Board would have responsibility for approval of any recommendations.

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16. Students will not normally be charged directly for fees for taking intercollegiate modules but accepting institutions may charge fees to the home institution.
17. Fee arrangements should be agreed with the receiving or sending institution before any students are accepted onto an intercollegiate module.
18. Birkbeck will normally charge a pro-rata fee to the home institution of the incoming students, equivalent to the normal fee for the programme to which the module(s) in question belong.
19. For any Birkbeck student undertaking intercollegiate study there will be no change to their tuition fees; students will not be charged more or less by Birkbeck if they undertake intercollegiate study.

### **Procedure**

20. Programme teams should liaise with Registry to ensure intercollegiate modules and incoming students are recorded on the student record system prior to the start of any intercollegiate module.

Academic Board  
May 2018