

CLA HIGHER EDUCATION LICENCE
Optional Add-on for Overseas Campus-based Students

Extended Pilot: 1 August 2018– 31 July 2019

GUIDELINES

Background

CLA is pleased to have been able to provide coverage for overseas Distance Learners (those students studying remotely with a UK HEI, with no or minimal contact hours) for a number of years. However, there has been no facility specifically to charge for overseas ***campus-based*** students (based either at an overseas campus of a UK HEI or of a third-party organisation with whom a UK HEI is in partnership) under the Licence, and any such students reported by state-funded HEIs to HESA have, therefore, been excluded from CLA's invoicing figures. The relevant HESA categories are listed below.

- (a) 'Registered Reporting Institution – studying overseas for UK HEI award at overseas campus of Reporting Institution' – i.e. those students studying at an overseas branch campus of a UK HEI;
- (b) 'Registered Reporting Institution – studying overseas for UK HEI award other than at an overseas campus of Reporting Institution' – i.e. covering collaborative/franchised provisions, consortia, joint awards and partner organisations.

In response to an identified need, and following negotiations, CLA and UUK/GuildHE has operated a pilot since 2014 for an optional add-on to the standard tariff, for the charging of overseas campus-based students ('OCBS') - regardless of whether these students were based at an overseas campus of a UK HEI or of a third-party organisation with whom the UK HEI was in partnership.

Following discussions between CLA and the UUK/GuildHE Copyright Negotiation and Advisory Committee (CNAC), the OCBS Pilot will now be extended to cover a further academic year, with an effective term of 1 August 2018 – 31 July 2019. It is hoped that from 1 August 2019 a new optional licence add-on will become available.

We are pleased to confirm that staff teaching those courses on which declared OCBS are enrolled will also be covered under the Pilot.

Pilot participation

CLA sent a formal 'Invitation to Participate' to all HE licensees in September 2018. In order to participate in the Pilot, your HEI must return the 'Pilot Participation Statement' to CLA by e-mail by 30 November 2018. The Pilot is intended to test as full a range of requirements and issues as possible. Participation is optional; however, in order to make the most of the Pilot, we hope that as many HEIs as possible will participate.

Your HEI may participate in the Pilot to secure CLA coverage for some or all of its OCBS, together with those staff who are teaching the courses declared.

Eligibility

Students for coverage must:

- Be enrolled on a Course of Study that leads to a UK HE qualification.
- Be registered with your HEI, and, if your HEI is state-funded, reported to HESA.
- 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).

Administration

As outlined above, OCBS are students that are registered at your HEI, but - under a range of possible models - based at a campus overseas (this could be the campus of an overseas branch of your HEI, or of a third-party organisation with whom your HEI is in partnership).

OCBS will be covered via a named Course of Study, but can also be covered at degree-programme level or campus level, depending on the way your courses are organised and your specific licensing requirements – whichever is the most suitable for your individual circumstances (for example, according to the way your courses are organised and to avoid the possibility of double-counting). If you would like to discuss this in more detail, please contact us.

OCBS Declaration

On receipt of your Pilot Participation Statement, we will send you a short Declaration Form (a specimen version of which is available on our website), which you should complete and return to us no later than 31 January 2019.

You should enter data for the academic year 2017-18 (i.e. the *previous* academic year), listing:

- (1) Those courses of study (and/or degree programmes, and/or campuses, according to your HEI's individual circumstances) for which coverage is required.
- (2) A headcount of students enrolled on the above courses (and/or at the above degree programmes of and/or campuses) to be covered.
- (3) The location (by country) of the relevant overseas campuses.

For new Courses of Study (i.e. where the 2017-18 data does not exist), instead of declaring data please state 'NEW COURSE' next to the name of the course on the Declaration.

On receipt of your Declaration, CLA will arrange for your institution to be invoiced.

There is no need to declare numbers of staff teaching your declared courses.

Fee

The fee for the Pilot will remain at **£2.53 + VAT per Full Time Overseas Campus-Based Student Equivalent**; please see the following background notes.

1. To encourage participation in the Pilot, a rate was agreed of 50% of the standard FTES fee for 2013-16 (£7.22) – resulting in a fee of £3.61.
2. Since FTES data is not available for OCBS, following research it was further agreed that CLA will convert each OCBS declared to a Full Time Overseas Campus-Based Student Equivalent by charging a 70% proportion of £3.61 – resulting in the Pilot fee stated in bold above.
3. This fee is for the duration of the Pilot only – any future rate for OCBS will be negotiated between CLA and UUK/GuildHE, taking into consideration information obtained from the Pilot.
4. Any *new* Courses of Study (i.e. where the 2017-18 data does not exist) will not be charged for under the Pilot; in line with standard CLA practice, they will be charged for retrospectively under any continuing licensing arrangements for OCBS from 1 August 2019.

Reporting of Digital Copies

You should report to us in June 2019.

1. On receipt of your Participation Statement, we will send you an OCBS Digital Form (a specimen version of which is available on our website).
2. On the OCBS Digital Form, please list those Courses of Study for which Digital Copies were made available, how many OCBS were taking each such Course of Study, and the ISN of the publication from which each Digital Copy was made.
3. The completed OCBS Digital Form should be sent to hescan@cla.co.uk on or before 15 June 2019.

CLA Higher Education Licence Terms and Conditions

Remember that the standard CLA Higher Education Licence Terms and Conditions apply.

For example, regarding source editions, remember that copies may be made from:

- a printed book, journal or magazine owned by your HEI;
- a copyright fee paid copy;
- a wide range of digital material such as online magazines, e-books and certain website materials.

Feedback and evaluation

In May 2019, CLA will ask all participating HEIs to complete an e-survey to help with the evaluation of the Pilot. There will also be the option to take part in a feedback session hosted by CLA. In addition, remember that CLA welcomes feedback and questions at any time.

Please note

CLA cannot license the making of further copies outside of the UK (such copying is subject to local laws, and there may also be a need or option to secure permission directly with a rightsholder or via a local licensing agency).

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.

OPTIONAL OVERSEAS CAMPUS-BASED STUDENTS ADD-ON: EXTENDED PILOT TIMELINE

Actions for HEIs are highlighted.

Date	Action
September 2018	<p>CLA issues <i>Invitation to Participate</i></p> <ul style="list-style-type: none"> - Sent to all UK HEIs under Licence - Guidelines - Pilot requirements outlined for HEIs to agree to - Information uploaded onto the CLA HE website at https://www.cla.co.uk/higher-education-licence
(On or before) 30 November 2018	<p>In response to Invitation to Participate, participating HEIs to return <i>Pilot Participation Statement</i></p> <ul style="list-style-type: none"> - HEIs agree to: <ul style="list-style-type: none"> o On or before 31 January 2019, submit OCBS data from the academic year 2017-2018 for those courses/programmes/campuses to be covered (an invoice based on this information will then be generated by CLA) via the Declaration Form. o On or before 15 June 2019, report usage made under the Pilot via the OCBS Digital Form (for the purposes of reviewing usage under the Pilot and helping to evaluate it).
(On or before) 31 January 2019	<p>Participating HEIs to submit completed Declaration Form to CLA, after which an invoice will be issued.</p>
(On or before) 15 June 2019	<p>Participating HEIs to submit:</p> <ul style="list-style-type: none"> - Completed OCBS Digital Form - i.e. a list of Courses of Study that have been supplied with Digital Copies from 1 August 2018, together with an estimated number of OCBS to whom they have been made available and the relevant ISNs.
May – June 2019	<p>Feedback and evaluation of pilot</p> <ul style="list-style-type: none"> - E-survey - Feedback and evaluation session
August 2019	<p>Subject to outcomes of Pilot and negotiations between CLA and the UUK/GuildHE Copyright Negotiation and Advisory Committee (CNAC), OCBS add-on goes live.</p>