

Dear Customer

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

INVITATION TO PARTICIPATE IN EXTENDED PILOT 2018-19

I write to invite your institution to participate in the further extended Pilot for the optional coverage of overseas campus-based students ('OCBS') under the terms of the CLA Higher Education Licence.

The extended Pilot will run until 31 July 2019, after which it is hoped a new optional licence add-on will become available following consultation with the Universities UK / GuildHE Copyright Negotiation and Advisory Committee (CNAC).

OCB students could be based at the overseas branch campus of a UK HEI, or at the campus of an overseas organisation with whom a UK HEI is in partnership (including collaborative/franchised provisions, consortia and joint awards).

The effective term of the extended Pilot will be 1 August 2018 – 31 July 2019.

Participation is optional. If you do wish to participate, you may opt to cover some or all of your overseas campus-based students. To be eligible for coverage, such students 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).

Together with this Invitation you will find a set of Guidelines, which provide details on the administration of the Pilot, together with a Pilot Participation Statement. Please read these carefully.

If you wish to take part in the Pilot, please indicate this by returning to us the attached Pilot Participation Statement by [e-mail](#) as soon as possible, and in any case no later than 30 November 2018.

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

All documentation regarding the Pilot is available on our website at <https://www.cla.co.uk/higher-education-licence>.

If you have any questions at this stage, please contact Sarah Brear at sarah.brear@cla.co.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read 'James Bennett', written in a cursive style.

James Bennett
Head of Rights and Licensing