

PROCEDURES FOR INTERCOLLEGIATE TEACHING

SOAS, LSE and the Institute of Education charge Goldsmiths tuition fees for our students – see point 8

A. Goldsmiths students wishing to take a course at another School or Institute of the University.

1. Provided the Head of Department or authorised tutor agrees and provided the regulations for the programme of study permit, a student may take a course offered by another School or Institute of the University in lieu of a course at Goldsmiths.
2. The onus is upon the student to approach the relevant School or Institute (having obtained the agreement of the Head of Department) and request a copy of their application form for intercollegiate study. Each institution should have its own form which must be completed in accordance with any notes for guidance and must contain the signature of the Head of Department from that School.
3. The Head of Department or authorised tutor at Goldsmiths is required to sign the application form indicating agreement to the student studying elsewhere.
4. When the Head of Department or authorised tutor signs the form, **the form must be sent to the Deputy Head of Assessments** who will sign (if required) then send to the appropriate institution. The Department may also wish to retain a copy.
5. The Deputy Head of Assessments will retain a copy of the form in the Assessments Office.
6. Some Schools and Institutes are now charging for intercollegiate students and Departments should be aware that this tuition fee will be deducted from the student tuition fees that are normally allocated to the Department.

B. Students from another School or Institute of the University wishing to take a course at Goldsmiths College.

1. If you are approached by a student from another College or Institute of the University asking to take a course within a programme of study offered in your Department and if you are in agreement to their joining that course, give them a copy of the attached form for completion.
2. Sections A and B must be completed by the student, section B is countersigned by an authorized signatory within the Student's home Department. Section C relating to fees, must be completed by the authorised administrator or academic of the '**sending**' institution. Section D must be completed by the appropriate authorized signatory in the receiving department at Goldsmiths. Section E must be completed by the Deputy Head of Assessments only after sections A B C and D have been completed.
3. Once sections A, B, C & D are completed the form should be sent to the Deputy Head of Assessments .
4. The Deputy Head of Assessments will check that the form is correctly completed, sign it and will send a copy to:
 - Registry of the 'sending' institution
 - Relevant Department(s) in Goldsmiths
 - Student Enrolment and Records Office
 - Goldsmiths Library
 - Student

FORMS AVAILABLE AT <http://www.goldsmiths.ac.uk/registry/pdfs/intercollegiateform.pdf>

Intercollegiate Students Application and Departmental Contact Form

Registration for a course of study at Goldsmiths

Application form for students from another institution wishing to take a course (course unit or other) at Goldsmiths.

PERSONAL DETAILS (Please use block capitals)

SECTION A

Name:	Title:
Student Number:	Date Of Birth:
Term Time Address:	Home Address:
Post Code:	Post Code:
Telephone Number: Home: Mobile:	Email:

STUDY DETAILS (Please use block capitals)

SECTION B

Name Of University:	Degree Programme (Full Title):
Course To Be Taken At Goldsmiths Title:	Code: Value:
Department Offering Course:	Name Of Tutor:
Start Date:	Finish Date:

STUDENT DECLARATION

I confirm that I have read and understood the current General Regulations at <http://www.gold.ac.uk/regulations/>. I confirm that all details on this form are correct, and understand that personal data held by the College may be stored in paper/and or electronic form in accordance with the provision of the Data Protection Act (1998), and for the purposes outlined in the College's Data Collection Notice (<http://www.gold.ac.uk/data-protection/>).

Student Signature:	Date:
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Authorisation of Arrangement by 'sending' Institution**SECTION C**

Name and signature of authorised member of staff (e.g. Head of Department) authorising the student named above to study at Goldsmiths:

Name (Please Print):	Department:
Signature:	Date:

Authorisation of Arrangement by 'sending' Institution**SECTION D**

Name and signature of authorised appropriate Administrative Officer confirming that the 'sending' institution will accept the relevant charge (if any) as laid down by Goldsmiths in respect of the studies:

Fee Status of Student: **UK/EU** **or** **OVERSEAS (delete as applicable)**

If UK/EU, indicate fee level **£1285** **or** **£3225** **(delete as applicable)**

Name (Please Print):	Department:
Signature:	Date:

Authorisation of arrangement by Academic Department of Goldsmiths**SECTION E**

(To be signed only after completion of sections A, B & C)

Name and signature of authorised member of staff (e.g. Head of Department) accepting the student named above to study at Goldsmiths indicating approval of the arrangements set out above:

Name (Please Print):	Department:
Signature:	Date:

Goldsmiths Student Services (Student Services Use Only)

Signature Of Deputy Head of Assessments: (In Acknowledgement Of Action Taken)	Date:
Copy To:	
Enrolments and Records:	Student:
Library:	Sending Institution: