

Higher Education Licence

Annual Schedule for Reporting Digital Copies

This schedule outlines the reporting cycle for Digital Copies (produced by scanning from print or by copying from Digital Material) under the current CLA HE Licence.

For the period 1 June 2020 – 31 May 2023, the reporting cycle will continue along similar lines as previously, and is set out below. Please note that if your HEI is signed up to CLA’s Digital Content Store or an analogous system (e.g. Talis Aspire Copyright Clearance), your reporting will be automated.

- Each year, your HEI must report all new Digital Copies that have been **made** during the previous 1 June – 31 May reporting period.
- In addition, once during the three-year cycle your HEI will additionally be required to report all Digital Copies **carried over** from a previous year but used in the immediately preceding period of 1 June – 31 May. This report should include any renewals which are available but were produced in a previous reporting period.

These reports should be made to CLA on or before 15 June, or nearest preceding working day.

Please refer to the following schedule to determine when your institution will need to report either **New only** or **All** digital copies.

1. UUK/GuildHE member HEIs

a. Group 1

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
Aberystwyth University	HEI	All	New only	New only
AECC University College	HEI	All	New only	New only
Anglia Ruskin University	HEI	All	New only	New only
Arts University Bournemouth	HEI	All	New only	New only
Aston University	HEI	All	New only	New only
Bangor University	HEI	All	New only	New only
Bath Spa University	HEI	All	New only	New only
Birkbeck, University of London	HEI	All	New only	New only
Birmingham City University	HEI	All	New only	New only
Bishop Grosseteste University	HEI	All	New only	New only
Bournemouth University	HEI	All	New only	New only
Brunel University London	HEI	All	New only	New only
Buckinghamshire New University	HEI	All	New only	New only
Canterbury Christ Church University	HEI	All	New only	New only
Cardiff Metropolitan University	HEI	All	New only	New only
Cardiff University	HEI	All	New only	New only
City, University of London	HEI	All	New only	New only
Coventry University	HEI	All	New only	New only
Cranfield University	HEI	All	New only	New only

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
De Montfort University	HE1	All	New only	New only
Durham University	HE1	All	New only	New only
Edge Hill University	HE1	All	New only	New only
Edinburgh Napier University	HE1	All	New only	New only
Falmouth University	HE1	All	New only	New only
Glasgow Caledonian University	HE1	All	New only	New only
Glasgow School of Art	HE1	All	New only	New only
Glyndwr University	HE1	All	New only	New only
Goldsmiths, University of London	HE1	All	New only	New only
Guildhall School of Music & Drama	HE1	All	New only	New only
SRUC	HE1	All	New only	New only
University College of Osteopathy	HE1	All	New only	New only
University of Aberdeen	HE1	All	New only	New only
University of Abertay Dundee	HE1	All	New only	New only
University of Bath	HE1	All	New only	New only
University of Bedfordshire	HE1	All	New only	New only
University of Birmingham	HE1	All	New only	New only
University of Bradford	HE1	All	New only	New only
University of Brighton	HE1	All	New only	New only
University of Bristol	HE1	All	New only	New only
University of Buckingham	HE1	All	New only	New only
University of Cambridge	HE1	All	New only	New only
University of Central Lancashire	HE1	All	New only	New only
University of Chester	HE1	All	New only	New only
University of Chichester	HE1	All	New only	New only
University of Cumbria	HE1	All	New only	New only
University of Derby	HE1	All	New only	New only
University of Dundee	HE1	All	New only	New only
University of East Anglia	HE1	All	New only	New only
University of East London	HE1	All	New only	New only
University of Edinburgh	HE1	All	New only	New only
University of Essex	HE1	All	New only	New only
University of Exeter	HE1	All	New only	New only
University of Glasgow	HE1	All	New only	New only
University of Gloucestershire	HE1	All	New only	New only
University of Greenwich	HE1	All	New only	New only

b. Group 2

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
Harper Adams University	HE2	New only	All	New only
Heriot-Watt University	HE2	New only	All	New only
Imperial College of Science, Technology and Medicine	HE2	New only	All	New only
Keele University	HE2	New only	All	New only
King's College London	HE2	New only	All	New only
Kingston University	HE2	New only	All	New only
Lancaster University	HE2	New only	All	New only
Leeds Arts University	HE2	New only	All	New only
Leeds Beckett University	HE2	New only	All	New only
Leeds College of Music	HE2	New only	All	New only
Leeds Trinity University	HE2	New only	All	New only
Liverpool Hope University	HE2	New only	All	New only
Liverpool Institute for Performing Arts	HE2	New only	All	New only
Liverpool John Moores University	HE2	New only	All	New only
London Business School	HE2	New only	All	New only
London Metropolitan University	HE2	New only	All	New only
London School of Hygiene & Tropical Medicine	HE2	New only	All	New only
London South Bank University	HE2	New only	All	New only
Loughborough University	HE2	New only	All	New only
Manchester Metropolitan University	HE2	New only	All	New only
Middlesex University	HE2	New only	All	New only
Newman University	HE2	New only	All	New only
Northumbria University	HE2	New only	All	New only
Norwich University of the Arts	HE2	New only	All	New only
Nottingham Trent University	HE2	New only	All	New only
Oxford Brookes University	HE2	New only	All	New only
The Open University	HE2	New only	All	New only
University of Hertfordshire Higher Education Corporation	HE2	New only	All	New only
University of Huddersfield	HE2	New only	All	New only
University of Hull	HE2	New only	All	New only
University of Kent	HE2	New only	All	New only
University of Leeds	HE2	New only	All	New only
University of Leicester	HE2	New only	All	New only
University of Lincoln	HE2	New only	All	New only

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
University of Liverpool	HE2	New only	All	New only
University of London – Institutes, Activities and International Programme	HE2	New only	All	New only
University of Manchester	HE2	New only	All	New only
University of Newcastle Upon Tyne	HE2	New only	All	New only
University of Northampton	HE2	New only	All	New only
University of Nottingham	HE2	New only	All	New only
University of Oxford	HE2	New only	All	New only
University of Plymouth	HE2	New only	All	New only
University of Portsmouth	HE2	New only	All	New only

c. Group 3

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
London School of Economics and Political Science (LSE)	HE3	New only	New only	All
Queen Margaret University, Edinburgh	HE3	New only	New only	All
Queen Mary University of London	HE3	New only	New only	All
Queen's University of Belfast	HE3	New only	New only	All
Ravensbourne University London	HE3	New only	New only	All
Regent's University London	HE3	New only	New only	All
Regent's University London	HE3	New only	New only	All
Robert Gordon University	HE3	New only	New only	All
Rose Bruford College of Theatre and Performance	HE3	New only	New only	All
Royal Academy of Music	HE3	New only	New only	All
Royal Agricultural University	HE3	New only	New only	All
Royal College of Art	HE3	New only	New only	All
Royal College of Music	HE3	New only	New only	All
Royal Conservatoire of Scotland	HE3	New only	New only	All
Royal Holloway and Bedford New College	HE3	New only	New only	All
Royal Veterinary College	HE3	New only	New only	All
Sheffield Hallam University	HE3	New only	New only	All
SOAS, University of London	HE3	New only	New only	All
Solent University	HE3	New only	New only	All
St George's, University of London	HE3	New only	New only	All
St Mary's University, Twickenham	HE3	New only	New only	All
St. Mary's University College (Belfast)	HE3	New only	New only	All

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
Staffordshire University	HE3	New only	New only	All
Swansea University	HE3	New only	New only	All
Tavistock & Portman NHS Trust	HE3	New only	New only	All
Teesside University	HE3	New only	New only	All
The Royal Central School of Speech & Drama	HE3	New only	New only	All
The University of Bolton	HE3	New only	New only	All
Trinity Laban Conservatoire of Music and Dance	HE3	New only	New only	All
University College Birmingham	HE3	New only	New only	All
University College London	HE3	New only	New only	All
University for the Creative Arts	HE3	New only	New only	All
University of Reading	HE3	New only	New only	All
University of Roehampton	HE3	New only	New only	All
University of Salford	HE3	New only	New only	All
University of Sheffield	HE3	New only	New only	All
University of South Wales	HE3	New only	New only	All
University of Southampton	HE3	New only	New only	All
University of St Andrews	HE3	New only	New only	All
University of St Mark and St John (Plymouth Marjon University)	HE3	New only	New only	All
University of Stirling	HE3	New only	New only	All
University of Strathclyde	HE3	New only	New only	All
University of Sunderland	HE3	New only	New only	All
University of Surrey	HE3	New only	New only	All
University of Sussex	HE3	New only	New only	All
University of the Arts London	HE3	New only	New only	All
University of the Highlands and Islands	HE3	New only	New only	All
University of the West of England	HE3	New only	New only	All
University of The West of Scotland	HE3	New only	New only	All
University of Ulster	HE3	New only	New only	All
University of Wales Trinity Saint David	HE3	New only	New only	All
University of Warwick	HE3	New only	New only	All
University of West London	HE3	New only	New only	All
University of Westminster	HE3	New only	New only	All
University of Winchester	HE3	New only	New only	All
University of Wolverhampton	HE3	New only	New only	All
University of Worcester	HE3	New only	New only	All
University of York	HE3	New only	New only	All

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
Writtle University College	HE3	New only	New only	All
York St John University	HE3	New only	New only	All

2. Independent HEIs

a. Group 1

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
Accent International	HE1	All	New only	New only
All Nations Christian College	HE1	All	New only	New only
All Saints Centre for Mission and Ministry	HE1	All	New only	New only
Al-Maktoum College of Higher Education	HE1	All	New only	New only
Architectural Association School of Architecture	HE1	All	New only	New only
Arden University Ltd	HE1	All	New only	New only
Association for Cognitive Analytic Therapy	HE1	All	New only	New only
Ballet West	HE1	All	New only	New only
Belfast Bible College	HE1	All	New only	New only
Bird College	HE1	All	New only	New only
Birmingham Systemic Training Programme	HE1	All	New only	New only
Boston University Study Abroad	HE1	All	New only	New only
BPP University Limited	HE1	All	New only	New only
Bristol Baptist College	HE1	All	New only	New only
Bristol Old Vic Theatre School	HE1	All	New only	New only
British & Irish Modern Music Institute	HE1	All	New only	New only
British American Drama Academy	HE1	All	New only	New only
British College of Osteopathic Medicine	HE1	All	New only	New only
British Paediatric Neurology Association	HE1	All	New only	New only
British Psychotherapy Foundation	HE1	All	New only	New only
Cambridge Theological Federation	HE1	All	New only	New only
Central School Of Ballet Charitable Trust Ltd	HE1	All	New only	New only
Chartered Institute of PR Training (CIPR)	HE1	All	New only	New only
Chaucer College	HE1	All	New only	New only
Christ the Redeemer College	HE1	All	New only	New only
Christie's Education	HE1	All	New only	New only
CIM Academy	HE1	All	New only	New only

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
City & Guilds of London Art School	HE1	All	New only	New only
Cliff College	HE1	All	New only	New only
College of Integrated Chinese Medicine	HE1	All	New only	New only
College of the Resurrection	HE1	All	New only	New only
Contemporary Institute of Clinical Sexology	HE1	All	New only	New only
Cornhill Scotland	HE1	All	New only	New only
Courtauld Institute of Art	HE1	All	New only	New only
Dyslexia Action	HE1	All	New only	New only
Edgehill Theological College	HE1	All	New only	New only
ESCP Europe Business School	HE1	All	New only	New only
European School of Economics	HE1	All	New only	New only
European School of Osteopathy	HE1	All	New only	New only
Fairfield School of Business	HE1	All	New only	New only
Girne American University Canterbury	HE1	All	New only	New only
Global Education Oregon in London	HE1	All	New only	New only
Harlaxton College	HE1	All	New only	New only
Hult International Business School	HE1	All	New only	New only
Human Development Scotland	HE1	All	New only	New only
Imperial Society of Teachers of Dancing	HE1	All	New only	New only
King's School of Theology, Salt and Light Ministries	HE1	All	New only	New only
London Academy of Music and Dramatic Art (LAMDA)	HE1	All	New only	New only
Matrix College Of Counselling And Psychotherapy Ltd	HE1	All	New only	New only
Middlebury College CMRS Oxford Humanities Program	HE1	All	New only	New only
Spectrum Learn & Develop Ltd (SLD Training)	HE1	All	New only	New only
Sutherland Cranial College of Osteopathy	HE1	All	New only	New only
Tavistock Institute of Human Relations	HE1	All	New only	New only
The London College	HE1	All	New only	New only
The Psychosynthesis Trust	HE1	All	New only	New only
Tilsley College	HE1	All	New only	New only
Western International College Ltd	HE1	All	New only	New only

b. Group 2

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
Advance HE	HE2	New only	All	New only
Bloomsbury Institute Limited	HE2	New only	All	New only
Cumbria Christian Learning	HE2	New only	All	New only
IES London	HE2	New only	All	New only
Institute for Arts in Therapy & Education Limited	HE2	New only	All	New only
Institute of Development Studies	HE2	New only	All	New only
Institute of Family Therapy	HE2	New only	All	New only
Institute of Practitioners in Advertising	HE2	New only	All	New only
International Business College Manchester	HE2	New only	All	New only
INTO London World Education Centre	HE2	New only	All	New only
Ithaca College	HE2	New only	All	New only
Karuna Institute	HE2	New only	All	New only
Leo Baeck College	HE2	New only	All	New only
Limkokwing University of Creative Technology	HE2	New only	All	New only
Liverpool School of Tropical Medicine	HE2	New only	All	New only
London College of International Business Studies	HE2	New only	All	New only
London Contemporary Dance School	HE2	New only	All	New only
London Institute of Banking & Finance	HE2	New only	All	New only
London School of Management Education	HE2	New only	All	New only
London School of Science & Technology	HE2	New only	All	New only
London School of Theology	HE2	New only	All	New only
London Studio Centre	HE2	New only	All	New only
Luther King House Educational Trust	HE2	New only	All	New only
Maryvale Institute	HE2	New only	All	New only
Mattersey Hall Bible College	HE2	New only	All	New only
Moorlands College	HE2	New only	All	New only
Mountview Academy of Theatre Arts	HE2	New only	All	New only
Navitas UK Holdings Limited	HE2	New only	All	New only
Nazarene Theological College	HE2	New only	All	New only
New College of the Humanities	HE2	New only	All	New only
Nordoff Robbins Music Therapy	HE2	New only	All	New only
Norland College	HE2	New only	All	New only
North Cotes College	HE2	New only	All	New only
Northern School of Contemporary Dance	HE2	New only	All	New only

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
Numerica Risk Management & Consulting Ltd (SIRM)	HE2	New only	All	New only
NYU in London	HE2	New only	All	New only
Oak Hill College Library	HE2	New only	All	New only
Oxford Business College	HE2	New only	All	New only
Oxford Centre for Mission Studies	HE2	New only	All	New only
Pearson College London	HE2	New only	All	New only
Plymouth College of Art	HE2	New only	All	New only
Real Group Ltd	HE2	New only	All	New only
Redcliffe College	HE2	New only	All	New only
Regents Theological College	HE2	New only	All	New only
Richmond The American International University In London	HE2	New only	All	New only
Ripon College Cuddesdon	HE2	New only	All	New only
Roffey Park Institute Ltd	HE2	New only	All	New only
Royal Academy of Dance	HE2	New only	All	New only
Royal Northern College of Music	HE2	New only	All	New only
Swedenborg Open Learning Centre - The New Church College	HE2	New only	All	New only
The British Psychoanalytic Association	HE2	New only	All	New only
The Institute of Health Studies	HE2	New only	All	New only
The Queen's Foundation for Ecumenical Theological Education	HE2	New only	All	New only
Thinkspace Education	HE2	New only	All	New only

c. Group 3

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
Aga Khan Library, London	HE3	New only	New only	All
AMD Learning Centre and Tutoring	HE3	New only	New only	All
Anna Freud Centre	HE3	New only	New only	All
Art Academy London	HE3	New only	New only	All
Bader International Study Centre	HE3	New only	New only	All
Best Practice Network	HE3	New only	New only	All
CAPA The Global Education Network	HE3	New only	New only	All
Central and North West London NHS Foundation Trust	HE3	New only	New only	All
CIEE Study Abroad London Ltd	HE3	New only	New only	All
Diocese of Guildford - Local Ministry Programme	HE3	New only	New only	All

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
Edinburgh Theological Seminary	HE3	New only	New only	All
ForMission College	HE3	New only	New only	All
HCUK Ltd T/A The Tes Institute	HE3	New only	New only	All
Higher Education Department	HE3	New only	New only	All
ICMP	HE3	New only	New only	All
Inntech College	HE3	New only	New only	All
Institute of Economic and Political Studies (INSTEP-WFU)	HE3	New only	New only	All
Lincoln School of Theology	HE3	New only	New only	All
London School of Academics	HE3	New only	New only	All
London School of Business & Commerce	HE3	New only	New only	All
Newbold College of Higher Education	HE3	New only	New only	All
Northern College of Acupuncture	HE3	New only	New only	All
NS3 UK Ltd (CNELM)	HE3	New only	New only	All
Oxford Centre for Religion and Public Life	HE3	New only	New only	All
Point Blank Music School	HE3	New only	New only	All
RCGP Substance Misuse and Associated Health	HE3	New only	New only	All
Royal College of Surgeons of England	HE3	New only	New only	All
SAE Education Ltd	HE3	New only	New only	All
Samford University in London	HE3	New only	New only	All
Sarum College	HE3	New only	New only	All
Scottish Episcopal Institute	HE3	New only	New only	All
Society of Analytical Psychology	HE3	New only	New only	All
Sotheby's Institute of Art - London	HE3	New only	New only	All
Spurgeon's College	HE3	New only	New only	All
St Augustine's College of Theology	HE3	New only	New only	All
St Hild College	HE3	New only	New only	All
St Mellitus College	HE3	New only	New only	All
St Padarn's Institute	HE3	New only	New only	All
St Patrick's College	HE3	New only	New only	All
St. John's Seminary	HE3	New only	New only	All
St. Stephen's House	HE3	New only	New only	All
Stanford University Centre in Oxford	HE3	New only	New only	All
Stranmillis University College	HE3	New only	New only	All
Stratford College London	HE3	New only	New only	All
SWMTC South West Ministry Training Course	HE3	New only	New only	All
Syracuse University	HE3	New only	New only	All

HEI	Group	Reporting Period		
		1 Jun 20 – 31 May 21	1 Jun 21 – 31 May 22	1 Jun 22 – 31 May 23
Tavistock Relationships	HE3	New only	New only	All
The Acupuncture Academy	HE3	New only	New only	All
The British Psychoanalytical Society	HE3	New only	New only	All
The Family Therapy Training Network	HE3	New only	New only	All
The Guild of Psychotherapists	HE3	New only	New only	All
The Institute of Cancer Research	HE3	New only	New only	All
The Institute of Group Analysis	HE3	New only	New only	All
The Islamic College	HE3	New only	New only	All
The Light Project	HE3	New only	New only	All
The London Film School	HE3	New only	New only	All
The Manor House Centre for Pyschotherapy & Counselling	HE3	New only	New only	All
The Markfield Institute of Higher Education	HE3	New only	New only	All
The Minster Centre	HE3	New only	New only	All
The Muslim College	HE3	New only	New only	All
The People Skills Business Ltd	HE3	New only	New only	All
The Prince's Foundation	HE3	New only	New only	All
The Royal Academy of Dramatic Art (RADA)	HE3	New only	New only	All
The Royal College of Physicians	HE3	New only	New only	All
The Royal Drawing School	HE3	New only	New only	All
The Royal Marsden School	HE3	New only	New only	All
The University of Law Limited	HE3	New only	New only	All
Tobias Trust Ltd T/A Tobias School of Art and Therapy	HE3	New only	New only	All
Trinity College	HE3	New only	New only	All
UCFB College of Football Business Limited	HE3	New only	New only	All
UK College of Business and Computing	HE3	New only	New only	All
Union School of Theology	HE3	New only	New only	All
Union Theological College	HE3	New only	New only	All
University College of Estate Management (UCEM)	HE3	New only	New only	All
University of Notre Dame (USA) in England	HE3	New only	New only	All
University of Suffolk	HE3	New only	New only	All
Waverley Abbey College	HE3	New only	New only	All
Westminster Theological Centre	HE3	New only	New only	All
William Booth College	HE3	New only	New only	All
WPF Therapy Limited	HE3	New only	New only	All
Wroxton College	HE3	New only	New only	All
YMCA George Williams College	HE3	New only	New only	All