

Higher Education Licence

Digital Copies Reporting Schedule 2024-25

This schedule outlines the reporting cycle for Digital Copies (produced by scanning from print or by copying from Digital Material) under the CLA HE Licence for the period 1 June 2024 – 31 May 2025. Further information on the reporting of Digital Copies is available in our Guide to Reporting and Managing Digital Copies.

The schedule applies to those HE institutions that are reporting to CLA manually. 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 and you do not need to refer to this schedule.

The period 1 June 2024 – 31 May 2025 is the final year in a three-year schedule of reporting. Your institution needs to have reported to us on or before 16 June 2025, on one of the following bases:

- **Groups 1 and 3**
'New only' - Digital Copies made during the reporting period (no need to report those in use but carried over from a previous reporting period).
- **Group 2**
'All' - All Digital Copies used during the reporting period – both new copies and those carried over from a previous reporting period, including any renewals.

Please refer to the following list to determine whether your institution needs to report 'New only' or 'All' digital copies for the period 1 June 2024 – 31 May 2025.

Please note that for subsequent reporting periods we will be reverting to annual reporting of 'All' Digital Copies for all HEIs, and the cyclical arrangements outlined in this schedule will cease.

Group 1

HEI	Group	1 June 2024 – 31 May 2025
Abertay University	HEI1	New only
Aberystwyth University	HEI1	New only
Accent International	HEI1	New only
AECC University College	HEI1	New only
All Nations Christian College	HEI1	New only
Al-Maktoum College of Higher Education	HEI1	New only
Anglia Ruskin University	HEI1	New only
Architectural Association Inc.	HEI1	New only
Arden University	HEI1	New only
Arts University Bournemouth	HEI1	New only
Aston University	HEI1	New only
Bangor University	HEI1	New only
Bath Spa University	HEI1	New only
BCNO Group (BCOM and ESO)	HEI1	New only
Belfast Bible College	HEI1	New only
Bird College	HEI1	New only
Birkbeck College	HEI1	New only
Birmingham City University	HEI1	New only
Birmingham Systemic Training Programme	HEI1	New only
Bishop Grosseteste University	HEI1	New only

HEI	Group	1 June 2024 - 31 May 2025
Boston University Study Abroad	HEI1	New only
Bournemouth University	HEI1	New only
Bristol Baptist College	HEI1	New only
Bristol Old Vic Theatre School	HEI1	New only
British American Drama Academy	HEI1	New only
British Paediatric Neurology Association	HEI1	New only
British Psychotherapy Foundation	HEI1	New only
Brunel University London	HEI1	New only
Buckinghamshire New University	HEI1	New only
Cambridge Theological Federation	HEI1	New only
Canterbury Christ Church University	HEI1	New only
Cardiff Metropolitan University	HEI1	New only
Cardiff University	HEI1	New only
Central School of Ballet Charitable Trust Ltd	HEI1	New only
City & Guilds of London Art School	HEI1	New only
City St George's, University of London (City)	HEI1	New only
Cliff College	HEI1	New only
College of Integrated Chinese Medicine	HEI1	New only
Community and College of the Resurrection	HEI1	New only
Contemporary Institute of Clinical Sexology	HEI1	New only
Cornhill Scotland	HEI1	New only
Courtauld Institute of Art	HEI1	New only
Coventry University	HEI1	New only
Cranfield University	HEI1	New only
David Game Higher Education	HEI1	New only
De Montfort University	HEI1	New only
Dyslexia Action	HEI1	New only
Edge Hill University	HEI1	New only
Edinburgh Napier University	HEI1	New only
Emmanuel Theological College	HEI1	New only
ESCP Business School	HEI1	New only
European School of Economics	HEI1	New only
Falmouth University	HEI1	New only
Glasgow Caledonian University	HEI1	New only
Glasgow School of Art	HEI1	New only
Global Education Oregon in London	HEI1	New only
Glyndwr University	HEI1	New only
Goldsmiths, University of London	HEI1	New only
Guildhall School of Music and Drama	HEI1	New only

HEI	Group	1 June 2024 - 31 May 2025
Harlaxton College	HEII	New only
HULT International Business School	HEII	New only
Human Development Scotland	HEII	New only
Imperial Society of Teachers of Dancing	HEII	New only
King's School of Theology	HEII	New only
London Academy of Music and Dramatic Art (LAMDA)	HEII	New only
London School of Commerce	HEII	New only
Matrix College of Counselling and Psychotherapy Ltd	HEII	New only
Middlebury College CMRS Oxford Humanities Program	HEII	New only
Mile College Ltd	HEII	New only
New Model Institute for Technology and Engineering	HEII	New only
Scotland College of Chiropractic	HEII	New only
Spectrum Learn & Develop Ltd (SLD Training)	HEII	New only
SRUC – Scotland's Rural College	HEII	New only
Sutherland Cranial College of Osteopathy	HEII	New only
Tavistock Institute of Human Relations	HEII	New only
The London College	HEII	New only
The Psychosynthesis Trust	HEII	New only
The Royal Marsden School	HEII	New only
University College of Osteopathy	HEII	New only
University of Aberdeen	HEII	New only
University of Bath	HEII	New only
University of Birmingham	HEII	New only
University of Bradford	HEII	New only
University of Brighton	HEII	New only
University of Bristol	HEII	New only
University of Buckingham	HEII	New only

Group 2

HEI	Group	1 June 2024 - 31 May 2025
AAP Education Ltd t/a Escape Studios	HEI2	All
Arts University Plymouth	HEI2	All
Assemblies of God Great Britain t/a Missio Dei Leadership and Theological College	HEI2	All
Birmingham Christian College	HEI2	All
Birmingham Newman University	HEI2	All
Bloomsbury Institute Ltd	HEI2	All
British Psychoanalytic Association	HEI2	All
Coaching Supervision Academy	HEI2	All
Diocese of Carlisle	HEI2	All
Global Banking School	HEI2	All
Harper Adams University	HEI2	All
Heriot-Watt University	HEI2	All
IES London	HEI2	All
IFSA	HEI2	All
Imperial College of Science, Technology and Medicine	HEI2	All
Institute for Arts in Therapy and Education Ltd	HEI2	All
Institute of Development Studies	HEI2	All
Institute of Family Therapy	HEI2	All
Institute of Health Studies	HEI2	All
Institute of Practitioners in Advertising	HEI2	All
International Business College Manchester	HEI2	All
INTO London World Education Centre	HEI2	All
Keele University	HEI2	All
King's College London	HEI2	All
Kingston University	HEI2	All
Leeds Arts University	HEI2	All
Leeds Beckett University	HEI2	All
Leeds Conservatoire	HEI2	All
Leeds Trinity University	HEI2	All
Leo Baeck College	HEI2	All
Liverpool Hope University	HEI2	All
Liverpool Institute for Performing Arts	HEI2	All
Liverpool John Moore University	HEI2	All
Liverpool School of Tropical Medicine	HEI2	All
London Business School	HEI2	All
London Contemporary Dance School	HEI2	All
London Institute of Banking and Finance Ltd	HEI2	All

HEI	Group	1 June 2024 - 31 May 2025
London Metropolitan University	HEI2	All
London School of Hygiene & Tropical Medicine	HEI2	All
London School of Management Education	HEI2	All
London School of Science & Technology	HEI2	All
London School of Theology	HEI2	All
London South Bank University	HEI2	All
London Studio Centre	HEI2	All
Loughborough University	HEI2	All
Luther King House Educational Trust	HEI2	All
Manchester Metropolitan University	HEI2	All
Maryvale Institute	HEI2	All
Middlesex University	HEI2	All
Moorlands College	HEI2	All
Mountview Academy of Theatre Arts	HEI2	All
Navitas UK Holdings Ltd	HEI2	All
Nazarene Theological College	HEI2	All
Newcastle University	HEI2	All
Nordoff Robbins Music Therapy	HEI2	All
North Cotes College	HEI2	All
Northeastern University London (NUL)	HEI2	All
Northern School of Contemporary Dance	HEI2	All
Norwich University of the Arts	HEI2	All
Nottingham Trent University	HEI2	All
Numerica Risk Management and Consulting Ltd (SIRM)	HEI2	All
NYU in London	HEI2	All
Oak Hill College Library	HEI2	All
Oxford Brookes University	HEI2	All
Oxford Business College	HEI2	All
Oxford Centre for Mission Studies	HEI2	All
Regents Theological College	HEI2	All
Richmond American University London	HEI2	All
Ripon College Cuddesdon	HEI2	All
Roffey Park Institute Ltd	HEI2	All
Royal Academy of Dance	HEI2	All
Royal Northern College of Music	HEI2	All
RTC Education Ltd t/a Regent College London	HEI2	All
SI Network (UK & Ireland) Ltd (Sensory Integration Network)	HEI2	All
Swedenborg Open Learning Centre – The New Church College	HEI2	All
The Open University	HEI2	All

HEI	Group	1 June 2024 - 31 May 2025
The Queens Foundation for Ecumenical Education	HEI2	All
Thinkspace Education	HEI2	All
University of Hertfordshire	HEI2	All
University of Huddersfield	HEI2	All
University of Hull	HEI2	All
University of Kent	HEI2	All
University of Lancaster	HEI2	All
University of Leeds	HEI2	All
University of Leicester	HEI2	All
University of Lincoln	HEI2	All
University of Liverpool	HEI2	All
University of London – Institutes, Activities and International Programmes	HEI2	All
University of Manchester	HEI2	All
University of Northampton	HEI2	All
University of Northumbria at Newcastle	HEI2	All
University of Nottingham	HEI2	All
University of Oxford	HEI2	All
University of Plymouth	HEI2	All
University of Portsmouth	HEI2	All

Group 3

HEI	Group	1 June 2024 - 31 May 2025
Aga Khan Library, London	HEI3	New only
Anna Freud Centre	HEI3	New only
Art Academy London	HEI3	New only
Bader College	HEI3	New only
Best Practice Network	HEI3	New only
British Psychoanalytical Society (incorporating the Institute of Psychoanalysis)	HEI3	New only
CAPA The Global Education Network	HEI3	New only
CIEE Study Abroad London Ltd	HEI3	New only
City St George's, University of London (St George's)	HEI3	New only
Diocese of Guildford – Local Ministry Programme	HEI3	New only
Edinburgh Theological Seminary	HEI3	New only
Family Therapy Training Network	HEI3	New only
ForMission College	HEI3	New only
Guild of Psychotherapists	HEI3	New only
HCUK Ltd t/a The Tes Institute	HEI3	New only
Hartpury University	HEI3	New only
Higher Education Department	HEI3	New only
ICMP	HEI3	New only
INSTEP-WFU	HEI3	New only
Institute of Group Analysis	HEI3	New only
Light College	HEI3	New only
London Film School	HEI3	New only
London School of Academics	HEI3	New only
London School of Business and Commerce	HEI3	New only
London School of Economics and Political Science	HEI3	New only
Manor House Centre for Psychotherapy and Counselling	HEI3	New only
Markfield Institute of Higher Education	HEI3	New only
Montessori Assessment & Education Ltd	HEI3	New only
Newbold College of Higher Education	HEI3	New only
Northern College of Acupuncture	HEI3	New only
NS3 UK Ltd (CNELM)	HEI3	New only
NSPC Ltd	HEI3	New only
Oxford Centre for Religion and Public Life	HEI3	New only
Plymouth Marjon University (University of St Mark and St John)	HEI3	New only
Point Blank Music School	HEI3	New only
Queen Margaret University, Edinburgh	HEI3	New only
Queen Mary, University of London	HEI3	New only

HEI	Group	1 June 2024 - 31 May 2025
Queen's University Belfast	HEI3	New only
Ravensbourne University London	HEI3	New only
Regent's University London	HEI3	New only
Robert Gordon University	HEI3	New only
Rose Bruford College of Theatre and Performance	HEI3	New only
Royal Academy of Music	HEI3	New only
Royal Academy of Dramatic Art (RADA)	HEI3	New only
Royal Agricultural University	HEI3	New only
Royal Central School of Speech and Drama	HEI3	New only
Royal College of Art	HEI3	New only
Royal College of Music	HEI3	New only
Royal College of Physicians	HEI3	New only
Royal College of Surgeons of England	HEI3	New only
Royal Conservatoire of Scotland	HEI3	New only
Royal Drawing School	HEI3	New only
Royal Holloway, University of London	HEI3	New only
Royal Veterinary College	HEI3	New only
SAE Education Ltd	HEI3	New only
SMAE Institute (1919) Ltd	HEI3	New only
SOAS University of London	HEI3	New only
St Augustine's College of Theology	HEI3	New only
St Christopher's Care	HEI3	New only
St Hild College	HEI3	New only
St Mary's University College	HEI3	New only
St Mary's University, Twickenham	HEI3	New only
St Mellitus College	HEI3	New only
St Padarn's Institute	HEI3	New only
St Stephen's House	HEI3	New only
Samford University in London	HEI3	New only
Sarum College	HEI3	New only
Scottish Episcopal Institute	HEI3	New only
Sheffield Hallam University	HEI3	New only
Society of Analytical Psychology	HEI3	New only
Solent University	HEI3	New only
Sotheby's Institute of Art - London	HEI3	New only
Spurgeon's College	HEI3	New only
Staffordshire University	HEI3	New only
Stanford University Centre in Oxford	HEI3	New only
Stranmillis University College	HEI3	New only

HEI	Group	1 June 2024 - 31 May 2025
Swansea University	HEI3	New only
SWMTC South West Ministry Training Course	HEI3	New only
Syracuse University	HEI3	New only
Tavistock & Portman NHS Trust	HEI3	New only
Tavistock Relationships	HEI3	New only
Teesside University	HEI3	New only
The Acupuncture Academy	HEI3	New only
The Institute of Cancer Research	HEI3	New only
The Islamic College	HEI3	New only
The King's Foundation, School of Traditional Arts	HEI3	New only
The Minster Centre	HEI3	New only
TheWRD Ltd	HEI3	New only
Tobias Trust Ltd t/a Tobias School of Art and Therapy	HEI3	New only
Trinity College	HEI3	New only
Trinity Laban Conservatoire of Music and Dance	HEI3	New only
UCFB University Campus of Football Business	HEI3	New only
UK College of Business and Computing	HEI3	New only
Ulster University	HEI3	New only
Union School of Theology	HEI3	New only
Union Theological College	HEI3	New only
University College Birmingham	HEI3	New only
University College London	HEI3	New only
University College of Estate Management	HEI3	New only
University for the Creative Arts	HEI3	New only
University of Bolton	HEI3	New only
University of Law Ltd	HEI3	New only
University of Notre Dame (USA) in England	HEI3	New only
University of Reading	HEI3	New only
University of Roehampton	HEI3	New only
University of St Andrew's	HEI3	New only
University of Salford	HEI3	New only
University of Sheffield	HEI3	New only
University of South Wales	HEI3	New only
University of Southampton	HEI3	New only
University of Stirling	HEI3	New only
University of Strathclyde	HEI3	New only
University of Suffolk	HEI3	New only
University of Sunderland	HEI3	New only
University of Surrey	HEI3	New only

HEI	Group	1 June 2024 - 31 May 2025
University of Sussex	HEI3	New only
University of the Arts London	HEI3	New only
University of the Highlands and Islands	HEI3	New only
University of the West of England	HEI3	New only
University of the West of Scotland	HEI3	New only
University of Wales Trinity St David	HEI3	New only
University of Warwick	HEI3	New only
University of West London	HEI3	New only
University of Westminster	HEI3	New only
University of Winchester	HEI3	New only
University of Wolverhampton	HEI3	New only
University of Worcester	HEI3	New only
University of York	HEI3	New only
Waverley Abbey College	HEI3	New only
Westminster Theological Centre	HEI3	New only
William Booth College	HEI3	New only
WPF Therapy Ltd	HEI3	New only
Writtle University College	HEI3	New only
Wroxton College	HEI3	New only
Xenophon College London	HEI3	New only
York St John University	HEI3	New only