

## Postgraduate research students (MPhil/PhD Courses): fee regulations 2018/2019

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### 1. Annual fees

1.1 You are responsible for paying all fees and charges associated with your course of study (see the Tuition Fee Schedule for details of individual course fees). If you are a new student sponsored by an individual or body other than an education funding agency, you should bring evidence of your sponsorship to your enrolment session. If you are a sponsored student and are continuing your studies, you should provide evidence of your ongoing sponsorship to the Research & Development Manager: Research Degrees during the relevant enrolment period. If you fail to do this, you will be liable for paying your fees. In all cases, students sponsored by someone other than an education funding agency will be considered as 'self-funded' (see note<sup>2</sup>) for the purposes of these fee regulations.

1.2 We charge annual fees for our courses of study. We review these fees each year and they may increase in line with inflation during your registration. (The fees will not increase for overseas students subject to the Fixed Fee Policy (see 4.1.3)). If we adjust our fees in line with inflation, this adjustment will usually be at or below the RPI-X forecast rate as advised by the independent Office for Budget Responsibility (OBR) and the Office for Students (OfS).

1.3 There is more information about our tuition fees in the [Study at UCA](http://www.uca.ac.uk) pages of our website ([www.uca.ac.uk](http://www.uca.ac.uk)). Our published fees apply only to the stated academic year and may increase in future academic years for new registrations. You should not use fees published for the current academic year as a guide to fee levels in future years.

1.4 You should pay your fees using our online payment facility or at the cashier's office on your campus. You may have to pay a late payment fee of £15 if you are late paying your fees.

1.5 The fee-payment requirements are explained in section 2 below. Section 3 applies to all students and section 4 sets out the regulations for overseas students.

1.6 During the online enrolment process we will ask you for permission for relevant University staff to give information about tuition fees or other accounts information to your parents or other authorised people.

1.7 The annual tuition fee includes:

- i. tuition fee for the course of study, and where relevant
- ii. the fee for re-examination where minor amendments are required following first examination; students required to make major revisions before re-submission will be charged the current part-time or full-time fee.

1.8 Students may incur other fees and costs, for example for visits and field trips that may be subject to additional charges.

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<sup>1</sup> Overseas students are those from outside the EU countries listed at [1]

<sup>2</sup> A 'self-funded' student pays their fees themselves.

1.9 The fee payment requirements for postgraduate research students are explained in section 2 below. Section 3 includes additional information applicable to all students and Section 4 sets out regulations specific to Overseas students.

## 2.1 General

2.1.1 You must pay tuition fees as outlined in the Tuition Fee Schedule. The annual tuition fee is for a 52-week period of registration at UCA.

2.1.2 If you are in receipt of a UCA Research Studentship or any other type of bursary support, you will be subject to the terms and conditions of that UCA Research Studentship.

2.1.3 Funding is not provided to English Higher Education Institutions for Island (see note<sup>3</sup>) students. Therefore, Islands students must pay fees at the overseas tuition fee rate.

2.1.4 If you are a student with Continuation Status [2] you must pay the continuation fee as outlined in the Tuition Fee Schedule. You can retain continuation status for a maximum of one year (i.e. 52 weeks of registration). If you are granted continuation status and do not complete and submit your thesis within that year you will be charged again at the current part-time or full-time rate of tuition fees, and will not be eligible for any further reduction in fees.

2.1.5 If you have not made arrangements with the Finance department to pay your tuition fee by instalments (see 3.1.2), you must pay 50% of your tuition fee during the published enrolment period for your course and the remaining 50% by the following 31 January (or equivalent timeframe for non-October starters).

## 2.2 Students interrupting studies

2.2.1 If you take, or are required to take, an approved period of interruption (i.e. your Lead Supervisor approves a request to interrupt studies) we will calculate your tuition fee/continuation fee based on the number of weeks you were registered for that academic year before interrupting your studies. The last date of registration used to determine the tuition fee/continuation fee due will be as confirmed in the confirmation of interruption letter sent to you by Student Administration. Tuition fee charges will be calculated based on whole weeks. If there is a difference between the fee you have paid and the fee we calculate is due, we will hold this as a credit against your account and will not repay it to you.

2.2.2 During a period of interruption you do not have access to University systems and/or services.

2.2.3 If, after interrupting your studies, you do not return to study and you withdraw from the University, withdrawal processes will apply (see section 2.5.1) and the last date of attendance will be backdated to the start of the period of interruption.

## 2.3 Students returning from interrupting studies

2.3.1 When you return and resume your studies at UCA following an approved period of interruption, we will calculate your tuition fee/continuation fee according to the number of weeks you will be registered for in the remainder of that academic year.

## 2.4 Students transferring mode of attendance

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<sup>3</sup> Island students are those from the Channel Islands and Isle of Man

2.4.1 If you change your mode of attendance from full-time to part-time (or vice versa) then you will be charged the appropriate tuition fee for each mode of attendance based on the number of weeks you were registered on each mode.

#### 2.5 Students withdrawing/registration being terminated

2.5.1 If you withdraw from your course (or we terminate your studies), after the cancellation period (see 3.6.1) but before the end of Week 13, 25% of the tuition fees for that academic year will be due. If you withdraw from your course (or we terminate your studies), AFTER the end of Week 13 we will calculate your fees based on the number of weeks you were in attendance on course prior to withdrawal/termination of studies. The last date of attendance we use to calculate your tuition fee will be as recorded in the confirmation of withdrawal/termination letter sent to you by Student Administration. We will calculate your tuition fee based on whole weeks. If there is a difference between what you have paid and the fee we calculate is due, we will repay it to you.

2.5.2 If you withdraw from the University (or we terminate your studies) before the end of the academic year whilst you are on continuation status, we will not refund any fees you have paid for that academic year.

#### 2.6 Students successfully completing

2.6.1 If you successfully complete your studies at any point during the academic year we will not refund any fees you have paid for that academic year. You must pay full fees for that academic year.

2.6.2 If you successfully complete your studies at any point during the academic year whilst on continuation status we will not refund any fees you have paid for that academic year.

#### 2.7 Students with amendments to be made after examination

2.7.1 If, further to examination, you are only required to make minor amendments then no further fees will be charged; however, if a re-examination is required you will be charged fees at the current part-time or full-time rate of tuition fees [3].

### 3. Extra information which applies to all students

#### 3.1 Paying fees

3.1.1 You must enrol and pay the stated minimum instalment of fees for your course during the published enrolment period for your course of study.

3.1.2 If you are a self-funded student, you may apply to pay your tuition fees in up to six equal monthly instalments. The first instalment will normally be due in September, with the last instalment falling due in February. If you have a non-standard start date, the first instalment will be due during the published enrolment period for your course of study, with the last instalment falling due during the sixth month following that.

3.1.3 If you want to pay your fees by instalments, you must arrange this with our Finance department before your course starts.

3.1.4 If you are returning from a period of interruption to your studies, you must pay the relevant fees during the published enrolment period for that course or no later than 10 days after you return to your studies.

3.1.5 You have final responsibility for paying your fees and charges. This applies if your sponsor, for example an education funding agency such as a Research Council, fails to pay your fees.

3.1.6 If you are waiting for confirmation of funding from an education funding agency, you will be classified as self-funded until we receive confirmation of the support you will receive. If you are unable to pay your fees on time, you should ask the Finance department for an extension of up to six weeks for your first instalment. You will need to provide proof of your funding application.

3.1.7 If you fail to make a payment when it is due, including failing to keep to agreed instalment arrangements, you will be liable for the full fee amount. We will take immediate action as defined in the Student Debtor Regulations. The action may include suspending you from your course or ending your studies. If you still do not pay, we will refer the debt to an external debt-collection agency.

3.1.8 Also, each time you fail to make a payment by the deadline, including failing to keep to an agreed instalment payment arrangement, you will have to pay an administration charge of £15.

3.1.9 If you take up a place in our residential accommodation, you must keep to our Terms and Conditions of Residence. We will send you details of these when we offer you a place in our halls of residence.

3.1.10 In some situations we may offer credit to students. We will decide whether to offer credit, and it may not be available to students in certain circumstances, for example if a bankruptcy order has been made against you.

3.1.11 If you withdraw from your course (or we end your studies), we will recalculate your fees and tell you in writing of any remaining balance on your account. Within 14 days of the date of this letter telling you about an outstanding balance, you must pay the balance or agree an instalment plan with Finance.

3.1.12 If you are receiving a scholarship from us or any other bursary or scholarship support, but you have withdrawn from your course or interrupted your studies at the time any cash bursary or scholarship payment is made, you will not be eligible to receive the payment. If you do receive a payment after interrupting or withdrawing from your studies, you must repay it immediately.

### 3.2. Financial support and advice

3.2.1 If you are experiencing difficulties with paying your fees, you should contact a Specialist Advisor through the Gateway in your University Library.

### 3.3. Charges for issuing replacement documents

3.3.1 We charge a fee for issuing:

- a replacement student ID card;
- a replacement award certificate; or
- a replacement official transcript.

Details of the charges are set out in the Tuition Fee Schedule.

### 3.4. Debts

You should read this section along with the UCA Debtor Regulations.

3.4.1 Depending on the amount you owe, we may suspend you from your studies. If this happens, you will not have access to teaching, final assessment, facilities, or other benefits until you have cleared your debt (for details please see the UCA Debtor Regulations).

### 3.5. Refunding fees

3.5.1 Section 2 of this document explains how we will calculate your fees if you transfer to a different course interrupt or withdraw from your studies or we terminate your studies. However, if you have documents which prove that the transfer, interruption or withdrawal, or our decision to end your studies after the end of the cancellation period is based on exceptional and unexpected circumstances beyond your control, the Registrar can consider and approve an amendment to the amount you owe in fees. They will look at each case individually when making their decision. If you want to apply for consideration under this clause, you should write to the Registrar explaining your case and providing corroborating documentary evidence.

3.5.2 If the University triggers an aspect of its [Student Protection Plan](#) (SPP), you may be entitled to a refund of some or all of your fees if triggering the SPP results in a breach of the University's contract with you. The University's [Refund & Compensation Policy](#) sets out what we will do in these circumstances.

### 3.6 Cancellation

3.6.1 When you enrol on a course you have a 14-day 'right to cancel' period. If you start a course of study but change your mind within 14 calendar days of the start of the scheduled physical enrolment period for your level of study, you will not have to pay any tuition fees (you will have to pay an administration fee of £50.) If you want to use your right to cancel, you must email [studentrecords@uca.ac.uk](mailto:studentrecords@uca.ac.uk) giving your student ID number, or fill in a cancellation form and forward it to the Research & Enterprise office. If you do not tell us you want to cancel within the cancellation period, we will charge the fees set out in the relevant section above.

## 4. Special fee arrangements

### 4.1 Overseas students [see note 1 on page 6]

4.1.1 You must pay tuition fees to cover the full cost of courses in the UK. Overseas students are defined in line with the Government's Education (Fees and Awards) Regulations. If there is any doubt as to whether you are a home or EU student or an overseas student, the Head of Admissions will decide. If you want to challenge the Head of Admissions' decision, you must do this before the end of the stated enrolment period for your course of study.

4.1.2 For overseas students first registering in or after 2015/2016: if you are progressing from a taught postgraduate course to a postgraduate research course, you will be eligible for a 10% discount on the standard listed tuition fee for the first academic year of the course you are progressing to. If you pay the discounted progression fee in full before you enrol, you will also be entitled to a 4% discount on the discounted progression fee. See section 4.1.8 for details.

4.1.3 For overseas students first registering before 2015/2016: you will pay, for the whole period of uninterrupted studies, the fee rate that is in force in the year of first registration (the fixed fee). You can find these fee rates on our website.

- If you interrupt your studies during the course, you will only keep the initial fee level paid in your first year of study at UCA as long as your lead supervisor approves the entire period of interruption to your studies on academic grounds.

### 4.1.4 Tuition fee deposit

So that we can issue you with a Confirmation of Acceptance for Study (CAS), you must pay a £2,500 deposit if you are an overseas student. We will not issue your Confirmation of Acceptance for Study (CAS) until you have paid the deposit. The deposit is part payment towards the cost of the tuition fee.

4.1.5 We will refund your deposit (less a £50 administration charge) if you cancel your place at UCA before 1 June (for courses starting in September) or before 1 October (for courses starting in January), or within 14 days of the date of accepting the offer (whichever is later).

4.1.6 If you cancel your place after 1 June (for courses starting in September) or after 1 October (for courses starting in January), or more than 14 days after accepting the offer (whichever is later), we will not refund your deposit unless:

- you provide evidence that your visa has been refused, in which case we will refund your deposit less a £50 administration charge;
- you fail to meet the entry conditions for the course and we decide to withdraw the offer of a place, in which case we will refund your deposit less a £50 administration charge; or
- you believe you can provide evidence of circumstances which support your decision to cancel your place at such a late stage, in which case you should write to the Registrar who will consider your case. When you write to us you must include any corroborating evidence you have to support your case.

4.1.7 If you ask if you can delay starting your studies until the following academic year, we will not refund your deposit. We will use it to reserve your place for the next academic year. You can only delay starting your studies for one year. If you cancel your place after you have asked to defer, refund arrangements detailed at 4.1.5 above will apply.

#### 4.1.8 Discounted tuition fee

We offer a discounted annual tuition fee rate to overseas students who pay the full year's tuition fees in one instalment (see the Tuition Fee Schedule for details) before the published start date of the course (see term dates for details). If you are entitled to the discount, but withdraw from your course before the end of an academic year, this discount no longer applies.

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**Notes**

[1] The 27 EU countries are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, The Netherlands, United Kingdom. For the purposes of funding Channel Islands and Isle of Man students are not classified as Home/EU and hence pay a higher prescribed fee as outlined in the 'Tuition Fee schedule'

[2] See paragraph 12.7 of the UCA Research Student Regulations Handbook for details of Continuation Status

[3] See the UCA Research Student Regulations Handbook for further details on re-examination and what constitutes minor amendments.

Approved  
Academic Planning Committee, 04.05.2017  
Leadership Team, 19.06.2017  
Employment & Finance Committee, 22.06.2017