

TUITION FEE POLICY

2017/18

Undergraduate Taught, Postgraduate Taught and Research Students

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| Related Documents: | ANNEX 01 – Deposits, Scholarships, Discounts And Bursaries ANNEX 02 – Payment Of Fees ANNEX 03 – Student Finance Funded Students ANNEX 03a – Postgraduate Loans ANNEX 04 – International Students ANNEX 05 – Studying Away From The University ANNEX 06 – Additional Charges ANNEX 07 – Additional Module(s), Retake and Repeat Charges ANNEX 08 –Withdrawal From The University ANNEX 09 – Debt |
| Further Information: | www.uwe.ac.uk/money |

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INTRODUCTION

The University of the West of England (the University) is committed to a fair and transparent policy in respect of the fees and charges it expects students to pay. The University has an obligation to safeguard public funds and ensure that it delivers value for money to its customers. The Tuition Fee Policy forms part of the university's Terms and Conditions and should be read in conjunction with them, together they provide a framework for the setting, payment, collection and reconciliation of tuition fees.

This policy is accompanied by a set of annexes they do not form part of this policy but gives detailed explanations of the way the University will manage the application of this policy. This policy and its annexes are reviewed annually and students will be asked to agree to the terms of this policy as part of the registration process at the start of each year of study.

Details of any changes made to this policy will be made available to students, prospective students and on the University website.

Students will be required to pay the fees and charges applicable to their course of study and fee charging pattern. Fee levels are determined based on fee status and mode of attendance in force for each period of registration and the fee regime in force at their initial registration on a course of study (subject to changes outlined in this policy).

Tuition fees for all courses are published on the University webpages; these can be found at <http://coursefees.uwe.ac.uk/> or via <http://www1.uwe.ac.uk/whatcanistudy/courses>

Students retain ultimate liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved. The University will ultimately always seek to recover fees directly from students in cases where payment from other approved sources is not forthcoming.

The University reserves the right to take appropriate action against students who fail to pay their fees, or make satisfactory arrangements to pay on, or by the end of a set period after the start date of their course (see Annex 09; Debt). Further, the University reserves the right to prevent students from participating in graduation ceremonies and to withhold degree certificates, transcripts and references for non-payment of tuition fees.

In the event of any conflict between this policy and other documents or publications containing reference to fees, this policy shall have precedence.

Other than in a student's offer letter or Certificate of Acceptance for Study only Academic Services' staff and University money advisors are authorised to provide a definitive statement on tuition fees. All other tuition fee information provided by non-authorised staff shall be considered advisory only and non-binding on the University. Students or staff requiring definitive confirmation of fees should contact fees@uwe.ac.uk with their enquiry.

Students studying University courses through partnership institutions should refer to course information at www.uwe.ac.uk for details of the fee policies applicable to them in their host institutions.

Students at Hartpury College should refer to the Hartpury College fee policy at: <http://www.hartpury.ac.uk/Home/>

ALL STUDENTS

SETTING TUITION FEES

The University reviews its fees, charges, fee policy and annexes annually, the Board of Governors has overall responsibility for the University's fee framework. Tuition fees are likely to be subject to annual increases reflecting increases in costs of delivery and will be available on the University website at: www.uwe.ac.uk/money

The University reserves the right to amend and alter its fees following appropriate internal scrutiny and consultation. Changes will only be made as allowed by the terms of this policy. Students on courses where whole duration fees are published or where year on year fee increases are specified in advance will not have additional fee changes made during the course of their registration unless a break in study occurs.

The University reflects the maximum applicable fee cap for undergraduate courses designated for statutory support.

THE UNIVERSITY

The organization within the University holding authority for setting and amending tuition fee charges is the University Directorate; the Vice-Chancellor chairs this Group.

The decisions of the Directorate are based on the advice and recommendations made by the University Fees Advisory Group (UFAG). This group is responsible for reviewing fees and other charges across the institution on an annual basis and for recommending changes appropriate to the courses, prevailing market conditions and the business needs of the University.

UFAG considers all aspects of student tuition fee charging and funding arrangements including UWE bursaries and registration scholarships and discounts and makes recommendations to Directorate.

Final authority for the approval and amendment of fees lies with the Directorate. For exceptional circumstances, such as contract changes, cohort fee changes, and market adjustments, authority may be delegated to chair of UFAG. All amendments are reported to the group and to Directorate and are formally noted.

No fees can be varied or changed other than by the approved routes detailed above and all tuition fees are subject to scrutiny by the Directorate.

FEE INCREASES – GENERAL PRINCIPLES

Tuition fees are usually charged for most students on an academic year/annual basis and depending on a student's tuition fee status and the applicable fee regime, will be subject to annual increases throughout the duration of the course. Details of the amount by which fees increase and how and when this is applied is laid out in the sections below for undergraduate and postgraduate students.

Cohort

The university assigns all students a 'cohort' when they start a new course registration the cohort is used to determine the fees and fee regime applicable to each student. Cohort changes each time a student takes up a new course registration or returns from a break in study in excess of the maximum permitted.

- Students moving to a new course as a result of an internal transfers, without break in study however this comes about will retain their original cohort.
- Undergraduate students transferring in to the university from another institution without a break in study or who are otherwise able to demonstrate they should be considered as 'continuing' for the purposes of funding will be assigned a cohort that reflects their continued eligibility for their existing fee regime.
- Undergraduate students progressing to a top up or end on year where transitional protections apply will be assigned a new cohort but one that reflects their continued eligibility for their existing fees or fee regime.

Postgraduate research students are also assigned a cohort but would more normally expect this to be referenced as the month and year in which they commenced their course.

STUDENT STATUS AND EQUIVALENT OR LOWER QUALIFICATION (ELQ)

UK and EU undergraduate and postgraduate students who already have a higher education qualification (regardless of the awarding institution) and who are now studying for an equivalent or lower qualification are unlikely to be entitled to any funding for fees or living costs from Student Finance.

Tuition Fee charges are determined by a student's fee status, the year that they started their course at the University (or the year that they entered higher education in the case of transferred students) and whether they already hold a Higher Education Qualification.

- For 11/12 students and earlier, the fee charge is set by the University.
- For 12/13 students and later, the fee charge will not exceed the maximum fee cap set for home and EU undergraduate students

Exemptions to this policy exist and further details can be found at www.uwe.ac.uk/money

FEE STATUS

Tuition fees and the financial support available is based on whether a student is classed as a UK student, European Union (EU) student, Offshore student or International student. For more information, see www.uwe.ac.uk/money

CURRENCY

All fees published by the University are in pounds (GBP, £) sterling. Fee information will be published in other currencies only where explicitly required by regulatory or external bodies and only as need. Any publication in currencies other than pounds (GBP, £) will be based on the exchange rate applicable at the time the amount is calculated, the university cannot be held responsible for changes in global financial markets or currency exchange rates.

THE FEE AMOUNT

All fees are rounded to the nearest whole pound (GBP, £) therefore where part time fees are calculated based on a pro rata per credit charge, the total fee may vary from the full time equivalent fee.

PUBLICATION OF FEES

The University publishes its fees via its website each year.

PERIOD OF REGISTRATION

Students register at the start of each academic year, the usual duration of which is a maximum of one year (12 months). At the end of this period, students are required to register again for their next academic year.

The fee policy in place at the start of a students' first academic year remains in effect for the duration of that academic year and will be revised and updated on an annual basis. Revised versions apply to each subsequent academic year.

Students deferring their place at the University will not normally be able to retain their eligibility for the fees applicable to their original intended first period of study. Usually students taking up a place will be charged the fees applicable to their course at the time they actually commence study.

NEW STUDENT

- A student starting a new course at the University in the current academic year.
- Or
- A student starting a new course at the University in the current academic year and where the course is at a different level (e.g. postgraduate, not undergraduate) from any course taken during the previous academic year.
- Or
- A student who is continuing the same course at the University following an authorised break from study of more than two years.
- Or
- A student changing their mode of study (e.g. from full-time to part-time). This is distinct from changing to a part-time mode of attendance while still registered on a full-time course.
- Or
- A student 'topping up' a higher education qualification (e.g. from Foundation degree to an Honours degree) following a break in study of one year or more.

CONTINUING STUDENT

- A student who is continuing the same course at the University as in the previous academic year.
- Or
- A student who is continuing the same course at the University as in the previous academic year or following an authorised break from study of less than two years.
- Or
- A student transferring course within the University or transferring in from other higher education institutions and not changing their mode of study (e.g. from full-time to part-time).
- Or
- A student 'topping up' a higher education qualification (e.g. from Foundation degree to an Honours degree) with no break in study (see section below 'Break in Study').

LEVEL OF STUDY

Your level of study determines how fees are set the following categories apply:

- **Undergraduate** including BA, BSc, BEng, PGCE courses and integrated masters, the undergraduate classification also covers foundation degrees and foundation years.
- **Postgraduate taught** including MA and MSc
- **Postgraduate research** including Prof Doc, MPhil and PhD

INCOME GROUP FOR FEE SETTING

The University will set your income group as one of three main types:

- Home/EU
- Offshore
- International

SCHOLARSHIPS AND DISCOUNTS

The University offers a variety of scholarships and discounts to its students, see Annex 01; Deposits, Scholarships, Discounts and Bursaries for full details of the policy. Full details of the scholarships and discounts available in 2017/18, including the eligibility criteria, can be found on the University website: www.uwe.ac.uk/money

COURSE LEVEL FEES

Course fees include all compulsory elements needed for students to meet the minimum learning outcomes of the course. In some courses, optional additional costs may be incurred (e.g. field trips, materials, professional body membership).

Tuition fee levels may differ between courses and a student will be charged the fee appropriate to the course on which they are registered. Students transferring during the academic year from one course to another where the fees charged for the second course is different to the fee charged for the first, the student would be required to pay the fee appropriate to the new course.

In such cases, either students will be required to pay more for the higher cost new course or they may be entitled to a refund depending on any charges due for any course/modular withdrawal associated with the original course.

MODULE FEES

All modules at the university carry a credit rating and the fees charged for a module reflect the number of credits a student can achieve on completion of the module. Fees for modules are published 'per credit'. Module fees include all compulsory elements needed for students to meet the minimum learning outcomes of the module. In some modules, optional charges may be incurred (e.g. field trips, materials, professional body membership).

FULL DURATION FEES FOR PART TIME COURSES RUNNING OVER MULTIPLE YEARS

Where possible the University will seek to approve and publish fees for the whole duration of a part time course taking into account the expected fee increases for subsequent periods of study.

Any whole duration fees published will be done so on the assumption that all modules are passed first time and that any progression does not include a break in study.

Where students are required to retake modules additional fees may be due as outlined in Annex 07, Additional Modules and Retakes fees.

For students on funded undergraduate course a break in study is permitted. Where this is in excess of two years, students may be reassessed when they return and may be charged different fees to those in force at their initial registration.

STANDARD FEE COVERAGE

The standard fee will cover a student for a first sit and one resit at all modules necessary to complete an academic year of a course.

Undergraduate Taught

The full annual tuition fee for undergraduate students on full time and sandwich courses covers a standard of 120 credits per year plus additional and/or retake credits up to the maximum permitted by the academic regulations – a maximum of 150 credits per academic year. The credit requirement for the placement year of a sandwich course varies, the fees charged and their coverage reflect this – see Annex 5 Studying Away from the University – for details.

Postgraduate Taught

The full course tuition fee for postgraduate students on full time courses covers a standard of 180 credits for the whole course. Postgraduate students taking additional modules above the standard 180 credits or retaking modules will be required to pay an additional module charge as outlined in Annex 07; Additional Modules and Retakes Charges.

Postgraduate Research

The full annual or course fee for research students covers students for supervision, support and any modules appropriate to their studies.

STANDARD FEE COVERAGE AND ADDITIONAL CHARGES

The University expects all students to bear such additional costs as are deemed reasonable for their course over and above the standard tuition fee. The University aims to make available as much information as possible as to the items covered under the standard fee charge. This information can be requested in advance of registration by contacting an information point, student administration team or course/module leader.

The full details of the university's additional costs policy are published in Annex 06; Additional Charges and is available on the university website:

<http://www1.uwe.ac.uk/students/feesandfunding/tuitionfees/uwetuitionfeepolicy.aspx>

RESIT, RETAKE AND REPEAT

Resit

Students who do not pass a module at the first sit will get an automatic resit in which they will be reassessed in the component(s) they did not pass. There is no charge for a resit taken within the academic year.

Retake

A retake is another opportunity to study the whole module and includes a sit and a resit; there is no charge for a retake when it is taken as part of a standard academic year i.e. in addition to a standard number of credits up to the maximum permitted by the Academic Regulations. If it is the case that the retake is taken within the maximum credits permitted but within an additional year above the standard maximum years the module(s) will be charged for at the standard module rate. See Annex 07 for details.

Repeat

All students who have failed a module or other credit-bearing element of their course and are registered for a full academic year of repeat study (see Annex 3 Student Finance Funded

Students for details) are liable to pay a repeat tuition fee. The repeat tuition fee will normally be calculated with reference to the number of modular credits being repeated as a proportion of the equivalent standard academic year and subject to the full time/part time definitions laid out above. Where a student meets the definition of full time for the purposes of funding, they will be charged the full annual fee rate for the repeat year.

MATERIALS FEES

Student may be expected to pay for additional materials for some courses. See Annex 06; Additional Charges.

OTHER FEE CHARGES

Prior Certificated Learning (PCL), (Formerly Accredited Learning/AL)

There is no charge for the recognition of credit awarded or learning assessed by another UK higher education institution, or for the transfer of UWE credit between courses within the University.

Prior Experiential Learning (PEL), (Formerly Accreditation of Experiential Learning/AEL)

The assessment of experiential learning against the learning outcomes of specified modules is charged at the appropriate module fee or pro-rata for parts of non-modular courses. These fees do not cover events such as workshops or portfolio presentations that may be charged additionally. Full details can be found at <http://www1.uwe.ac.uk/students/feesandfunding>

PEL for Integrated Professional Development (IPD) (Formerly the Shell Award Framework) and Non-Standard Courses

PEL modules in some courses of study (e.g. Shell Award Framework) attract a different module fee. Details of the specific charges can be discussed directly with appropriate department at the application stage.

Charges for Professional Body Recognition and Accreditation

Unless explicitly stated otherwise, students studying on courses where there is professional body or other accreditation requirements for which a fee or other charge is due, are solely liable for such charges **in addition to** their tuition fees. Details of charges and the route for payment will be included in pre entry or induction information.

In some cases, the university may collect the fees on behalf of students for some professional body registrations. Details of charges and the route for payment will be included in pre entry or induction information.

In all other cases, students are responsible for making the payment directly to the external organization.

MODULE CHARGING FOR ENFORCED CHANGE BETWEEN QUALIFYING AND NON-QUALIFYING COURSES

Students registering on courses with professional or qualifying recognition are often required to meet certain standards or complete certain modules or additional assessments (such as

skills and competencies testing). In some instances where failure of a key requirement of the professionally recognised courses occurs and this failure is on a non-modular/non awarded assessment, such as skills and competencies testing, the student in question may be required to transfer to a non-qualifying version of the course.

In such cases, if there are modules that count towards the qualifying course but not to the non-qualifying course a student may switch the modules without incurring a further fee charge.

Students electing to switch between a qualifying and non-qualifying course where the professional or qualifying recognition has either been passed or not taken and therefore changing from the qualifying to non-qualifying modules a charge will be made for the additional module in accordance with the additional module charges outlined in Annex 07; Additional Modules and Retakes Charges.

PAYMENT OF FEES

Details of UWE payment plans and payment methods can be found in Annex 02; Payment of Fees on the UWE Website (address) in the money matter booklet or by contacting (Income Office room 2D23, Frenchay Campus), by telephone 0117 3287888, or e-mail cash.office@uwe.ac.uk .

REIMBURSEMENT

Should it be necessary for the University to reimburse a student we will make the reimbursement using the same means of payment as you used for the initial transaction unless it has been expressly agreed in advance with the income office.

LIABILTY PERIODS AND TERM DATES

The University makes provision to collect fees and refund student on withdrawal, for the purposes of monitoring this and student attendance for the collection of fee charges each academic session is divided in to liability periods. Details on the calculation of UWE term dates can be found Annex 08, Liability dates and withdrawal from the university.

COMISSIONED COURSES

Students retain ultimate liability for the payment of their fees, whether invoiced or not. This is the case even where they have a sponsorship agreement. If sponsorship is withdrawn or the sponsor defaults on payment, the student is responsible for paying any fees owed.

The only exception to this is for students on courses directly commissioned by a third party (e.g. some nursing courses) and where the course registration is at the request of an employer. In such circumstances, where sponsorship is withdrawn or payments default, the student will be withdrawn from the course.

A directly commissioned course is one where an employer or organization has contracted the University to supply educational services.

Students required by their employer to attend a course that the employer has not directly commissioned are not considered to be on commissioned courses.

GOVERNMENT SPONSORSHIP ARRANGMENTS

Students sponsored under partnership arrangements with third parties for which a partnership agreement exists (e.g. some foreign governments) and where the course

registration is under the terms of that agreement. In such circumstances, where sponsorship is withdrawn or payments default, the student will be withdrawn from the courses.

'COOLING OFF PERIOD' CANCELLATION OF REGISTRATION

Students have the right to cancel their registration with the University within 14 calendar days of the completion of the contract, defined for these purposes as registration. For 14 calendar days from the day after a student completes registration *or* for 14 calendar days from the day after the start of term, whichever is later, a student can withdraw from the University without incurring financial penalty.

It is the student's responsibility to ensure that this notification reaches the University in a timely fashion; usually this will be before the end of the cooling off period or within 1 working day of the end of the cooling off period. At the very latest a student must ensure that any notification to cancel is sent to the university no later than the end of the 14th day of the cooling off period. See Annex 08, Liability Dates and Withdrawal from the University for further details.

WITHDRAWALS, SUSPENSIONS, REFUNDS AND REDUCED LIABILITY

The university understands that from time to time students may need or want to withdraw from or suspend their study. In many cases, fees will be due and students will be charged a percentage of the fees for the year, details of the impact these actions may have on charges and payments are covered in Annex 08 Liability Dates and withdrawal from the University.

Research students wishing to withdraw are subject to research student specific requirements detailed below in the Research Students' section.

BREAK IN STUDY

The university allows students to take a break during the course of their studies, for the purposes of financial assessment; the break in study is normally a maximum of two academic years. Students taking a longer break in study may have their fee status reassessed; see Annex 08 Liability Dates and withdrawal from the University.

CANCELLATION OF COURSE OR MODULE BY THE UNIVERSITY

Cancellation by the University of a course or module will generate an automatic full reduction of tuition fees if there are no suitable alternative modules or course on to which a student can transfer. If suitable alternatives are available, agreement will be sought from the student before any transfer is made.

MATERIAL CHANGES

Where the university makes a change to the material information regarding your course and a satisfactory arrangement cannot be agreed you may make a claim for a refund of any tuition fees and deposits you have paid to be returned in full. Further details in Annex 08; Liability Dates and Withdrawal from the University.

DEBT

The university will always seek to recover monies owed to it for tuition fees. In the event you fall behind on your payment plan, or are unable to meet the payment date of an invoice the University will attempt to contact you by e-mail, telephone and letter. If we do not receive a reply and/or debts remain, sanctions will be applied – including loss of access to IT

systems. Full details of the university Debt policy and how it applies can be found in Annex 09; Debt.

DEPOSITS

The University may require students to pay either a deposit in advance of registration; details will be included in course and pre-registration information

Nonrefundable deposits are charged on some courses, such as Law professional courses, these charges are non-refundable except in exceptional circumstances. See Annex 01, Deposits, Scholarships, Discounts and Bursaries for further details.

Incoming international students are required to pay a deposit in advance of registration, details of international deposit and fee payment arrangements can be found in Annex 04; International Students.

COMPLAINTS

Students who consider this policy to have been incorrectly applied in their individual case or who have a concern about the accuracy of the fee they are being charged or the decision about the termination of their studies and cancellation of their registration with university on financial grounds may bring a complaint under the university complaints procedure see <http://www1.uwe.ac.uk/about/contactus/complaints.aspx> student wishing to appeal a fee charge should refer to Annex 9 – Debt

UNDERGRADUATE

FEES, CAPS AND INCREASES

Home and European Union fees (and the statutory fee cap).

For all students fees are likely to increase between academic years and **for new cohort intakes**. The fees set for new cohorts will reflect the fee appropriate for the course and year of intake.

- **New** – fees will be set at the maximum fee cap permitted by the UK Government for each course.
- **Returning** – where the UK government permits the fee cap to rise the university may choose to track these changes for returning students. Fees for returning students may therefore rise in each subsequent year of study based on the fee caps set by the UK Government.

The statutory fee cap is determined by the UK Government, the University sets its fees to match this fee cap for all courses and student cohorts in each year. Both full and part time fees will be set to reflect this fee cap and may increase for each year of study.

For Student Finance funded students' tuition fees and the financial support available is based on whether;

- a student has studied previously in higher education,
- a student has achieved a higher education qualification See section on student status and ELQ,
- a student is classed as a new or continuing student. See section on new or returning students.

Most EU students will only be eligible for tuition fee support. Details about the forms of UK government support available to Home and EU undergraduate students can be found at <https://www.gov.uk/browse/education/student-finance> .

The fee cap may not apply to students who have already achieved a higher education qualification. See ELQ

International fees.

Fees for international students on undergraduate courses are set by the university and specific rules apply to international students' fees, details of specific arrangements relating to international students can be found in Annex 04; International Students.

- **New** – fees are set at the point of entry and will not rise unless the student has a break in study
- **Returning** – students will continue to pay fees at the same rate applicable to their cohort of entry unless there has been a break in study in excess of the prescribed levels or the student transfers to a course with a different applicable fee

A student progressing from one complete course to a new course will be charged the fees for the new course at the prevailing rate for that course at the point of registration.

Offshore fees.

The maximum amount of tuition fees that an institution may charge full and part-time offshore undergraduate students is set by agreement with the island governments;

- For 11/12 students and earlier, fees are set directly by each island government.

- For 12/13 students and later, the fee charge will not exceed the maximum fee cap set for home and EU undergraduate students.

The university applies the same principles to fee caps for offshore students as it does for Home/EU students.

- **New** – for students on the post 2012 funding regime, fees will be set at the same level as that set for home/EU students on the same cohort. Students on the pre 2012 funding regime will be charged according to fees set by the 'island authorities'.
- **Returning** – where the UK government permits the fee cap to rise the university may choose to track these changes for returning students. Fees for returning students may therefore rise in each subsequent year of study based on the fee caps set by the UK Government.

Placement fees.

The university charges a tuition fee to students taking a placement year. The criteria, application and charge levels are laid out in Annex 05; Studying away from the university. The maximum level of fees for a placement year varies by income group.

CHANGE TO FEE REGIME

There are situations when a student's fee regime will change;

- When a student completes or withdraws from an course where they have been charged under an earlier fee regime and later registers on a new course under a new fee regime.
- When a student completes a mode shift; this means that a student switches from a full time course in a full time mode of attendance to a part time course in a part time mode of attendance. Mode shifting will normally cancel any transitional protections that are in place.

TRANSITIONAL PROTECTIONS

Some courses and patterns of study are protected from fee regime changes in some instances by the government, details can be found on the gov.uk website:

<https://www.gov.uk/browse/education/student-finance>¹

For students progressing from a foundation degree to a top-up or end-on year with no break in study apart from the long vacation between the two academic years their fee cap will not normally change.

TRANSFER FROM HONOURS TO NON HONOURS DEGREES

There is no reduction in the fee if a student transfers from an Honours to a Non Honours course.

PART TIME COURSE AND PART TIME FEES

Part time courses are usually charged by credit although some courses may charge a fee per year of study; details are available on the university website <http://coursefees.uwe.ac.uk/>.

For students registering on part time course for the first time after 01 September 2012 the funding available is linked to a students' intensity of study and is compared to a full time equivalent year on the same course. Therefore, if a full time equivalent year is 120 credits and a standard part time year is 60 credits the part time year has an intensity of study of

¹ The University is not responsible for the content of external internet sites

50%, as it is 50% of the full time equivalent year. The maximum funding available to part time students is 75% of a full time equivalent year therefore if a full time year is 120 credits the maximum number of credits that can be funded for part time study is 90.

Students must be studying a minimum of 25% of a full time equivalent year, therefore if a full time equivalent year is 120 credits the minimum number of credits that can be funded for part time study is 30.

Part-time fees for Student Finance funded students eligible for the new regime fees are capped at a maximum of 75% of the full time course equivalent fee cap in effect during the given academic year. This is intended to match the maximum intensity of study criteria; therefore, the University does not permit students to exceed 75% of a full time equivalent course.

If the charge is per year of study, it will cover the standard expected credits for the year – usually 60 that is 50% of a full time course.

If a student takes less than the standard number of credits for their course in a year of study, the fee is reduced to reflect the total number of credits taken in the year.

If a student takes more than the standard number of credits for their course in a year of study, the additional module(s) will be charged at the appropriate credit rate up to a maximum of 75% of a full time course.

If the charge is based on the number of credits taken, the charge will be made based on the credits and will cover only those credits taken during the year.

Students will be charged in accordance with the withdrawal charging guidance should they withdraw from a module during the year. See Annex 08 for details.

Part time fees for funded undergraduate courses are set each year by the UK Government and may increase each year.

Part time students will be charge for retakes and repeats as set out in Annex 08.

COURSES AND MODE OF ATTENANCE

To qualify for funding from student finance students must ensure that they meet the mode of study requirements. It is important to understand the difference between being full time and part time as the funding available for study is different and nontransferable.

Full Time Course, Full Time Attendance

- Usually a student in full time attendance is expected to take the maximum required number of credits in each academic year of attendance. Usually 120 but up to 150.
- Any student taking 90 credits or more in a given academic year is in a full time mode of attendance as this allows a student to complete a standard 3 year degree within the maximum amount of full time funding available; $4 \times 90 = 360$

Full Time Course, Part Time Attendance

- A student on a full time course may drop credits below the 120 and may be considered to be in a part time mode of attendance, as long as the student remains registered on a full time course the minimum number of credits they can take is only limited by the credit sizes of the modules they are studying.

- In exceptional circumstances students may drop modules without incurring academic penalty (provided they do so as per section D12 of the academic regulations) and providing the withdrawal of the module is in advance of the latest withdrawal date applicable to the module in question it should be mirrored by a reduction in fees.
- Normally this should be done after consultation with a Student Support Advisor.
- In exceptional circumstances withdrawal from a module after the latest withdrawal date, even if with Student Support Advisor agreement would be subject to a reduction of fees but only in line with module duration and fee policy requirements.
- Students dropping credits below 90 can only be considered fully part time for the purposes of accessing student finance if they transfer to a part time course, otherwise they can continue to be considered as on a full time course but in a part time mode of attendance.
- If a student drops credit below 90 and switches to a part time mode of attendance their fees will be reduced to reflect the credits they are taking – this will take in to account any charges due for modules already started or completed.
- Students should not normally start a year of study on a full time course in a part time mode of attendance, only students with funding available, usually in the form of the gift year, can do so and have their tuition fees paid for all remaining years of study. This does not preclude students starting a year of study on a full time course in a part time mode of attendance and each case will be dealt with on its own merits.
- Switching to a part time mode of attendance does not alter eligibility for funding and full time funding will still be awarded.
- Students exceeding the maximum number of fundable years will be required to pay for the unfunded years. The maximum number of years is defined as the ordinary duration for the course plus one year; $OD + 1 = \text{£}$.
 - For a 3 year course the maximum number of years funding will be; $3+1 = 4$

Part Time Course, Part Time Attendance

A student in part time attendance is expected to take between the minimum and maximum required number of credits in each academic year of attendance.

- The minimum is defined as 25% of a Full Time Equivalent Course (FTEC) the maximum is defined as 75% of an FTEC. That equates to between 30 and 90 credits each year where the FTEC is 120 credits per year.
- The maximum number of credits a part time student on a part time course can take is 90 where the FTEC is 120 credits per year.

MODE SHIFT AND MODULE CREDIT FEE CHARGING

Sometimes students on full time courses may be required to transfer to a part time equivalent. Students changing their mode of attendance in this way, rather than transferring between courses, can defer the charges for any module(s) not taken (but paid for as part of a whole course or year fee) until they are able to take the module(s) as part of the part time course.

Refunds in respect of modules where a student has commenced study and subsequently withdraws will be subject to the provisions of Annex 08; Liability, Term dates and withdrawal.

REPORTING AND PROGRESSION FOR STUDENT FINANCE

The university exchanges information with Student Finance regarding student registration, attendance and progression for purposes of ensuring students receive the correct funding entitlement. Progression for reporting to Student finance occurs between academic years

and depends on students passing sufficient credits in a year to be able to progress to the next course stage, full details are included in Annex 03; Student Finance Funded Students.

STUDENT FINANCE REASSESSMENTS

All student are responsible for applying on time and providing all information and evidence required by student finance to ensure that students receive the correct funding. In the case of any dispute between the University and Student Finance over a student's fee level the University recognises the authority of Student Finance as the definitive position.

Student Finance have the right to reassess students and where necessary course or remove funding and the University will reflect these changes in the student fee record. This may mean students have funding removed after it has been paid and may, therefore, become liable for tuition fees, see Annex 03 Student Finance Funded Students.

FEE VARIATION FOR ALTERNATIVE STUDY PATTERNS ON STANDARD UNDERGRADUATE COURSES

Sometimes it will be necessary for students to change how they study on their course either by taking fewer modules or by taking more. Depending on the mode of attendance and course of study, this may result in additional fee charges or a reduction in fees.

If a change results in a student studying more than the standard number of credits:

If the original charge is per course or per year the added credits will be charged for at the appropriate modular rate for the course and in accordance with the additional module charges detailed in Annex 07; Charges for additional modules.

If the original charge is by credit, the additional credits will be charged for; **student in receipt of designated part time funding from student finance the maximum charge is capped at 75% full time equivalent fee.**

If a change results in a student studying less than the standard number of credits

If the original charge is per course or per year the fee will be reduced if the total number of credits taken drops below the threshold for full time status.

If the original charge is by credit, the fee charged will be reduced to reflect the number of credits actually taken.

In all cases where students have commenced study on a module and withdraw from it as part of the change in mode of study, a partial charge for the withdrawn module may be levied.

BURSARIES

Details of eligibility criteria and payment of UWE bursaries for new and continuing students are available on the UWE Bursary Policy pages from www.uwe.ac.uk/money

POSTGRADUATE TAUGHT

FEES, CAPS AND INCREASES

The University sets fees for each new intake on postgraduate courses based on prevailing conditions.

The University aims to keep its fees in line with market factors to reflect increases in the costs of delivery. Where possible these increases will be kept in line with the prevailing rate of inflation + 1% although the University reserves the right to vary fees by any amount where reflective of business conditions, such as delivery costs, and where such conditions make increases appropriate and necessary to ensure the continued viability of the course.

The University will not raise the fee for credits or a course during an academic year or once the fees have been published.

A student progressing from one complete course to a new course will be charged the fees for the new course at the prevailing rate for their intake on the new course.

Home and European Union postgraduate fees.

Fees for home and EU students are set by cohort at the point of entry and do not increase for the duration of a student's course of study. Students remaining registered on a course without a break in study in excess of the maximum duration permitted will continue to be charged at the rate applicable to their cohort.

Offshore postgraduate fees.

It is expected that postgraduate fees for offshore students will not exceed the maximum fee set by the University for international students. Fees are set by cohort at the point of entry and do not increase for the duration of a student's course of study. Students remaining registered on a course without a break in study in excess of the maximum duration permitted will continue to be charged at the rate applicable to their cohort.

International postgraduate fees.

Fees for international students are set by cohort at the point of entry and do not increase for the duration of a student's course of study. Students remaining registered on a course without a break in study in excess of the maximum duration permitted will continue to be charged at the rate applicable to their intake.

FULL TIME COURSE AND FULL TIME FEES

A master's course is 180 credits a full time course is usually charged in full in the first year of study, the only charges then due in subsequent years will be for retakes should they be necessary.

INTERIM FEES ON FULL TIME COURSES

The University modular courses allows students to 'step off' courses at various designated points. For students specifically stepping off a course to claim an interim award and notifying the University specifically as such to avoid confusion the University will aim to publish the applicable fee charge for interim awards.

Usually students will only be charged for the proportion of the course completed to obtain the interim award. However, in cases where further modules have been started additional

charges will be made on a per module basis and in accordance with the reduction in fee policy. This does not apply for withdrawals where it is not stated that the withdrawal is with the intention to claim an interim.

PART TIME COURSE AND PART TIME FEES

A part time course can be charged by module or at a set annual fee for each year, a student is studying. Over the duration of the course, a part time student will be charged the same amount as a full time student, the only variations to this are where students are required to pay to retake modules and, where fees are charged by module, the rounding of the module charge

Part time fees for postgraduate courses are likely to increase for each year in line with inflation and in line with other fee charges at the University. A part time student will normally remain on the fee level appropriate to their cohort at registration for the duration of their studies provided there is no break in study in excess of the permitted duration (see section above 'Break in Study').

Part time fees will be set at a pro rata amount of the full time equivalent fee where possible, however, there is no requirement for the part time fees to be directly proportionate to full time fees in recognition of the variation in costs that may exist between a full time and a part time course of study.

- If the charge is per year of study it will cover the standard expected credits for the year – usually 60.
- If a student takes less than the standard number of credits for their course in a year of study there is no reduction in the annual fee.
- If a student takes more than the standard number of credits for their course in a year of study the additional module(s) will be charged at the appropriate credit rate.
- If the charge is based on the number of credits taken the charge will be made based on the credits and will cover only those credits.

CHARGES FOR ADDITIONAL MODULES

The university make charge for additional and retake modules taken by students during the course of their studies. If you are planning to take additional modules in any given year of study, you should expect to be charged. The criteria, application and charge levels are laid out in Annex 07; Additional Modules and Retakes Charges.

BILP DEPOSITS

All Bristol Institute of Legal Practice (BILP) students are required to pay a non-refundable deposit on acceptance of their offer. For further information on Bristol Institute of Legal Practice deposits, please contact: bilpinfo@uwe.ac.uk

For international students required to pay the International Deposit the non-refundable BILP deposit will be deducted from the amount required for payment as the international deposit. For example:

- **Student A** pays a BILP Deposit of £500, Student A is only required to pay a further £2,500 to satisfy the requirements of the international deposit
- **Student B** pays a BILP Deposit of £200, Student A is only required to pay a further £2,800 to satisfy the requirements of the international deposit

POSTGRADUATE LOANS

New students starting a Masters course for the first time after 01 August 2016 can access a Postgraduate Loan (PGL) from Student Finance. The PGL is contributory support and is paid directly to the student, the university makes no assumptions about how a student in receipt of a PGL will choose to use the funds and students in receipt of a PGL will remain responsible for the payment of their tuition fees and will be treated and invoiced as a self-funding postgraduate student. See Annex 3a, Student Finance Funded Students for details.

REPORTING FOR STUDENT FINANCE

For students in receipt of a PGL the University is required to confirm that student has registered on the correct course and both the course and student are eligible for the funding. Full details of the requirement can be found in Annex 03, Student Finance Funded Students.

POSTGRADUATE RESEARCH

COURSES INCLUDED IN DEFINITION OF POSTGRADUATE RESEARCH

- PhD,
- Professional Doctorates,
- DPhil,
- MPhil.

FEES, CAPS AND INCREASES

Fees for postgraduate research students will remain variable to reflect the potential duration of study and will therefore increase over the duration of a student's course of study.

MODE OF ATTENDANCE

Research students may be registered on a full time course as a full time student or on a part time course as a part time student and are liable for payment of the appropriate fee.

- Applications for a change in study mode must be approved by the appropriate Faculty Research Degrees Committee and the student record amended accordingly.

FULL DURATION FEES FOR PART TIME COURSES RUNNING OVER MULTIPLE YEARS

Where possible the Fees Group will seek to approve and publish fees for the whole duration of a part time course taking into account the expected fee increases for subsequent periods of study.

Any whole duration fee published will be done so on the assumption that, where applicable, all modules are passed first time and that any progression does not include a break in study. For students on postgraduate research courses, should an approved break in study (suspension) occur, the University would normally review the fee charges for the remaining years in line with those in force when a student recommences study.

Where students are required to retake modules additional fees may be due.

TERM DATES

Research students attend the University throughout the year (12 Months) and may study on taught modules during the published term dates. A period of registration runs until the day prior to the anniversary of the initial start date.

REGISTRATION AND ALLOCATION OF DIRECTOR OF STUDY

All potential research students will be sent a University registration form once the offer of a place has been accepted. Students are required to complete and return the forms as appropriate.

A potential research student may register as a student of the University, be allocated a Director of Studies and be eligible to use University facilities, and will become liable for payment of the fees due.

Details of the methods of payment, deadlines for payment and associated processes can be found in Annex 02 and the money matters booklet.

PROGRESSION AND RE-REGISTRATION

Re-registration is subject to a successful outcome of the progress review process as confirmed by the appropriate examining board. All fee-paying students, both sponsored and self-funded, who are eligible are required to complete a registration form.

- All research students should re-register and have their fees assessed in respect of the current year.
- All students are required to re-register at the anniversary of their start date each year.
- The fees for continuing students increase annually.

EXTENSION OF RESEARCH REGISTRATION PERIOD

Where a student has applied for and been granted an extension of their registration period they may re-register on payment of the appropriate fee. Students may not re-register after their expected completion date unless this has been agreed by the Faculty Research Degrees Committee or equivalent.

PROJECT FEES

Some research projects will require an additional financial contribution to cover additional resources that are not typically covered by tuition fees. These costs are usually incurred annually and you will be informed before you begin your studies whether this applies to you. See Annex 6 Additional Charges – for details.

PERIOD OF GRACE

Following successful completion of Stage 3 Progress Review, which has been approved by an Independent Reviewer a postgraduate research student is eligible for a fee free period of grace, for a full-time student this will be 3 months, for a part-time student this will be 5 months. If a the student submits their thesis for examination within this period of grace then no further tuition fees will be due (this does not include re-examination fees). If a student does not submit their final softbound thesis within this period of grace then they will become eligible for a completion fee.

COMPLETION FEES

At Stage 3 Progress Review it will be agreed what level of supervision is still required in order for the student to complete their research ready for submission of the final softbound thesis. The level of completion fee will be one of the following:

- Completion fee without supervision - The student must have completed all their research and be finalising their thesis, and therefore not be requiring supervision. As a registered student they are entitled to access to general UWE facilities. The supervisory team can be asked to comment on a full draft of the thesis prior to submission for examination (Regulation K16.3.2).
- Completion fee with supervision – 40% of current tuition fee – entitles the student to some supervision, usually just one member of the team.
- Full Fee – continued support from full supervisory team.

Once it has been agreed that a student is eligible for a completion fee a student will remain on this status until they submit their thesis for examination or the registration expires. However, if a student or supervisory team feels that more or less supervision is required an

application can be made to the appropriate Faculty Research Degrees Committee to reduce/increase the completion fee with/without supervision.

The 'completion fee without supervision' is a set annual payment and there is no refund available if a student submits early.

The 'completion fee with supervision' can be paid in monthly instalments, if requested, and in agreement with credit control, and is payable until submission of the thesis for examination.

FEES FOR MEMBERS OF STAFF ON RESEARCH DEGREES

Full time and part time members of staff may register as part time students. In certain cases, the Faculty may be prepared to pay a contribution towards the tuition fee. Tuition fees are payable where a member of staff registers with another Faculty.

RESEARCH EXAMINATION PERIOD

Tuition fees cease to be due from the point of submission of the softbound thesis for examination purposes. The appropriate pro rata monthly refund may be payable.

For administrative purposes, a student will require a 'live' student record in the current academic year where the examination period crosses from one academic year to the next (a persistent registration).

RESEARCH RE-EXAMINATION FEE

A student is liable for payment of a re-examination fee set by the University if they are required to resubmit their thesis or required to make 'major amendments' following the viva voce examination. The re-examination fee will either be:

- a) a one off fee to cover the cost of re-examination
- b) or may be a higher fee that can be spread over monthly payments

The above is dependent on the outcome from the viva voce examination and whether the student requires further support from their supervisory team. In some cases, a student may be required to re-register and pay the relevant annual fee.

NOTIFICATION OF WITHDRAWAL

Postgraduate research students must apply for withdrawal through their respective Faculty Research Degree Committee.

SUSPENSION OF REGISTRATION

A student may suspend their registration with the approval of the Faculty Research Degrees Committee or equivalent. The student record should be amended to reflect the period of suspended registration (time-out/pause of study). Fees paid in advance are suspended for the period of suspension of registration. The student's registration period is extended by the length of time of suspended registration. During the period of suspended registration, when tuition fees are not payable, students are not entitled to academic or administrative support or to continue on modules and University facilities may not be used.

UWE students in the UK under a Tier 4 visa should seek advice from Immigration Advice Service with regards the impact of the suspension.

POST REGISTRATION

A student's date of withdrawal from the University is deemed the date on which the University receives written notification. Subsequent reduction in fees must conform to University policy.

As a result of consideration of the progress review, the Faculty Research Degrees Committee or equivalent may take appropriate action, which may include the withdrawal of the student's registration. A requirement to withdraw may have tuition fee implications and students will be notified of any applicable fee charge once official notification of outcome has been released.

STUDENT GROUPS NOT OTHERWISE COVERED

CPD STUDENTS

UWE offers a number of its courses and modules on a Continuing Professional Development (CPD) basis. Course fees may vary according to the length of the course and the method of delivery. Charges for CPD can be at course, year or module level and may vary from 'standard' fee charges due to the specialist nature of the provision. Details of the fee charges for CPD study are available from the CPD unit.

Individuals studying on courses or modules recognised or offered by the University as CPD are not eligible for statutory funding to cover fees even if, as part of the registration, they are on a named course. The university will, as a matter of course, cancel any statutory funding applications it identifies for students on CPD courses.

DISTANCE LEARNING

Distance learners do not attend the the University. Therefore, the academic year for Distance learners is based on the number of weeks between the course start date and the course end date, the total number of weeks is divided in to three equal parts with no break in between 'terms'. For example:

Course Start Date – 14 September – to – Course End Date – 10 June

Total Weeks – 39 therefore, weeks per 'term' = total weeks/3 = 13 (91 days)

'Term' 1 – 14/09 to 11/12 **'Term' 2** – 12/12 to 11/03 **'Term' 3** – 12/03 to 10/06

Liability for Tuition Fees

Distance learners liability is as follows:

| Student withdraws during: | | Fee liability |
|----------------------------------|---------------------------------------------------------------|----------------------|
| 'Term' 1 | (from the first day of term 1 but before the start of term 2) | 25% of full fees |
| 'Term' 2 | (from the first day of term 2 but before the start of term 3) | 50% of full fees |
| 'Term' 3 | (from the first day of term 3) | Full fees |

NHS STUDENTS

NHS students should be aware that there are different rules that apply to their tuition fee funding, details are available on the University website: www.uwe.ac.uk/money

The government has announced a major review to funding for new students starting their NHS course in 2017/18. The information on the UWE website will be updated regularly to reflect the latest information available. Please be aware, until the regulations are passed by parliament in late summer 2016 the details of the funding will not be known. This policy will be updated in due course. Available information will be updated on the University website: www.uwe.ac.uk/money

EDUCATION STUDENTS

Education students on some courses should be aware that there are different rules that apply to their funding, details are available on the University website:

www.uwe.ac.uk/money