



Postgraduate Research Degrees Tuition Fees

Charging and Refund Policy
2017-18



UNIVERSITY *of*
GREENWICH

Research & Enterprise
Training Institute

in association with Student Finance
and Financial Support

POSTGRADUATE RESEARCH DEGREES

TUITION FEES – CHARGING AND REFUND POLICY

1. Tuition Fee Liability

1.1 Studying for a research degree of Master of Philosophy (MPhil), Doctor of Philosophy (PhD) or Doctorate of Education (EdD) at the University of Greenwich requires students to pay full tuition fees at the prevailing level corresponding to their fee assessment status and mode of study, for the duration of their studies. Duration of study is defined as the period from when a student registers with the university as a postgraduate research student to the date when;

- i) the student makes their formal submission for examination via form RDA6a/b¹, or
- ii) the Faculty Research Degrees Committee either approves a formal application from the student to withdraw from their studies or approves a formal application made by the supervisors to withdraw a student from their studies.

Important note:

This document does not apply to research students studying in the Medway School of Pharmacy and only section 1.2 of this policy applies to students studying on MA/MSc Research/by Research programmes. For further information relating to tuition fees for the MA/MSc Research/by Research programmes, refer to the Student fees and finance pages of our website (<http://www2.gre.ac.uk/study/finance>). For information on tuition fee charges for interruptions and withdrawals relating to these programmes, the university Charging and Refund Policy will apply and is available at <http://www2.gre.ac.uk/current-students/regs>.

1.2 Tuition fees for research students are charged per annum:

For **Home and EU Postgraduate Research Students** assessed as paying fees at the home rate undertaking an **MPhil, PHD or an MA/MSc by Research programme**, tuition fees are subject to an annual fee setting exercise and will rise annually in line with the fees as set annually by the Research Councils UK, which are available at <http://www.rcuk.ac.uk/>.

For students paying fees at the **International rate**, tuition fees are subject to an annual fee setting exercise and will rise annually by no more than RPI-X +3% (Retail Price Index excluding mortgage interest payments +3%). For example, if a student's fee rate in 2014/15 had been £7,000 and RPI-X = 3.24% their fee would have increased in 2015/16 to £7,436.80, as follows:

$$\begin{aligned} 3.24\% + 3\% &= 6.24\% \\ £7,000 \times (6.24 \div 100) &= £436.80 \\ £7,000 + £436.80 &= £7436.80 \end{aligned}$$

Please note that RPI-X will change annually. We would only consider an increase to the fee rate for continuing students to reflect the increased cost of delivering the course in subsequent years.

The tuition fee for international students who will be studying on a full time basis outside of the United Kingdom (UK) will be half the corresponding fee for international students who study on a full time basis at one of the main university campuses. This does not apply to international students who are based at one of the main university

campuses but who spend periods of time studying outside of the UK as part of their approved programme of research.

¹ It should be noted that in connection with section 1.1 i), further fees may be required depending on the recommendation made by the approved examiners following the formal examination process, section 4 refers.

The level of fees applicable for the current year of study can be viewed at: <http://www2.gre.ac.uk/current-students/student-finance/research-degree-fees>

- 1.3** Should such a student fail to formally submit the thesis to the Research & Enterprise Training Institute for examination within the maximum permissible completion time relevant to the mode of study as set out in the university's *'Academic Regulations for Postgraduate Research Awards'*, the decision whether to permit a student to continue to study beyond this point rests with the Faculty Research Degrees Committee. Should such a continuation of study be permitted, the payment of tuition fees from this point until the thesis is formally submitted to the Research & Enterprise Training Institute for examination will continue to be in accordance with paragraphs 1.1 and 1.2 of this section.

2. Registration and Payment of Tuition Fees

2.1 Registration with the university

All students, including staff, who are officially engaged in studies leading to the award of a research degree, are required to formally register with the university as a research student on commencement of their studies, and also re-register at the start of each academic year, for as long as they are permitted to study to meet the requirements of their award, irrespective of whether tuition fees are payable (i.e. if a student is awaiting examination or awaiting completion of their award). Failure to re-register for each academic year will result in a student's record becoming inactive and the student may be withdrawn from their programme of study. It should be noted there are limitations on the length of study for the award of research degrees, as set out in the *'Academic Regulations for Postgraduate Research Awards'*, which can be viewed at <http://www.gre.ac.uk/research/current/regs>.

2.2 Tuition fees due on initial registration

Where tuition fees are payable in accordance with the terms set out in the offer letter, initial registration with the university to become a bona-fide research student is contingent on the payment of these tuition fees in accordance with the university's standard payment policy, which can be viewed at <http://www2.gre.ac.uk/study/finance/postgraduate/payment>. For year 1 only, such fees will be determined on a pro-rata basis of the applicable annual fee based on the period between the date of registration and the end of the relevant academic year. For example, a student registering in January 2018 will be charged fees up to the 31 August 2018 (i.e. 8 months of the 12 month fee).

2.3 Tuition fees due on annual re-registration

Research students are required to re-register with the university at the start of each academic year, for the period from 1 September to 31 August. Re-registration will be contingent on payment of the annual tuition fee applicable for that year of study, in accordance with the university's standard payment policy, which can be viewed at <http://www2.gre.ac.uk/study/finance/postgraduate/payment>.

2.4 Tuition fees due on expiry of PhD Scholarships

When a Vice-Chancellor PhD Scholarship or Professorial PhD Scholarship expires, relevant tuition fees become payable from the day following the expiry date until the point where the thesis is formally submitted to the Research & Enterprise Training Institute for examination. In the academic year the scholarship expires, fees will be charged on a pro-rata basis from the day after expiration to the 31 August of that academic year. Subsequent

year's fees will be charged in line with section 2.3 until submission of the thesis for examination, following which the fee charging policy as set out in section 4 will apply.

2.5 Tuition fees due where a student changes mode of study

Where a research student changes their mode of study (i.e. from full time to part time or part time to full time), the following will apply:

- i) If the change of mode occurs just prior to or at the start of the next academic year, the standard annual tuition fee relevant to the new mode of study will be charged from that point onwards.
- ii) If the change of mode occurs part way through an academic year, the tuition fees will be charged pro-rata to the full time rate for the number of months studied in full time mode and pro-rata to the part time rate for the number of months studied in part time mode.

3. Exceptions

3.1 Students in receipt of a Vice-Chancellor's PhD Scholarship or Professorial PhD Scholarship

For students who are in receipt of a Vice-Chancellor's PhD Scholarship or a Professorial PhD Scholarship, the fee charging will be as follows:

- i) Home/EU students will be exempt from paying tuition fees for the three year period they are in receipt of the scholarship.
- ii) For students who are classified as overseas students, the overall fee will be reduced by the equivalent of the home student fee. The student is responsible for paying the difference between the home and overseas fees.
- iii) Once the Scholarship expires after the three year period, full tuition fees at the applicable rate become payable as set out in section 2.4, irrespective of whether further financial support is secured through funding from another source. The exception to this is if the student is successful in becoming eligible for the 'Reduced tuition fee scheme' as set out in section 3.2.
- iv) Where a student is in receipt of a Scholarship and where they are permitted to submit their thesis for examination to the Research & Enterprise Training Institute, on an exceptional basis, prior to the end of the three year period, they will continue to be exempt from tuition fees until the three year period expires. Once the scholarship expires they will then become liable for tuition fees in accordance with section 4.
- v) Students who elect to change their mode of study from full time to part time will invalidate the terms and conditions of their offer and their stipend payments will cease. The student will then become liable for the payment of tuition fees in line with section 2.3.

3.2 Reduced tuition fee scheme

For eligible students, the university operates a 'reduced tuition fee scheme' which has the objective of encouraging doctoral students to complete their studies within four years for those studying on a full-time basis and six years for those studying on a part-time basis.

The scheme applies to eligible students entering their fourth year of full-time study or their sixth year of part-time study from the 1 August 2015 onwards. A student can only benefit from this scheme once during the course of their studies.

The scheme operates as follows:

- i) Students who commenced their programme prior to 1 February 2017, have successfully transferred from MPhil to PhD (where applicable) and complete the research phase of their programme within:
 - three years and will be writing, completing and submitting their thesis in their fourth year of full-time registration, or
 - five years and will be writing, completing and submitting their thesis in their sixth year of part-time registration

can apply to pay a fixed reduced tuition for one year only (i.e. year four for full-time students and year six for part-time students), subject to the submission of the appropriate application form (RDA12) and presentation of demonstrable evidence to confirm this is the case.

- ii) Students who commenced their programme post 1 February 2017, have successfully transferred from MPhil to PhD (where applicable) and complete the research phase of their programme within:
- three years and will be writing, completing and submitting their thesis in their fourth year of full-time registration, or
 - six years and will be writing, completing and submitting their thesis in their seventh year of part-time registration

can apply to pay a fixed reduced tuition for one year only (i.e. year four for full-time students and year seven for part-time students), subject to the submission of the appropriate application form (RDA12) and presentation of demonstrable evidence to confirm this is the case.

- iii) To apply for inclusion in the scheme, students are required to complete the application form RDA12, which may be accessed at: <http://www.gre.ac.uk/research/current/rdaforms> and submit it to their first Supervisor for support, and subsequently to their Faculty Pro Vice-Chancellor for approval, along with the demonstrable evidence set out in section 3.2i). Once approved, the form and demonstrable evidence to support eligibility should be submitted to: researchstudentfinance@gre.ac.uk for processing. This process must be completed within 28 calendar days of the research student officially entering their fourth year of full-time study or sixth/seventh year of part-time study, as defined by the original date of their registration as a research student with the university, not the date they complete their re-registration for the qualifying academic year.
- iv) Students who are granted a one year reduced tuition fee and do not submit their thesis for examination within that year, will not qualify for such a reduced fee in any subsequent years of study and will be required to pay full fees at the published annual rate for the relevant academic year, in line with section 2.3.
- v) Full-time students who are granted a one year reduced tuition fee and do not submit their thesis for examination during their fourth year of study, will not be permitted to transfer to part-time study at the beginning of their fifth year as a matter of course, simply as a means of reducing their tuition fee liability.
- vi) Where a student is eligible for the reduced tuition fee scheme and receives authorisation from their Faculty to re-register late for the qualifying academic year, having failed to re-register within the required timeframe stipulated by the university, continued eligibility for the reduced tuition fee scheme will be dependent on whether the application process for the scheme was completed in accordance with section 3.2 ii). If it is determined the application was submitted in accordance with section 3.2 ii), the reduced tuition fee will then be applied from the date the student officially enters their qualifying year, not the date the student completes their re-registration for that year (i.e. If the student enters their fourth year of full time study in September but does not re-register until November, the fee will still be applied from the September). If the application process is not completed within the required timeframe set out in section 3.2 ii), the student will not be eligible for the scheme and will be liable for the relevant annual tuition fee, in line with section 2.3.
- vii) The current rate payable for those students who are approved as eligible for this scheme is £500 for the year, irrespective of their mode of study and fee assessment status. This rate will be reviewed annually in line with the fee setting requirements outlined in section 1.2.
- viii) Where a student has paid the officially approved reduced tuition fee for the year and submits their thesis for examination part way through the course of the qualifying year or withdraws, the student will not be entitled to a pro-rata refund of the reduced tuition fee, as referred to in sections 4.1 and 5.2.

3.3 Students in receipt of an official university offer letter pre-dating 1 September 2012

3.3.1 Research students who hold an official offer letter pre-dating 1 September 2012, offering them a university bursary comprising a university funded stipend and a full tuition fee waiver, will be exempt from tuition fees providing they continue to be in receipt of an officially recognised stipend and provide evidence of this extension when re-registering with the university on an annual basis. This rule will continue to apply

3.3.2 to research students who change their mode of study. In the academic year the university bursary expires (i.e. the stipend payments stop), fees will be charged on a pro-rata basis from the day after expiration to the 31 August of that academic year. Tuition fees for subsequent years will be charged in line with section 2.3 until submission, when the fee charging policy as set out in section 4 will apply.

3.3.3 Where a student formally submits their thesis to the Research & Enterprise Training Institute for examination within the maximum permissible completion times set out in the university's *'Academic Regulations for Postgraduate Research Awards'*, such students will continue to be exempt from paying tuition fees for the period it takes to complete any major modifications or re-submit their thesis for the approval of the examiners, provided they continue to be in receipt of a university stipend. If they are no longer in receipt of a university stipend, the student will be liable for tuition fees in accordance with section 4.

3.3.4 Should a research student fail to formally submit their thesis to the Research & Enterprise Training Institute for examination within the maximum permissible completion time corresponding to their mode of study, the terms and conditions set out in the original offer letter become null and void and the process for continuation and tuition fee charging will then follow that set out in Sections 1.3 and 2.3.

3.4 Students who registered with the university prior to 1 September 2010

Research students who commenced their studies prior to 1 September 2010 may qualify for a 'thesis completion and presentation fee', dependent on their mode of study, as set out below:

- i) Full-time research students are required to pay the annual tuition fee applicable for years 1 - 3 of their studies. In years 4 and 5 they are eligible for a 'thesis completion and presentation fee' charge, which is currently £500. Should a full-time student exceed the maximum permissible timeframe for completion and the Faculty Research Degrees Committee permit the student to continue with their studies, they will become liable to pay the annual tuition fee applicable in accordance with sections 1 and 2.3.
- ii) Part-time research students are required to pay the annual tuition fee applicable for years 1 – 5 of their studies. In Year 6 they are eligible for a 'thesis completion and presentation fee' charge, which is currently £500. Should a part-time student exceed the maximum permissible timeframe for completion, provided they are permitted to continue by the Faculty Research Degrees Committee, they will become liable to pay the annual tuition fee applicable in accordance with sections 1 and 2.3.

Note: The 'thesis completion and presentation fee' referred to in this section is not to be confused with the 'Reduced tuition fee scheme' detailed in section 3.2.

3.5 University staff registered on a research degree programme from 1 September 2012

Staff who are registered with the university on a research programme leading to an award of a research degree after 1 September 2012 are also considered as research students and are subject to the payment of tuition fees in accordance with the *'Partial Fee Exemption Scheme – Policy and Arrangements for Staff Studying on University Programmes'*, which can be viewed at: <http://www2.gre.ac.uk/about/policy>

Should such a member of staff fail to formally submit the thesis to the Research & Enterprise Training Institute for examination within the maximum permissible completion time relevant to their mode of study, the process follows that set out in section 1 above, except the payment of tuition fees will remain in accordance with the 'Partial Fee Exemption Scheme' referred to in this section.

3.6 University staff registered on a research degree programme before 1 September 2012

Staff who registered with the university on a research programme leading to the award of a research degree prior to 1 September 2012, are also considered as research students and are exempt from tuition fees during their studies, including the period(s) of time it takes to progress through the examination process to the awarding of the degree. However, the decision whether to permit staff to continue their studies beyond the maximum permissible completion time relevant to their mode of study rests with the Faculty Research Degrees Committee, as outlined in section 1.

3.7 Doctorate by Published Work (PhD) and Higher Doctorates (DSc, DTech, DLitt, LLD)

For those eligible to undertake a Doctorate by Published Work (PhD) or Higher Doctorate (see the [Academic Regulations for Postgraduate Research Awards](#) for eligibility), a flat administration fee of £1000.00 is payable.

For contracted members of staff of the University, the amount of this figure payable by the candidate and/or the Faculty will be determined by the University's Partial Fee Exemption Scheme Policy and whether the member of staff is deemed to be operating under Category A (sponsorship) or Category B (partial fee exemption).

For those who hold a formal honorary position in connection with the University, the full administration fee of £1000.00 is payable.

4. Tuition fees following examination outcomes

4.1 Tuition fees following submission of a thesis

During the academic year a research student is due to submit their thesis for examination, tuition fees will continue to be charged according to section 2.3 until the RDA6a/b and accompanying thesis have been submitted to the Research & Enterprise Training Institute for examination. Tuition fees will then be recalculated on a pro-rata basis of the annual tuition fee, from the start of the relevant academic year to the point where the student has officially submitted the RDA6a/b and accompanying thesis to the Research & Enterprise Training Institute for examination. Any overpayment of tuition fees identified will be held until completion, as further charges may be incurred as a result of the examination outcome, as set out in section 4.2.

Note: Tuition fees will not be calculated on a pro-rata basis, as above, for students who submit their thesis for examination during the year they are in receipt of an approved Reduced Tuition Fee as set out in section 3.2.

4.2 Tuition fees following the outcome of an examination

The tuition fees following the outcome of the examination are as follows:

- i) **Minor amendments** – Where the examiners' recommendation requires the student to undertake minor amendments and corrections to their thesis, students are normally given 3 months, from the date they receive the official notification of the examination outcome and required amendments, to complete and submit these amendments for the examiners approval, as set out in the university's *Academic Regulations for Postgraduate Research Awards*. Research students will not be liable to pay tuition fees during the 3 month period permitted, but if a student exceeds the 3 month period, tuition fees will be charged pro-rata to the applicable annual tuition fee for each month in excess of the 3 months permitted until the point the amendments have been completed and approved by the examiners.
- ii) **Major amendments** – Where the examiners' recommendation requires the student to undertake major amendments to their thesis and submit these amendments for their approval within a year, as set out in the university's *Academic Regulations for Research Awards*, students will be liable to pay the annual tuition fee applicable for this period and payment is due in line with the university's standard payment policy, which can be viewed at <http://www2.gre.ac.uk/study/finance/postgraduate/payment>. If a student submits their amendments for approval prior to the one year deadline and the amendments are approved by the examiners', they will be reimbursed on a pro-rata basis for each month that was paid for but not used to undertake the amendments. For example, if a student is examined in April and has one year to complete major amendments and submits their completed amendments for approval by the examiners in the December, if they have paid the full annual tuition fee they will be reimbursed for four months of tuition fees, from January to April.

Note: Where a research student is still in receipt of a Vice-Chancellor's or Professorial Scholarship when they commence their major amendments, the same tuition fees charging and payment policy as stated above applies, except the annual tuition fee will be charged pro rata to the number of months from when the scholarship ceases to the end of the relevant year permitted for completing the amendments.

iii) **Re-submission and/or re-examination** – Where the examiner’s recommendation requires the student to re-submit their thesis within a year, as set out in the university’s *Academic Regulations for Postgraduate Research Awards*, students will be liable to pay the annual tuition fee applicable for this period and payment is due in line with the university’s standard payment policy, which can be viewed at <http://www2.gre.ac.uk/study/finance/postgraduate/payment>. If a student submits their revised thesis prior to the one year deadline and it is approved by the examiners, they will be reimbursed on a pro-rata basis for each month that was paid for but not used for re-submission. For example, if a student is examined in April and has one year to re-submit, and re-submits their revised thesis in the December for consideration by the examiners, if they have paid the full annual tuition fee they will be reimbursed for four months of tuition fees, from January to April.

Note: Where a research student is still in receipt of a Vice-Chancellor’s or Professorial Scholarship when they commence their re-submission and/or re-examination year, the same tuition fees charging and payment policy as stated above applies, except the annual tuition fee will be charged pro-rata to the number of months from when the scholarship ceases to the end of the relevant year permitted for re-submission and/or re-examination.

4.3 Completion of studies

Should a research student’s tuition fee account be in credit following the calculation of the tuition fees due on completion of studies according to the processes set out in sections 4.1 and 4.2, the university will refund any credit identified.

5. Interruption and withdrawal from studies

5.1 Interruption from studies

5.1.1 Current interruption from studies

Should a Faculty Research Degrees Committee support a formal application made by a research student to interrupt their studies during the academic session they are currently registered for, tuition fees for the academic session the interruption applies to will be calculated pro-rata to the number of months they were actively registered for. Where the student has paid in excess of the months they were actively registered

for, they may request any credit identified within that academic year be refunded to them. Where a student does not request a refund, any tuition fee credit identified will be held as a deposit and credited towards future years of study.

5.1.2 Retrospective interruption from studies

Should a Faculty Research Degrees Committee exceptionally support a formal application made by a research student to retrospectively interrupt studies for a previous academic session, tuition fees for the academic session the interruption applies to will be calculated pro-rata to the number of months they were actively registered for. Where the student has paid in excess of the months they were actively registered for, any credit identified will not be refunded to the student and will instead be deducted from tuition fees due in their current or returning year of study.

5.2 Withdrawal from studies

5.2.1 Should the Faculty Research Degrees Committee support a formal application made by a research student to withdraw from their studies, or from the supervisors to withdraw a research student from their studies,

within 14 days of the student completing registration in full² with the university for their first year of study, the student will not be liable for tuition fees and shall receive a full refund of any tuition fees paid for the academic year. Where a research student withdraws after 14 days during their first year and during any subsequent years of study, tuition fees will be charged in accordance with section 5.2.2.

5.2.2 Should the Faculty Research Degrees Committee either approve an application from a research student to withdraw from their studies, or from the supervisors to withdraw a research student from their studies, tuition fees will be charged pro-rata the annual fee for the number of months the student was actively registered. Where the student has paid in excess of the number of months they were actively registered for, any credit identified will be refunded to the student.

Note: Tuition fees will not be calculated on a pro-rata basis, as above, for students who withdraw during the year they are in receipt of an approved Reduced Tuition Fee as set out in section 3.2.

6. Appeals and Complaints

6.1 Appeal of an examination decision

Where a research student submits an appeal in line with the procedures outlined in the, *Academic Regulations for Postgraduate Research Awards*, which can be viewed at <http://www2.gre.ac.uk/current-students/regs>, the student will not incur further tuition fees whilst the appeal is under review. Tuition fees will then be charged in accordance with section 4, based on the outcome of the appeal.

6.2 Complaints

Where a research student submits a formal complaint in line with the procedures outlined in the, *Postgraduate Research Student's and Supervisor's Handbook*, which can be viewed at <http://www.gre.ac.uk/research/current>, the student will continue to be charged tuition fees in accordance with sections 1 – 4.

7. Debt Policy and Procedures

Research students are subject to the university's policy and procedures for the non-payment of tuition fees. The university's, Policy and procedures from 2014-2015 for the non-payment of tuition fees, can be viewed by going to <http://www2.gre.ac.uk/about/policy> and selecting 'Finance'.

8. Other Fees

It should be understood that some postgraduate research programmes within Faculties have attached to them additional fees to cover the cost of consumable items used in undertaking a research programme. These are sometimes referred to as Bench Fees, and may vary according to discipline and Faculty. Such fees should not be confused with Tuition Fees that have been the focus of this document. The level of such fees are set locally by the Faculty and are payable directly by the student or sponsor to the Faculty. Students are therefore advised to contact their Faculty office about the applicability, level and payment of such fees.

Version 1, Session 2017-18, July 2017

² i.e. you have verified your personal details, your programme of study and courses, paid your tuition fees and, if you are a new student, your identity and qualifications documents have been presented to and verified by a relevant member of university staff.