

# SPONSORSHIP AND PARTIAL FEE EXEMPTION SCHEME

## Approval

FOO/COO Group	
---------------	--

## Version Control

Version 1.0	
-------------	--

## Responsible Officer

Version 1.0	Anna Radley	
-------------	-------------	--

### Document History and Version Control

<b>Version</b>	<b>Action</b>	<b>Approval Authority</b>	<b>Action Date</b>
1.0	New version of scheme	VCG	16/07/2018

### Version control numbering


**CONTENTS**

	<b>Page</b>
<b>1 Scope</b>	<b>4</b>
<b>2 Out of Scope</b>	<b>4</b>
<b>3 Scheme</b>	<b>5</b>
<b>4 Forms of Support</b>	<b>6</b>
Sponsorship	6
Partial Fee Exemption	9
<b>5 Application Process</b>	<b>11</b>
<b>6 Decisions</b>	<b>12</b>
<b>7 Relevant Conditions</b>	<b>12</b>

## Sponsorship and Partial Fee Exemption Scheme at the University of Greenwich

This document sets out the arrangements by which staff employed by the University are able to enrol on part-time programmes of study for the purposes of their professional or personal development by full sponsorship or partial fee exemption.

### 1 Scope

- 1.1 The Sponsorship and Partial Fee Exemption Scheme (“The Scheme”) is open to staff with two years’ continuous service or more at the point of making the application. There are a number of circumstances where sponsorship or partial fee exemption under the Scheme will not apply. These are set out in section 2.

### 2 Out of Scope

- 2.1 Staff who attend internal programmes of study where there is a contractual requirement of employment to do so (such as PG Cert or a PhD/Doctoral qualification) are exempt from the Scheme and do not have to apply for support under the Scheme. A letter should be sent from the staff members’ line manager to Student Finance and HR detailing the contractual requirement of employment.
- 2.2 Knowledge Transfer Partnership (KTP) Associates undertaking a course of study that is directly relevant to their work with the University are exempt from the Scheme and do not have to apply for support under the Scheme.
- 2.3 Full and part-time staff (with an FTE load of 0.4 or greater) employed by the University studying for PG Cert in Higher Education (PG Cert HE) qualification who do not have a formal teaching qualification are exempt from the Scheme and do not have to apply for support under the Scheme. Staff within this area of exemption are required to send a letter to Student Finance informing them of the exemption.
- 2.4 Staff requested to complete the PG Cert HE as part of a Faculty response to meet the institutional KPI for qualified teaching staff are exempt from the Scheme.
- 2.5 Full and part-time staff (with an FTE load of 0.4 or greater) employed by the university studying for the Award of Institutional Credit in Learning and Teaching P13438 qualification are exempt from the Scheme and do not have to apply for support under the Scheme.

Partner College staff will be eligible for a 50% discount, in line with the usual arrangements for full-time staff on a PGCert HE.

- 2.6 In some individual circumstances it may be appropriate for Faculties to cover the full cost of the staff member's qualification, for example, where a Faculty may be considering offering a new programme of study in the future. In such situations repayment conditions for the staff member would be in line with the Scheme's terms.
- 2.7 Staff who are required by the University to undertake an external qualification as a contractual requirement of employment will have their full fees covered by the originating Faculty/Directorate.
- 2.8 If there is a contractual requirement for an existing member of staff to acquire PhD status to secure ongoing employment, each case will be considered on its own merits regarding support available under the Scheme.

### 3 The Scheme

- 3.1 The Scheme supersedes any previous partial fee or fee waiver scheme. Continuing students who applied for a fee waiver under the 2011/12 (or prior) arrangements should speak to their PVC or Director to agree when the programme of study will be completed.
- 3.2 The Scheme applies to new enrolments from 2021/2022 and continuing enrolments for part-time courses. The University may give special consideration to full-time study applications.
- 3.3 A new application for support is required under the Scheme for each year of study. Continued support will be dependent on **successful and timely completion of all required forms of assessment** (evidence of progress will be required with the application) and the **availability of funding within the Faculty/Directorate**. Staff should follow the usual annual student enrolment procedure to secure a place on the required programme of study.
- 3.4 It should be noted that requirements of employment take precedence, therefore in certain circumstances leave of absence may be required for attendance or assessment purposes. There is an expectation that whilst studying the individual will continue to perform to the standard required by the University and this will be reflected in the individual's appraisal.
- 3.5 Should a period of overseas study be required as part of a programme of study, the originating Faculty/Directorate should set out the relevant arrangements when approving the application.

- 3.6 The University reserves the right to exclude certain categories of modules or programmes from the operation of the Scheme.
- 3.7 The University reserves the right to vary or withdraw the Scheme from operation at any time.

## 4 Forms of Support

- 4.1 The Scheme offers two forms of support: Sponsorship or Partial Fee Exemption.
- 4.2 **Sponsorship** is available for staff who wish to undertake study (internally or externally) that has been identified in their appraisal and which has a clear benefit to the University, where funding is available within the Faculty or Directorate.

The table below illustrates the level of sponsorship available under the Scheme in each category:

	University of Greenwich programme			External qualification		
	Bachelor level or below	Taught Masters	Research degree	Bachelor level or below	Taught Masters	Research degree
<b>Sponsorship applications</b>						
<b>cost to originating Faculty/ Directorate</b>	20%	40%	75%	20%	40%	75%
<b>cost to applicant</b>	waived	waived	waived	80%	60%	25%

**Note:** The amounts above refer to the percentage of the full published fee. PVCs/Directors of originating Faculties/Directorates should ring-fence relevant amounts in their budgets for staff attendance (excluding those covered by Out of Scope in Section 2).

- 4.3 In addition, the following arrangements for facilitating attendance on programmes are also available:
- (i) Up to five days with pay to support study per academic year (for Bachelor level or below and taught Masters). For example for course work or preparation for examination per academic year – timing of the study leave to be agreed with line manager;
  - (ii) Line management support in the form of guidance, mentoring and advice in carrying out work-based projects and assignments;

- (iii) Time off with pay to attend classes and examinations. The amount of time will be dependent on the requirements of the course.

4.4 If an individual benefiting from the Scheme via sponsorship ceases to be a member of staff while enrolled on a programme of study, and for two years after programme completion, they will be required to repay to the University the full amount or a proportion of the fee according to the schedule set out below (*pro rata* arrangements for repayment may be available).

**Sponsorship repayment conditions (if and when applicable)** - where staff undertake study (internally or externally) that has been identified in their appraisal and which has a clear benefit to the University:

	<b>Amount re-payable by the staff member</b>	
<b>Status</b>	<b>University of Greenwich programme</b>	<b>External qualification</b>
<b>Failure to complete the required assessment and/or examination within expected timescales</b>	<p>The individual should reimburse the university the percentage paid by the university for the programme of study on which the member of staff has enrolled to date.</p> <p>The University reserves the right to waive the repayment arrangements in exceptional individual circumstances</p>	<p>The individual should reimburse the university the full amount paid by the university for the programme of study on which the member of staff has enrolled to date.</p> <p>The University reserves the right to waive the repayment arrangements in exceptional individual circumstances</p>
<b>Leaving the university's employment of one's own volition during the programme of study</b>	<p>The individual will be required to pay back:</p> <ul style="list-style-type: none"> <li>• the full published fee for the entire programme of study at Bachelor level or below;</li> <li>• the full published cost incurred to date if a Masters or research programme of study</li> </ul>	<p>The individual should reimburse the university the full amount paid by the university for the programme of study on which the member of staff has enrolled to date</p>

<b>Leaving the university's employment of one's own volition within 2 years of completion</b>	The individual will be required to pay back 20% of the full published fee for each year of study when sponsored under the Scheme	The individual will be required to pay back 20% of the full amount paid by the university
<b>If employment terminated by cause during the programme of study</b>	The individual will be required to pay back: <ul style="list-style-type: none"> <li>• 50% of the full published fee for the entire programme of study at Bachelor level or below</li> <li>• 50% of the full published fee for a Masters or research degree</li> </ul>	The individual will be required to pay back 50% of the amount paid by the university
<b>If employment terminated for cause within 2 years of programme of study completion</b>	The individual will be required to pay back 20% of the full published fee for each year of study when sponsored under the Scheme	The individual will be required to pay back 20% of the amount paid by the university
<b>If taking voluntary redundancy</b>	Member of staff would be eligible to continue studies for the rest of the current academic year; thereafter should they wish to continue their studies they would follow the non-staff student process and no longer receive sponsorship from the university	Member of staff would be eligible to continue their studies for the remainder of the academic year; thereafter should they wish to continue their studies they would follow the non-staff student process and no longer receive sponsorship from the university
<b>If being made compulsorily redundant</b>	Member of staff would be eligible to continue their studies for the remainder of the academic year;	Member of staff would be eligible to continue their studies for the remainder of the academic year:



	thereafter should they wish to continue their studies they would follow the non-staff student process and no longer receive sponsorship from the university	thereafter should they wish to continue their studies they would follow the non-staff student process and no longer receive sponsorship from the university
--	---	---

4.5 **Partial fee exemption** is available as a benefit of employment for staff who would like to undertake study on internal programmes for personal development or interest.

The table below illustrates the level of partial fee exemption available under the Scheme in each category:

	University of Greenwich programme			External qualification		
	Bachelor level or below	Taught Masters	Research degree	Bachelor level or below	Taught Masters	Research degree
<b>Partial fee exemption applications</b>						
<b>cost to originating Faculty/ Directorate</b>	waived	waived	waived	n/a	n/a	n/a
<b>cost to applicant</b>	20%	40%	75%	100%	100%	100%

**Note:** The amounts above refer to the percentage of the full published fee.

4.6 In addition, the following arrangements for facilitating attendance on programmes are also available:

- (i) Up to five days with pay to support study per academic year. For example for course work or preparation for examination per academic year – timing of the study leave to be agreed with line manager;
- (ii) Line management support in the form of guidance, mentoring and advice in carrying out work-based projects and assignments – applicable to all staff enrolled on a programme of study;
- (iii) Working the time back or annual leave should be taken for attendance at classes and examinations – this should be agreed in advance with the line manager.

- 4.7 If an individual benefiting from the Scheme via partial fee exemption ceases to be a member of staff while enrolled on a programme of study, and for two years after programme completion, they will be required to repay to the University the full amount or a proportion of the fee according to the schedule set out below (*pro rata* arrangements for repayment may be available).

**Partial fee exemption repayment conditions (if and when applicable)**

where staff undertake study on internal programmes for personal development or interest as a benefit of employment:

<b>Status</b>	<b>Amount re-payable by the staff member</b>
<b>Failure to complete the required assessment and/or examination within expected timescales</b>	The difference between the full published fee and the amount paid for the programme of study on which the member of staff has enrolled to date. The university reserves the right to waive the repayment arrangements in exceptional individual circumstances
<b>Leaving the university's employment of one's own volition during the programme of study</b>	The difference between the full published fee and the amount paid for the programme of study on which the member of staff has enrolled to date
<b>Leaving the university's employment of one's own volition within 2 years of completion</b>	20% of the full published fee for each year of study under the Scheme
<b>If employment terminated for cause during the programme of study or within 2 years of programme of study completion</b>	The difference between the full published fee and the amount paid for the programme of study on which the member of staff has enrolled to date
<b>If taking voluntary redundancy</b>	Member of staff would be eligible to continue their studies for the remainder of the academic year; thereafter should they wish to continue their studies they would follow the same process as non-staff students and no longer receive the reduced cost of the programme of study

<b>If being made compulsorily redundant</b>	<p>Member of staff would be eligible to continue their studies for the remainder of the academic year and to make a fresh application to continue their studies they would follow the same process as non-staff students and no longer receive the reduced cost of the programme of study</p>
---	---

## 5 Application Process

- 5.1 Prior to the launch of the Scheme, each Faculty and Directorate should consider if they have sufficient budget to support the Scheme and communicate to their staff whether or not they will be able to support the Scheme locally.
- 5.2 If budget is available, Faculties and Directorates will advertise locally the process and timetable for the submission of applications to their local assessment panel. Eligible staff who wish to make an application under the Scheme must complete the Sponsorship and Partial Fee Exemption Scheme Application Form and submit it no later than the advertised date to their Faculty/Directorate for a Panel Assessment.
- 5.3 A Directorate Assessment Panel will normally consist of at least two members of the Senior Management Team and the Director. If the Directorate does not have a Senior Management Team, members of a different Directorate Senior Management Team can form part of the panel. The role of the Directorate Assessment Panel will be to decide whether or not an application should be supported.
- 5.4 A Faculty Assessment Panel will normally consist of at least two members drawn from the following: Faculty Operating Officer; PVC, the Director of Research and Enterprise; the Director of Learning and Teaching; a Programme Leader for an MPhil/PhD programme, or an equivalent PVC nominee; and an experienced PhD supervisor. The role of the Faculty Assessment Panel will be to decide whether or not an application should be supported and to the Faculty Executive/Resources Group, as appropriate, whether or not a BAW points allocation should be made if a research programme of study is proposed to be undertaken by an academic staff member.
- 5.5 If an application is made to study for a PhD with an external institution, subject to being approved at the initial Assessment Panel it will then need to be approved by the relevant Deputy Vice Chancellor.

- 5.6 If an application is received outside of the Scheme timetable, it is at the discretion of the Faculty/Directorate to decide whether the application will be considered at that time. This will be on a case by case basis.

## 6 Decisions

- 6.1 The decision as to whether the application be supported by the Scheme will be based on whether or not the application meets the criteria of the Scheme and the relevant budget is available. The Panel will inform the member of staff of their decision in writing as to whether to support their application according to the local timetable.
- 6.2 The decision as to whether a member of staff is to be enrolled on the proposed programme of study is based solely on academic grounds and is outside the remit of the Scheme.

## 7 Relevant Conditions

- 7.1 On completing online registration for a programme of study, staff will subscribe to the University's Terms and Conditions. It should be noted that the University Terms and Conditions regarding refund of fees do not apply to staff attending programmes of study under this Scheme.
- 7.2 Staff should carefully consider the number of credits they wish to study as it may affect the amount of fees due. Any additions to the originally selected credits studied on the University's programmes will be invoiced to either the university or the individual for any respective increases in fees at a later date once reconciliation at financial year end has taken place. **Sponsorship applicants** must seek approval of the line manager and the relevant PVC/Director before increasing the number of credits studied.
- 7.3 Whilst enrolled on a programme of study, staff must comply with the University Rules and Regulations for students (including the Code of Behaviour Policy for Students). The University reserves the right to withdraw the benefits of the Scheme from individuals for good cause (for example, fraud or failure to pursue the course of study diligently). Specific reasons will be provided in such cases.

