



University of the Highlands and Islands

# 2023-24 Higher Education Fees Policy

POL082

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Responsible Office/ Department:	Planning and performance
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Accessible versions of this policy are available. Please contact the University Governance team.

## Policy Summary

Overview	<p>This policy details essential information relating to fees and payment of fees. All students and staff are advised to familiarise themselves with this policy which forms part of the university's Terms and Conditions and should be read in conjunction with them.</p>
Purpose	<p>The policy outlines the responsibilities of the university and students in relation to fees that may be charged to an enrolled student undertaking a programme of study or research.</p> <p>It applies to all students on higher education courses and should be applied consistently across the partnership. All students enrolling on higher education courses are required to pay tuition fees which are due in full at enrolment each year, unless otherwise agreed in advance.</p> <p>The payment of fees is the responsibility of the student. In the event of a student's sponsoring authority (eg Student Awards Agency for Scotland (SAAS), employer or other funder, or a parent or guardian) failing to make payment, the student will be held personally liable for payment.</p> <p>The tuition fee covers enrolment, tuition, and assessment. For the avoidance of doubt, the fee does not include costs for travel to/from induction sessions; cost of field trips and similar; specialist personal equipment or books (other than library access and access to on-line materials and journals). Any additional costs should be mentioned on the website, explained during student induction, and confirmed in student handbooks.</p>
Scope	<p>This policy covers all higher education undergraduate, taught postgraduate and postgraduate research programmes. Students studying on a further education course enrolled at any of the university's academic partners should refer to that partner's policies.</p>
Consultation	<p>The policy was initially developed by a fees policy group including staff from across the partnership and reviewed with relevant practitioners.</p>
Implementation and Monitoring	<p>The policy is approved by Partnership Council and available to staff via SharePoint and to students and prospective students on the university website, reference is also made to the policy in the Terms and Conditions for Applicants and Students. The approved policy is also distributed to named contacts in each academic partner/university department. The policy is implemented through relevant funding and finance practitioners across the partnership who are responsible for the administration and collection of fees.</p>
Risk Implications	<p>The policy is designed to give potential students, students and staff essential information about fees and payment of fees ensuring they are appropriately informed of their responsibilities and what can be expected from them. The policy also ensures the processes are conducted in a consistent and fair way across the partnership.</p>

Link with Strategy	The policy is linked to financial sustainability. It also has relevance to student experience and to our compliance with consumer protection legislation.
Impact Assessment	Equality Impact Assessment
	Privacy Impact Assessment

## 1. Policy Statement

This policy details essential information relating to fees and payment of fees. All students and staff should familiarise themselves with this policy which forms part of the university's [terms and conditions](#) and should be read in conjunction with them.

## 2. Purpose

The policy outlines the responsibilities of the university and students in relation to fees that may be charged to an enrolled student undertaking a programme of study or research.

All students enrolling on higher education courses are required to pay tuition fees which are due in full at enrolment each year, unless otherwise agreed in advance (see Instalment policy, page 14). The payment of fees is the responsibility of the student. In the event of a student's sponsoring authority (eg Student Awards Agency for Scotland (SAAS), employer or other funder, or a parent or guardian) failing to make payment, the student will be held personally liable for payment. Any student having financial difficulties in paying fees or other costs relating to studying at the university should contact student support staff and the finance department at their academic partner.

The tuition fee covers enrolment, tuition, and assessment. For the avoidance of doubt, the fee does not include costs for travel to/from induction sessions; cost of field trips and similar; specialist personal equipment or books (other than library access and access to on-line materials and journals). Where there are additional costs associated with a programme (mandatory or optional), these will be identified on the course pages on the university website.

Students who are considering leaving their programme of study are encouraged to first make contact with their home academic partner for advice and guidance to understand any implications, including liability for part or all of their tuition fees, of withdrawing from their studies.

## 3. Scope

This policy covers all higher education undergraduate, taught postgraduate and postgraduate research programmes.

## 4. Exceptions

Students studying on a further education course enrolled at any of the university's academic partners should refer to that partner's policies.

## 5. Notification

The policy is available to staff via SharePoint and through relevant practitioner groups. Students and prospective students are either signposted to or can find the policy on the university website.

## 6. Roles and Responsibilities

Partnership Council approve the policy which is reviewed annually by a partner group. The policy is implemented through relevant funding and finance practitioners across the partnership who are responsible for the administration and collection of fees.

## 7. Policy Detail

### Undergraduate and postgraduate taught programmes

For postgraduate research fees policy, see page 22.

#### Tuition Fee Determination

Each programme has agreed fees published on the university website. Fees are based on a credit points structure. All elements of the university curriculum are assigned specific credit points.

Tuition fee payable will depend on:

- Mode and level of study
- Student's fee status
- Type of student
- Any relevant bursaries, discounts, or scholarships
- Other fees may also be payable

#### 1. Mode and level of study

The number of credits a student is registered on in the academic year will determine their mode of study as either full-time or part-time for fee purposes.

##### 1.1 Full-time mode of attendance

###### Taught postgraduate degrees

Full-time study for a Masters degree is normally structured as two semesters (60 credits per semester) plus a dissertation (180 credits in total). Students registered on 120-180 credits will be registered as full-time and will be charged the full-time course fee.

###### Undergraduate degrees (including CertHE and DipHE)

The default for full-time study will always be 120 credits. In exceptional circumstances undergraduates registered as full-time may be allowed to study between 80 and 120 credits in one academic year, if agreed by the university student records office. However, where this is the case there may be implications for the student's future eligibility for support funding if they do not manage to complete the necessary number of credits for the award in the number of years for which the award attracts support funding.

It is therefore only advisable for a full-time student to study less than 120 credits in a year if either, a) they have been awarded credit through Recognition of Prior Learning (RPL) as part of that year's study requirements, or b) they are repeating modules.

### SQA programmes

Students taking 12 to 15 SQA units (96 to 120 credits) during an academic year will be charged the applicable full-time fee and deemed to be full-time students. However, students undertaking less than 15 units (120 credits) per year should be aware that this may affect their eligibility for progression to HND and/or degree programmes, as well as for support funding.

### Taking more than the full-time credit total in one academic year

Students undertaking more than a full-time complement of modules/units (120 credits) will normally be charged for the excess. This will be based, pro-rata, on the relevant full-time rest of the UK (RUK) fee (see section 2).

## 1.2 Part-time mode of attendance

### Taught postgraduate degrees

Part-time study for a Masters degree is normally one or two modules per semester over two or three years followed by a dissertation (180 credits in total). Part-time students will pay the module fee for the modules undertaken in each academic year, the total sum for a course may be higher than the full-time fee. Part-time students supported through SAAS postgraduate tuition fee loans must take no longer than twice the length of the full-time equivalent course, as indicated on the university website. For courses where there is no full-time equivalent, student must take no longer than three years to complete their studies. For courses lasting more than one year, students supported through Student Finance England loans will have their loan divided equally across each year of the course.

### All undergraduate programmes

Part-time students will pay the module fee for the modules undertaken in each academic year, the total sum for a course may be higher than the full-time fee. Part-time students will be registered on less than 120 credits per academic year.

Part-time students supported through the SAAS Part-time Fee Grant must study between 30 and 119 credits per academic year (August - July) to be eligible. Part-time students supported through Student Loan Company part-time tuition fee loans must be studying at least 25% of the full-time course.

### International students on UKVI Tier 4 or Student Route visas

International student studying on a Tier 4 or Student Route visa sponsored by the University of the Highlands and Islands are only able to study part-time if they are required to re-sit assessments and are eligible to do so under the conditions of their visa.

### Transfers

Students who transfer to another course within the university, or change their mode of attendance, may be liable for additional fees based on their revised credit total or any other fee differential.

## 2. Fee status

### 2.1 Assessment of fee status

The university makes a provisional assessment of fee status based on the information provided on the student application form, pending confirmation (if appropriate) from the Student Awards Agency for Scotland (SAAS) or other UK student funding bodies. This assessment is clearly stated on all offer letters and applicants are directed to the university website to find the actual fee due. Before making the provisional assessment, we may need to request further information from applicants. It is important that applicants understand the university's assessment of their fee status before accepting an offer.

The final determination of fee status will be made at enrolment when evidence of, for example term-time residence, may be required. If it is subsequently discovered that incorrect or incomplete information has been provided by the student, the university may change the student's fee status and seek to recover any underpayment, including from previous years. Generally, the fee status assessment at the start of the course continues for the duration of the course even if circumstances change, with the exception of changes relating to SAAS or other UK funding bodies eligibility. However, if the fee charged is miscalculated due to a fault or error on the part of the university in assessing fee status, the students will be informed, and the fee adjusted to the correct level for the remainder of the course of study.

In the event of a student being dissatisfied with their fee status assessment they may submit a complaint via the [complaints handling procedure](#).

### 2.2 Fee status descriptions and fee implications

Fee status determines how much a student pays in tuition fees. It is based on nationality, where the student normally lives and how long they have lived there as well as term-time location at the start of the course and the type of course studied. Our fee statuses and fees payable fall into four categories:

Course studied at one of our campuses:

- Scotland-domiciled (includes EU nationals with settled status in the UK), fee status SC or SCEU
- Rest of the UK-domiciled, fee status RUK
- EU, EEA and Swiss nationals without settled status in the UK, fee status INTEU
- International, fee status INT

Note: pre-2021-22, EU nationals eligible for funding support from the Scottish Government had a fee status of EU and paid the same fees as Scottish students. As long as these students continue to be eligible, this fee status and level will be retained for the duration of their course, including those progressing through 'top-up degrees'.

Courses that are validated for online study:

- Scotland-domiciled (includes EU nationals with settled status), fee status SC, SCO or SCEU, SCEUO
- Rest of the UK-domiciled, fee status RUKO
- EU, EEA and Swiss nationals without settled status in the UK, fee status INTEUO
- International, fee status INTO

Note: pre-2021-22 EU nationals studying online from home had a fee status of EUO, for continuous study this fee status and fee level will be retained for the duration of their course. Fee status assessment for the Republic of Ireland students following the UK's departure from the EU depends on a number of factors, further information is available through the link given below.

[Detailed information on eligibility requirements for each fee status](#) and fees payable is available on the university's website.

## 2.2 'No fee increase' guarantee

A no fee increase guarantee is available for undergraduate and taught postgraduate students who are not funded through SAAS or other UK student funding bodies for continuous study for the same award, up to the permitted standard time limit for that award. If there is any self-imposed break in their studies, students need to apply for readmission and in such circumstances the relevant fee from their new year of admission would apply.

The students must be studying full-time (1.0 full-time equivalent (FTE)) or structured part-time (at least 0.5 FTE). Students starting a degree programme comprising an HN award as the first and/or second year will pay, in the relevant proportion, the HN and degree fee as set in their initial year of entry. This applies only if progression to the degree year was clearly part of the student's intended study pathway at the point of entry

Where a student is eligible for the 'no fee increase' guarantee and also any scholarship and/or bursary, then the amount of the scholarship and/or bursary will be set and fixed at the value at the point of entry and not subject to any annual increase. Any qualifying financial criteria (eg household income in the case of RUK bursaries) will be subject to annual review as well as continuing eligibility.

## 3. Type of student

### 3.1 Exchange/study abroad students

Incoming exchange students coming here to study from another university are charged the appropriate fee, based on their fee status, unless other fee arrangements are set out in the inter-institutional agreement. Where this is the case, the fee charged to the student will be as determined by the inter-institutional agreement and the student will be informed of this.



Outgoing exchange/study abroad students are defined as University of the Highlands and Islands students who are attending another higher education institution (HEI) for up to one academic year, sitting assessments, and expecting to receive UHI credit/module exemptions for the study undertaken at that HEI.

Outgoing exchange/study abroad students are charged their usual tuition fee by the university, or the relevant fee as stated in the inter-institutional agreement with the host institution.

If eligible, SAAS will pay 50% of the normal UHI tuition fee for outgoing exchange/study abroad students. Students are advised to check with SAAS regarding fees at the earliest opportunity. Students remain eligible for any other SAAS funding (eg student loans or bursaries) they would normally claim. If the exchange/study abroad is mandatory in order to achieve the award, students can also claim for travel costs and medical insurance.

## 3.2 Placements

Placement students are those who, for a specified period of time, are not attending modules/units at the university, but are undertaking a placement as part of their programme of study. The placement may be paid or unpaid, it may be required or optional within the programme, and it may be for one or two semesters.

Full-year placements (required or optional):

Students on a full-time course with a required or optional full-year placement are charged 50% of their normal fee for that year. A full-time student on more than one placement, which have a combined length of at least one academic year will be considered to on a full year placement and will be charged 50% of the normal fee for that year.

Full-time students receiving SAAS funding for fees:

- For full year required or optional placements SAAS will pay 50% of the full-time equivalent fee rate. The student must apply to SAAS for the funding.

Part-time students

If part-time students, whether in receipt of SAAS funding or otherwise, undertake a full year placement as part of the course, they will be charged for 50% of the normal full-time fee during the placement year, which will not normally be eligible for funding by SAAS.

## 4. Bursaries, discounts, and scholarships

### 4.1 SAAS Part-time Fee Grant (PTFG)

To claim the PTFG, undergraduate students must apply to SAAS as early as possible, as soon as they have a place on a course, to make sure the funding is in place with the university before the start of the course. Applications must be with SAAS no later than six months after their course starts. Students must apply each year of the course. Students must submit an online application via the [SAAS website](#).

The income eligibility threshold is periodically reviewed and should be checked. Eligible courses include all undergraduate courses, ie at SCQF levels 7 to 10. Eligible courses must be at least four months long in each academic year and students must complete between 30-119 SCQF credits per year to be eligible for the grant.

All modules and fees for the year should be included on the application form if this is changed later SAAS may not award funding for the additional activity. If approved, SAAS will send an award letter to the student and pay the relevant fee directly to the university. Please note the PTFG awarded may not cover the whole tuition fee, where this is the case, students are required to pay the outstanding balance. If a student withdraws from their studies SAAS may not pay their tuition fees and they may be liable to pay the fees themselves.

PTFG is available only to Scotland-domiciled students (including European nationals with settled status in the UK). Students who commence study in Scotland but who relocate to another part of the UK can continue to receive support if they remain registered with the university on the same course, including the PTFG.

#### 4.2 RUK bursary

UHI bursaries are available to full-time students paying undergraduate rest of the UK 'on-campus' fees. In order to be eligible for RUK bursary the student must have applied to the Student Loans Company. The bursary is based on residual household or personal income, depending on the student's circumstances. The amounts and thresholds are detailed on the university [website](#).

Note for clarification: RUK bursaries are applied by the relevant home academic partner and reduce the fee income from these students.

#### 4.3 EU scholarship

EU nationals without settled or pre-settled status in the UK and EEA/Swiss students without settled status or with pre-settled status who are not migrant workers or self-employed in the UK, with a term-time address in Scotland:

These students pay the international fee and will have a fee status of INTEU. For 2023-24 all eligible degree level students will get an automatic scholarship reducing their tuition fee for each degree year. For clarification, for degrees comprising a Higher National award as the first and/or second year the scholarship only applied to the portion of the course where degree level fees are charged. [Further information on scholarship and fee levels](#).

#### 4.4 4<sup>th</sup> year fee waiver for RUK and INTEU fee statuses

Students from the rest of the UK (RUK fee status) and EU, EEA and Swiss nationals assessed as INTEU for fee status studying on a full-time, four-year degree will not be charged for the 4<sup>th</sup> (honours) year of the course. This only applies where there has been continuous study over the four years.

Full-time students on degrees comprising a Higher National award as the first and/or second year will be charged the RUK HN fee for the Higher National portion of the programme and the degree portion will be charged at the RUK degree fee, the fourth year of consecutive study on the programme is waived.

#### 4.5 South Asia scholarship

The scholarship is available to all applicants to undergraduate programmes of at least one year in duration (ie 120 credits) studying on-campus, whose home domicile is in the following countries: India, Pakistan, Bangladesh, Nepal, Bhutan, and Sri Lanka.

The scholarship is applied by the home academic partner as a 10% discount on the advertised on-campus tuition fee

The scholarships do not apply to sub-degree programmes or off-campus fees and cannot be combined with any other scholarship, award, or discount. The fees and scholarships will continue to apply for the full normal duration of study of the programme.

#### 4.6 Other discounts for international students

No discounts may be offered to international students unless agreed through due process.

Under Scottish Government regulations, Ukrainian students starting a new higher education course from academic year 2023-24 will be eligible for free tuition and living cost support, providing they have submitted an application for the Homes for Ukraine, Ukraine Family or the Ukraine Extension schemes.

#### 4.7 Alumni discount

A 10% discount on the tuition fee for all taught postgraduate courses, for full-time and part-time study, is available for alumni of the university who have graduated with an ordinary or honours degree. The alumni discount is for taught postgraduate students and should be applied for within 5 weeks of the start of the course. It cannot be applied for retrospectively. The discount is not available in conjunction with any bursary or scholarship or combinable with any other discounts. Students receiving a tuition fee loan from SAAS, who are eligible alumni, are entitled to the 10% discount on their fees. Eligibility for the discount will be assessed from the information on the course application form, once confirmed the discount will be taken automatically from the fee charged.

#### 4.8 Staff discount

A fee discount of 20% will apply to all employees of the university and of its academic partners for taught programmes, regardless of whether the study is funded by their employer or by themselves. This includes both regulated and unregulated fees, the latter including full cost recovery. This will not be available in conjunction with any bursary or scholarship or combinable with any other university discount. Where the activity receives 50% staff development funding, the 20% discount will be applied to the total amount. The 50% staff development funding will be calculated on the remaining amount.

#### 4.9 Senior phase pupils

Academic partners have the discretion to waive fees for students studying at HE level on senior phase programmes, this also includes home schooled students.

### 5. Other fees

#### 5.1 Recognition of Prior Learning (RPL) / Credit Transfer

There is no fee for assessment or administration of RPL/Credit Transfer claims either for entry to a course or for credit exemption, with the exception of the MSc Advanced Nurse Practitioner and MSc Rural Advance Practice where a charge of £150 is made for RPL claims.

#### 5.2 Fees for module reassessment

The module fee includes a student's first attempt at all elements of assessment and one reassessment opportunity, normally within the same academic year. If a student does not pass a module at the second attempt, they may be permitted to repeat the module, normally in the following academic year. The appropriate module fee will be payable. Full teaching input will be available.

Where mitigating circumstances are accepted, a student will not be charged for assessment where this is deemed to be the first or second attempt. However, fees for repeating modules due to mitigating circumstances will normally still apply. A student may present a case to the mitigating circumstances panel that the module fee is waived.

#### 5.3 Fees for SQA unit reassessment

SQA allows for two assessment attempts. In many cases students remain eligible for further reassessment in order to successfully pass an SQA unit without needing formally to repeat it. If a student requires to access an exceptional third attempt for a unit, they do not need to be re-registered for that unit, and no fee will apply. Students must complete the third attempt within three years of their initial enrolment on the unit.

#### 5.4 Fee to sit exam at an alternative location

At enrolment, students are required to specify their location to sit exams, which will normally be their home academic partner. If a student needs to sit an exam (first or subsequent attempt) at a different UHI location, a variable fee may be charged to the student by the Exam Centre to cover accommodation and invigilation costs. Students may apply to sit an exam at an approved alternative venue and will be responsible for meeting any costs levied by the venue.

## 5.5 Transcripts and Certificates

### Degree students

A transcript will be issued automatically to all graduating students. Additional copies of transcripts can be ordered for a fee. All transcript fees are non-refundable. A degree certificate will be issued automatically and free of charge to all degree students upon graduation. Replacement certificates can be ordered for a fee. All certificate fees are non-refundable.

### SQA students

Most students enrol for a specific SQA group award (eg “HND Accounting”), and the fee for certification of that award by SQA is included in any tuition fees charged. SQA issue the group award certificate automatically. They also issue transcripts automatically and free of charge. SQA charge a fee for replacement certificates. Students should apply directly to SQA.

### SQA certification fees – additional group awards

On occasion, if a student has completed a certain combination of units, they may seek certification for an additional group award (eg a Professional Development Award (PDA)) **as well as** the group award for which they were originally enrolled. There is no additional cost to the student for getting certification of a ‘enclosed’ PDA within their HNC or HND.

Students may initially enrol for individual SQA units only, studying on a part-time basis. If they successfully achieve sufficient relevant units to be eligible, and subsequently seek a group award, SQA will charge a certification fee. In these circumstances, the home academic partner will pay the certification fee charged by SQA, and the student will not be charged an additional fee.

## 5.6 Graduation Fees

The university does not charge students to graduate. Students can opt to attend a graduation ceremony held at any academic partner. Academic partners may charge a fee for attendance at their graduation ceremony. Students will be charged for the cost of hiring their academic gown and hood.

## 5.7 Fee for students enrolling on a module/unit but without assessment

If a student wishes to enrol on a module/unit without being formally assessed, they are able to do so but will be charged the full applicable fee rate (based on the rest of the UK fee).

## Payment options

All tuition fees for the academic year are due in full at the point of enrolment each year unless students are eligible to pay by instalments and have arranged this in advance.

### 6. Instalment policy

#### 6.1 Full-time and structured part-time undergraduate and taught postgraduate students

Where fees for a programme of study (within an academic year or within a semester) exceed £250, payment may be made by instalments, providing that:

- A first payment of at least £100 is made prior to commencement of study.
- The balance is paid by up to five equal payments on the 1<sup>st</sup> of each following month.
- Full payment is made before the end of the academic year or within the semester (for those studying for less than a full academic year).

#### 6.2 International students

International students studying full-time on-campus in Scotland (INT or INTEU fee status) requiring a Student Route visa to study in the UK are required to pay the first year fee in full in advance of the issue of the Confirmation of Acceptance for Studies (CAS), which is needed to make a Student Route visa application, and every subsequent year's fees must be paid in advance of the start of each academic year. For international students who do not require a UK visa or are studying off-campus (ie term-time address not in Scotland) each year's fees must be paid prior to the start of each academic year.

In the event of an international student failing to pay fees as scheduled, or presenting with concerns about paying fees, staff must report this to the university admissions team ([admissions@uhi.ac.uk](mailto:admissions@uhi.ac.uk)) as soon as possible. Note: Payment by instalments is not available for any international student.

## Withdrawal from the university and tuition fee liability

Students withdrawing from their studies may be liable for all or part of their tuition fee or loan, depending on when they withdraw from the university.

### 7. Fee liability for withdrawn students

#### 7.1 Full-time undergraduate students whose fees are fully funded by SAAS.

Student fees are paid directly to the university. Fee liability for students withdrawing from their studies:

Course start date	Withdrawal date	Fee liability (to be paid by the student)
August to December	Before 1 December	£100 administration fee only
	On or after 1 December	£0
January to March	Before 1 March	£100 administration fee only
	On or after 1 March	£0

SAAS funded full-time undergraduate students will not be liable for tuition fees if they withdraw before 01 December. However, a £100 administrative charge will be made as university resources will have already been used to set up all the necessary enrolment systems and processes and delivered some induction and teaching activities. Full-time students who transfer to part-time study before 01 December will be invoiced for the relevant fee per credit taken.

SAAS funded full-time undergraduate students who withdraw from a course after 01 December (or change mode of study from full-time to part-time) are deemed to have received one year of funding and **may be eligible for less funding in the future from this funding body**, should they decide to take up another HE course. Further details are available from the SAAS website ([www.saas.gov.uk](http://www.saas.gov.uk)) or the relevant funding body. Students should seek advice on potential financial implications of withdrawal from their academic partner.

The above also applies to students who temporarily withdraw, suspend, or have a leave of absence from their studies.

#### 7.2 Full-time undergraduate students whose fees are covered by loans and/or grants paid by other UK student funding bodies

Student tuition fees are paid directly to the university.

Undergraduate students in receipt of a tuition fee loan from the Student Loan Company (SLC) will be liable to pay a percentage of their tuition fee loan back dependent on the date of withdrawal:

<b>Withdrawal Date</b>	<b>Loan Liability</b>
Before end Semester 1	25% of tuition fee loan
Before end Semester 2	50% of tuition fee loan
After the beginning of Spring holidays	100% of tuition fee loan

The above also applies to students who temporarily withdraw, suspend, or have a leave of absence from their studies.

### 7.3 Postgraduate taught students in receipt of SAAS tuition fee loans

For postgraduate taught students in receipt of SAAS tuition fee loans, tuition fees will be paid directly to the university. If a student withdraws from their course, they may still be liable for the repayment of the loan depending on their start date and when they left the programme.

Fee liability for students withdrawing from their studies:

<b>Course start date</b>	<b>Withdrawal date</b>	<b>Fee liability (to be paid by the student)</b>
August to December	Before 1 December	£100 administration fee only
	On or after 1 December	£0
January to March	Before 1 March	£100 administration fee only
	On or after 1 March	£0

The above also applies to students who temporarily withdraw, suspend, or have a leave of absence from their studies.

### 7.4 Full-time postgraduate students in receipt of a PGT ESIF funded place from the university

Students receiving a funded place on a taught postgraduate course through the European Structural and Investment Fund Programmes, who withdraw from their studies, will be required to pay a proportion of their fees depending on their withdrawal date:

<b>Withdrawal date</b>	<b>Fee liability (to be paid by the student)</b>
Within five (5) weeks of the date of the start of the course	£100 administration fee only
Between five (5) and eight (8) weeks from the start of the course	50% of the full fees, plus £100 admin fee
Eight (8) weeks or more from the start of the course	100% of the full fees



Students changing mode of study from full-time to part-time will be responsible for paying relevant fee for the credits taken.

Please note, to be eligible for Postgraduate ESIF funding, students need to be studying full-time and complete the course within the set timeframe for full-time study. Suspensions are therefore treated as withdrawals, and the student will be required to pay a proportion of their fees as per the schedule above.

### 7.5 Fees for withdrawn students in receipt of a Sustainable Aquaculture Innovation Centre (SAIC) scholarship

Students in receipt of a fee scholarship from the Sustainable Aquaculture Innovation Centre (SAIC), who withdraw from their studies, will be required to pay a proportion of their fees depending on their withdrawal date:

Withdrawal date	Fee liability (to be paid by the student)
Start of week 1 to the end of week 5 from the start of the course	£100 admin fee only
Between the end of week 5 and the end of week 8	50 % of the full fees for the course, plus £100 admin fee
After week 8 or more from the start of the course	100 % of the full fees for the course

Student must also complete a final dissertation that is in partnership with a SAIC industry member or partner. Failure to do so will mean that the student is liable to repay the scholarship. Students should ensure they read their SAIC agreement in full. Please refer to the Scottish Association for Marine Science (SAMS) Academic Registry Officer (Postgraduate) for further details.

### 7.6 Fees for withdrawn students whose fees are NOT paid by SAAS or other UK student funding bodies

#### General Principles

Any reduction in fee liability for these students is governed by the following general principles:

- Only students whose fees are **not paid by SAAS, or via a loan from any other UK student funding body**, are eligible for a reduction in fee liability
- Reductions are due only in those cases where the amount of fees paid exceeds the amount of fees due
- The reduced amounts are based on the number of weeks teaching received (the more teaching received, the lower the reduction in fee liability) and
- There is a cut-off date in each semester after which full fees are payable.

**Fee charging schedule:**

Students withdrawing part-way through their course, will be subject to the fee charge schedule. In the case of withdrawal, any reduction in fee liability will only be granted:

- Once the withdrawal process has been completed.
- Where there is no outstanding debt to the university or any academic partner relating to tuition fees or any other fees.

**Undergraduate students studying full-time, structured part-time and unstructured part-time:** (undergraduate courses are those at SCQF levels 7-10)

<b>Date of commencement</b>	<b>Withdrawal date</b>	<b>Fee liability (to be paid by the student)</b>
Courses/modules commencing in August/September	Before 01 December	£100 administration fee only
	Between 01 December and 01 February	50% of full fees plus £100 administration fee
	After 01 February	100% of the full fees
Course/modules commencing at other dates	Within eight (8) weeks of the date of commencement of the course (excluding non-teaching weeks)	£100 administration fees only
	Between eight (8) and twelve (12) weeks of the date of commencement of the course (excluding non-teaching weeks)	50% of full year's fees plus £100 administration fee
	After twelve (12) weeks of the date of commencement of the course (excluding non-teaching weeks)	100% of the full fees.

**Post-graduate taught courses: (PGT courses are those at SCQF level 11)**

<b>Withdrawal date</b>	<b>Fee liability (to be paid by the student)</b>
Within five (5) weeks of the date of commencement of the course/module	£100 administration fee only
Between five (5) and eight (8) weeks of the date of commencement of the course/module	50% of full fees plus £100 administration fee
After eight (8) weeks of the date of commencement of the course/module	100% of the full fees.

The rest of this section lists specific conditions relating to the issue of fee liability. In cases not covered below, management discretion will be combined with an application of the general principles to reach a decision.

### 7.6.1 International students

Fees are not refundable, exceptions include where UK Visas and Immigration fail to grant a visa or in relation to any fees pre-paid for subsequent years for students who withdraw or do not progress from their current year of study. In cases where a visa is not granted by UKVI the following will apply:

Where UKVI has assessed a visa application to be fraudulent the university will retain £1,500 to reflect the additional cost of such cases. However, the full tuition fee paid may potentially be subject to forfeiture and surrender to specified authorities. Where UKVI fail to grant a visa due to fault, error or omission on the part of the applicant £500 of the fee will be retained.

Refunds of US Federal Loans will be calculated according to the Return to Title IV (R2T4) regulations.

### 7.6.2 Third party sponsored students

Where a third party (eg a sponsoring employer) agrees to pay tuition fees, the fee liability will be reduced according to the schedule within this policy if the student withdraws, any refund of fees already paid will be made directly to the third party.

### 7.6.3 Full refunds

A full refund of tuition fees already paid or full reduction in fee liability will be available if the university is unable to provide the course.

Students who have paid in full for a course lasting more than one year are eligible for a full refund for any 'unused' years plus any reduction on fee liability for their current year of study subject to the schedule within this policy

### 7.6.4 Temporary withdrawal (also referred to as suspension or leave of absence)

Students who withdraw temporarily from their studies are not normally eligible for a reduction in fee liability. The fee liability will be applied according to the schedule within this policy, any fees already paid will be retained to cover the costs of completion of the course when the student returns to study. If the student does not return within two academic years, the fees will not be refunded.

In cases where a student has paid in advance, and fees have risen during the period of absence, fees will be charged at the earlier, lower rate provided that the period of temporary withdrawal has not exceeded one year.

### 7.6.5 Academic or other misconduct

Students who lose registered status due to academic or other misconduct are not eligible for a reduction in their fee liability, other than full 'unused' years if they have paid in advance.

### 7.6.6 Mitigating circumstances

Consideration may be given to reducing fee liability for students who have to withdraw due to exceptional mitigating circumstances as a result for example of serious illness or bereavement. Academic or financial difficulties are not normally regarded as reasons for reducing fee liability. The university will consider each case on merit.

### 7.7 Outstanding debt

Where an applicant has previously studied within the university partnership (at FE or HE level) and has an outstanding debt to the university or to any academic partner, they will not be admitted (or re-admitted after a formal break in studies) to any programme until that outstanding debt is cleared. For clarity, applicants may be made an offer for a subsequent course in line with the HE admissions policy and practices but will be required to clear any outstanding debt or have a payment plan in place before enrolling on the subsequent programme.

For continuing students, any outstanding debt should normally be cleared prior to enrolment in each academic year (for full-time or structured part-time students, semester to semester progression within an academic year is not subject to such constraint). At their discretion, the relevant home academic partner may, in individual cases, permit re-enrolment subject to a plan being agreed with the student for recovery of the outstanding debt.

Where there is an outstanding debt, or non-compliance with a repayment plan, teaching may be stopped for that student until the debt is resolved. If the matter is not resolved the student will be formally withdrawn from the course.

### 7.8 Withholding certification in cases of outstanding tuition fee debt

The university will withhold the final certificate for a university award until any outstanding tuition fee debt has been cleared or the sum at issue has been consigned pending agreement, arbitration or judicial hearing.

### 7.9 Debt collection

Where tuition fees and other fees associated with engaging with the course of study are not paid by the due dates as agreed by the university and the student, a debt collection process will be initiated, which may incur a percentage increase to the debt owed. This could include the use of professional and reputable debt collection agents, together with interaction with government agencies as required, to collect outstanding sums.

### 7.10 Write offs

Write offs will be applied in accordance with the financial regulations of the relevant home academic partner.

## 2023-24 Postgraduate Research Student (PGR) Fees Policy

### 8. Postgraduate research student fees

#### 8.1 Standard periods of study

- **For students first registered from 2021-22 onwards:**
  - For the degree of Doctor of Philosophy not less than 36 months full-time or 72 months part-time
  - For the degree of Master of Philosophy not less than 24 months full-time or 42 months part-time
  - For Master of Science by Research, MRes and Master of Letters by Research not less than 12 months full-time or 24 months part-time.
  
- **For students first registered before 2021-22 onwards:**
  - For the degree of Doctor of Philosophy not less than 36 months full-time or 60 months part-time
  - For the degree of Master of Philosophy not less than 24 months full-time or 42 months part-time
  - For Master of Science by Research, MRes and Master of Letters by Research not less than 12 months full-time or 24 months part-time.

#### 8.2 Initial Registration and Re-enrolment

New research degree students may start at any time of the year (apart from July, August and December). Students enrolling on MRes programmes that contain taught modules may be limited to September or January commencement.

All students are required to enrol at the beginning of their first year of study. A student's registration is based on their initial start date and runs for a calendar year.

The academic partner at which the student is registered (the home academic partner) will invoice for tuition fees annually **by calendar year** of study, according to the start date. Re-enrolment is required at the beginning of each new academic year, regardless of start date.

#### 8.3 Fee payment and instalment policy

The first-year tuition fee is payable in full at the time of registration, unless otherwise agreed with the home academic partner.

Where fees for a programme of study (within an academic year) exceed £250, payment may be made by instalments, providing that:

- A first payment of at least £100 is made prior to commencement of study.
- The balance is paid by up to five equal payments on the 1st of each following month.
- Full payment is made before the end of the anniversary of the student's year of enrolment, based on their initial start date.

International full-time research students being sponsored under the university's UKVI licence are required to pay the first-year fee in full in advance of the issue of the Confirmation of

Acceptance for Studies (CAS) and every subsequent year fees must be paid in advance of the start of each year of re-registration.

Fees are used by the academic partner to cover PGR student supervisory time, administration, pastoral support, advice on career and professional development, provision of facilities such as IT access, library provision (primarily e-based), desk, heating, lighting, and other aspects of research student delivery.

#### 8.4 Fee discounts

**Staff discount** - A fee discount of 20% will apply to all employees of the university and of its academic partners for postgraduate research programmes, regardless of whether the study is funded by their employer or by themselves and whether they remain employed throughout their studies. This will not be available in conjunction with any bursary or scholarship or combinable with any other university discount. Where the activity receives 50% staff development funding, the 20% discount will be applied to the total amount. The 50% staff development funding will be calculated on the remaining amount.

**Alumni discount** - A 10% discount on the tuition fee for postgraduate research programmes, full-time and part-time, is available for alumni of the university who have graduated with an undergraduate honours or postgraduate taught degree. The alumni discount applies to new postgraduate research students and should be applied for within 5 weeks of the start of the research programme – it cannot be applied for retrospectively. Students receiving a tuition fee loan from SAAS, who are eligible alumni, are entitled to the 10% discount on their fees. The discount is not available in conjunction with any bursary or scholarship or combinable with any other discounts.

#### 8.5 Additional programme fees and other miscellaneous charges

Additional programme costs, sometimes referred to as 'bench fees', may be set locally by the student's registered (home) academic partner for some or all years of standard registration. Where these apply, the Director of Studies should notify applicants as early as possible as part of the initial application process, confirming the costs within the Research Degree Application form (RD1) – the costs will then be stated in the UHI Graduate School offer letter.

University of Aberdeen-registered students may incur miscellaneous charges for the following: graduation, transcripts or letters of certification, replacement degree certificates (which are issued only in exceptional circumstances), replacement student identify cards.

#### 8.6 Outstanding debts

The university will withhold the final certificate for a university award until any outstanding tuition fee debt has been cleared or the sum at issue consigned pending agreement, arbitration or judicial hearing.

**THE FOLLOWING APPLIES ONLY FOR STUDENTS FIRST REGISTERED FROM 2021-22 ONWARDS:****8.7 Part-time research fee rates**

Where research programmes are available on a part-time basis, the appropriate part-time rate is payable by PGR students registered for this mode of study.

The part-time fee for research degree programmes is **50%** of the relevant full-time fee rate.

**8.8 PhD thesis pending period**

PhD: months 36-48 full-time; months 72-84 part-time.

If a thesis has not been submitted for examination at the end of the standard period of registration, full-time and part-time PhD students will be entered into 'thesis pending' mode, whereby a further 12 months is given to complete their thesis. The thesis pending period is the same for full-time and part-time students.

A thesis pending mode charge applies and will be 50% of the standard full-time or part-time tuition fee. During this time, the student will be entitled to continued access to library and computing facilities, but access to facilities for research may be limited and will be made available at the discretion of the home academic partner. Supervision guidance will also continue to be provided, although this is likely to be on a more limited basis.

Thesis pending is not available for Masters by Research (MRes/MLitt) students.

**8.9 Extension period**

**PhD:** months 48-60 full-time; months 84-96 part-time.

**Masters by Research (MRes/MLitt):** months 12-24 fulltime; months 24-36 part-time.

If a thesis is not submitted for examination at the end of the thesis pending period (PhD) or at the end of the standard period of registration (MRes) a 12-month extension fee will apply.

The cost to extend registration at this time will be 25% of the standard full-time or part-time tuition fee. During this time, the student will be entitled to continued access to library and computing facilities, but not to facilities for research. Supervision guidance will also continue to be provided, although on a more limited basis.

Students must apply to the University's Research Degree Committee ([gradresearch@uhi.ac.uk](mailto:gradresearch@uhi.ac.uk)) to request an extension to their registration.

Maximum extension periods apply and are detailed in the Postgraduate Research Degree Code of Practice.

**8.10 Reinstatement fee**

Where a thesis pending period and/or the maximum period of extension has been taken and a thesis for examination has not been submitted, the student will be automatically de-registered.

In such cases, normally no more than one application may be made to re-register for a minimum of 12-months full-time or 24 months part-time, to submit the thesis for examination. The standard full-time or part-time tuition fee will apply.

**THE FOLLOWING APPLIES ONLY FOR STUDENTS REGISTERED BEFORE 2021-22:****8.11 Part-time research fee rates**

Where research programmes are available on a part-time basis, the appropriate part-time rate is payable by PGR students registered for this mode of study.

The part-time fee for research degree programmes is **60%** of the relevant full-time fee rate.

**8.12 Continuation period**

**PhD:** months 36-60 full-time; months 60-84 part-time. **Masters by Research (MRes/MLitt):** months 12-36 full-time; months 24-48 part-time.

If a thesis has not been submitted for examination at the end of the standard period of registration, students will be entered into a continuation period of registration, whereby a further 12 months is given to complete their thesis. A continuation fee is charged for each academic year a thesis submission has not been made.

During this time, the student will be entitled to continued access to library and computing facilities, but access to facilities for research may be limited and will be made available at the discretion of the Academic Partner. Supervision guidance will also continue to be provided, although it is likely to be on a more limited basis

Students must apply to the University's Research Degree Committee to request a continuation (extension) period.

Maximum extension periods apply and are detailed in the [Postgraduate Research Degree Code of Practice](#).

**8.13 Reinstatement fee**

Where a student submits a thesis for examination without an approved continuation period, or is beyond their maximum period of study, a reinstatement fee is charged.

University of Aberdeen registered students: the fee is payable to the University of Aberdeen on submission of thesis for examination.

**THE FOLLOWING APPLIES FOR ALL STUDENTS****8.14 Re-submission (re-assessment) fees**

PGR students required to re-submit their thesis for re-examination will be required to [pay a fee](#) on submission of the revised thesis.

University of Aberdeen registered students: this fee is payable to University of Aberdeen on resubmission of thesis for examination.

**8.15 Suspension of studies**

Tuition fees are not normally payable during the period of suspension.

Any fees already paid for the academic year during which the suspension occurs should be held and re-applied at resumption. For self-funded students, the anniversary of the calendar year of invoicing should be shifted to take account of the suspension time. For funded



students, the home academic partner finance office and Director of Studies should be consulted as this may not be possible due to funding agreements.

## 9. Research students hosted at another academic partner

Every research degree student will be registered at a home academic partner and those studying on-campus will normally be based at this partner.

Where there is a requirement for the student to be hosted by another academic partner, the Director of Studies should raise an *'Agreement for Hosting an/or Cross-Academic Partner/External Organisation Supervision'*. The University template should be used, available from [gradresearch@uhi.ac.uk](mailto:gradresearch@uhi.ac.uk)

The charge made to the home academic partner by the host academic partner should be **50%** of the relevant current academic year tuition fee, pro-rata where applicable. The template Agreement provides more financial information and details regarding facilities and resources.

## 10. Cost of joint supervision

If a supervisor is not from the student's home academic partner, or is from an external organisation, the cost of supervision should be shared at an appropriate level across the members of the supervisory team, according to the divisions below.

- 50/50; 75/25; 60/40; or if 3 supervisors: 60/20/20, 50/25/25 or 50/30/20 - noting that the minimum funded contribution should be 20%.

The Director of Studies should raise an *'Agreement for Hosting an/or Cross-Academic Partner/External Organisation Supervision'*. The University template should be used, available from [gradresearch@uhi.ac.uk](mailto:gradresearch@uhi.ac.uk)

If the student is also being hosted by another academic partner, and joint supervision is established, the supervision cost division should be taken from the 50% tuition fee value remaining with the home academic partner. The template Agreement provides more information and details.

## 11. Withdrawal from the university and fee liability

### 11.1 For students who withdraw

Any full or part-time student who withdraws up to three months after (re)-enrolling in any given year of study (based on a 12-month period from their own actual registration date), will be required to pay 50% of the fees for that year, less £100 administration fee. For a withdraw after three months, students will be liable for 100% of their fees.

The 50% fee liability would apply to students who suspend and then, after re-commencing studies, subsequently withdraws in the first three months of equivalent time.

For postgraduate research students in receipt of SAAS tuition fee loans, tuition fees will be paid directly to the university. If a student withdraws from their course, they may still be liable for the repayment of the loan depending on their start date and when they left the programme. SAAS will not pay fees for students who withdraw before the relevant cut-off date and the students will not be required to pay any tuition fee to the university, a £100 administration fee will be charged. For those who withdraw after the relevant cut-off date,

SAAS will pay full fees to the university and the student will be liable for the repayment of the full loan to SAAS.

SAAS cut-off dates:

- 1 December for courses which start between 1 August and 31 December
- 1 March for courses which start between 1 January and 31 March

## 11.2 Refunds for students whose registration is terminated by the university

**For students first registered from 2021-22 onwards:** No refunds are normally given in these cases.

## 8. Risk Assessment

The policy is designed to give potential students, students and staff essential information about fees and payment of fees ensuring they are appropriately informed of their responsibilities and what can be expected from them. The policy also ensures the processes are conducted in a consistent and fair way across the partnership.

The policy is implemented through relevant funding and finance practitioners across the partnership who are responsible for the administration and collection of fees.

## 9. Related Policies, Procedures, Guidelines and Other Resources

[Terms and conditions for applicants and students](#)

[Withdrawal procedures](#)

## 10. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0	04/10/2017	Partnership Council	2017-18 Higher Education Fees Policy	M Antonson (on behalf of fees policy review group)
1	27/06/2018	Partnership Council	2018-19 Higher Education Fees Policy	M Antonson (on behalf of fees policy review group)
2	29/05/2019	Partnership Council	2019-20 Higher Education Fees Policy	M Antonson (on behalf of fees policy review group)
3	23/07/2021	Partnership Council	2021-22 Higher Education Fee Policy	M Antonson (on behalf of fees policy review group)
4	07/07/2022	Partnership Council	2022-23 Higher Education Fee Policy	M Antonson (on behalf of fees policy review group)
5	07/06/2023	Partnership Council	2023-24 Higher Education Fee Policy	M Antonson (on behalf of fees policy review group)