

POSTGRADUATE RESEARCH DEGREES

Tuition Fees – Charging and Refund Policy 2024/25

1. Tuition Fee Liability

1.1 Studying for a research degree of Master of Philosophy (MPhil), Doctor of Philosophy (PhD) or Doctor of Education (EdD) at the University of Greenwich requires students to pay full tuition fees at the prevailing level corresponding to their fees 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 Funding pages](#) of our website. The provisions of the relevant university Charging and Refund Policy for undergraduate and postgraduate taught students will apply to any tuition fee refund (e.g. in the event of withdrawal) or compensation that may be payable to students on MA/MSc Research/by Research programmes can be accessed [here](#).

1.2 Tuition fees for research students are charged per annum:

Tuition fees for research students are charged per annum and will rise annually for students by no more than RPIX +3% (Retail Price Index excluding mortgage interest payments +3%).

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.

The level of fees applicable for home students for the current year of study can be accessed [here](#).

Should such a student fail to submit their draft thesis to the Research & Enterprise Training Institute for examination within the maximum registration period as set out in the university's *'Academic Regulations for Postgraduate Research Awards'*, an extension to registration must be sought from the Faculty Research Degrees Committee. Should an extension to registration be approved, tuition fees will become payable until the thesis is formally submitted to RETI for examination in accordance with sections 1.1 and 1.2 above.

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 ofie, area

The scheme is open to eligible students entering their fourth year of full-time study or their seventh year of parttime study. A student can only benefit from this scheme once during their studies.

In the case of students on a four-year scholarship funded where the first year of registration is an organised training year typically part of the UKRI funded doctoral training programme then this first year will be discounted when considering eligibility for this scheme.

vii) Qualifying part-time students are permitted two years for writing up at a reduced fee. **viii)** The fee be reduced to £250 per year for part-time students for a maximum of two years. **ix)** Where a student has paid the officially approved reduced tuition fees for the year(s) 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 fees, as referred to in sections 4.1 and 5.2.

x) Reduced tuition fees scheme where a student changes mode of study.

i) If a student changes their mode of study AFTER the original eligibility period has passed, they will not be able to apply under the new mode of study eligibility criteria. For example: If a student changes from full time to part time after end of year 3 of study and has not applied for the reduced tuition fees scheme when entering their 4th year of study, they will not be able to apply when entering their 7th year as a part time student

ii) If a full-time student changes to part time mode of study prior to reaching the eligibility period (i.e. entering the 4th year of study), then student will be able to apply for the reduced tuition fees scheme subject to satisfying all the eligibility conditions when they reach the 7th year of part-time study.

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 Fees as set out in section 3.2.

4.2 Tuition fees following the outcome of an examination

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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 examiner's 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 fees for each month in excess of the 3 months permitted until the point the amendments is officially submitted to RETI.
- 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 Awar*

4.3 Completion of studies

Should a research student's tuition fees 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 more than 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 fees 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

will not incur further tuition fees whilst the appeal is under review. Tuition fees will then be charged 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 *Student Complaints Procedure*, which can be viewed [here](#), 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 procedure for the non-payment of tuition fees as detailed in the Appendix.

8. Other Fees Structure

Some postgraduate research programmes within Faculties will incur 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 is set locally by the Faculty and are payable directly by the student or sponsor to the Faculty. Students are therefore advised to contact

9.2.2 In the exceptional circumstance that no suitable alternative supervision can be found within the university, we will work with the student to identify the most suitable replacement supervisor at another provider. The university will refund all tuition fees for periods of study that are not taken into account by the new provider and will provide compensation for reasonably incurred additional maintenance or travel costs that the student cannot reasonably avoid because of their transfer to the other provider, with claims for compensation to be considered on an individual basis.

9.2.3 Where the postgraduate research student received a bursary/scholarship from the university, the university will honour the full amount of the bursary/scholarship (for as long as the student continues under the replacement programme) subject to the student continuing to meet the university's eligibility criteria for the bursary/scholarship.

9.3 Closure of a programme

9.3.1 If a postgraduate research programme is to be closed, the university will consult with students before it is closed and will take all reasonable steps to ensure continuation of study. Usually, this will be by the university arranging to 'teach out' the programme. Where the University is unable to teach out a programme, the University will assist the student in transferring to a different programme at the University or to a programme at another provider.

9.3.2 If because of a postgraduate research programme closing the student transfers to another provider

Procedures and sanctions applied when a payment is not honoured by the payee's bank or where a payment is reclaimed

Where payment by card is not honoured on the first presentation or is subsequently reclaimed, a £50 charge is payable as well as the outstanding fee payment. Students will be written to via email and advised:

- An immediate restriction has been placed on their account which will limit their access to certain university services, for example library and computing and viewing their student record via the Portal; this will prevent (f)1nprena5 ((t)13.3.ed)TJ0 Tc 0 cgnhl3 (f)1nproed

as advised by the university or acceptable alternative arrangements for payment of the outstanding tuition fees are made in consultation with the university.

Stage 4:

- **Attendance at graduation**

Students who have not paid their tuition fees in full will not be allowed to attend the university's Graduation ceremonies, until the debt is paid in full. Once the debt has been cleared students should contact [Digital Student Centre](#) to see if it is possible for them to attend a future ceremony.

External debt agencies

If you do not engage with our debt management process and fail to settle any outstanding fees, the university will reserve the right to refer the debt to an outside debt collection agency.

Annual threshold for tuition fee debts

The University will set a threshold each year for tuition debts above which the sanctions detailed above will apply. Students who have a debt under this threshold who remain in debt at the end of the academic year will be sent an email and will not be permitted to re-register, receive their transcript or certificate or attend their graduation ceremony until acceptable arrangements for payment have been made.

Students can check their tuition fee accounts and make online payments via the University student portal.

How to make payments on the University student portal:

- Log in to the Student portal
- Navigate to the 'Student Records
- Click the link on Check accounts, make online payments
- Select the option: 'Check accounts, Make online payments again'
- Click on Programme fee transactions (tuition fees etc.), enter the payment amount, add it to the basket and follow the payment instructions

Data Protection