

## TUITION FEES POLICY FOR POSTGRADUATE STUDENTS FOR THE 2016/17 ACADEMIC YEAR

### GENERAL INFORMATION

1. All students taking University courses are required annually to pay the tuition fee for their programme of study and, where applicable, any examination or re-examination fees.
2. Details of the tuition fees approved for each programme by the University Court for the Academic Year 2016/17 can be found here <http://www.abdn.ac.uk/infohub/finance/tuition-fees.php>
3. All fees for the year become legally due and are normally payable in one sum, at the time of registration. All the above fee rates include a composition element which entitles every student to the use of University facilities such as The Hub and the Aberdeen Sports Village.
4. Students registered for less than a full session in any academic year pay an appropriate part-year fee.
5. In line with other universities, tuition fees are subject to annual review and the University reserves the right to routinely increase these from year to year. Students who are not on fixed fee programmes (see below\*) should budget for an increase of between 5% and 9% per annum.

\*Research students who are classed as Overseas for fee purposes, and who started after 1 August 2014, will have their annual tuition fee fixed at the rate for the academic year in which they started their studies.

Research students classed as Overseas who started before 1 August 2014/15 will have their annual tuition fee fixed at the 2014/15 fee rate.

Note, this does not apply to taught post-graduate students or research students who are classed as Home/EU or RUK for fees purposes. Such students will pay the appropriate fee rate for the academic year in which they are studying.

### FEES FOR POSTGRADUATE DIPLOMAS

With the exception of programmes charged on a modular basis, or stand-alone qualifications, the fee for a Postgraduate Diploma will be 10/12 of the appropriate Masters fee.

### PART-TIME TUITION FEE RATES

1. **Where programmes are available on a part-time basis the appropriate part-time rate is payable by postgraduate students registered for part-time study. The part-time fee rate for taught and research postgraduate programmes is 50% of the relevant full-time fee rate for Home/EU student; for Overseas students the part-time fee rate for taught and research postgraduate programmes is 37.5% of the relevant full-time Overseas rate. Exception is:**
  - Where the entire programme is charged on a modular basis. If a programme is charged on a modular basis then it will be clearly marked on the fee database table and will be charged according to the number of credits that a student is taking in the academic year: <http://www.abdn.ac.uk/infohub/finance/tuition-fees.php>

2. The fees for part-time UK/EU and Overseas students registered on a taught postgraduate programme and registered for fewer than 60 credit points are reduced *pro rata*.

### **RESEARCH STUDENTS STUDYING BY DISTANCE LEARNING/OFF CAMPUS**

Research students admitted to undertake their programme by distance learning are not eligible for a reduction in their tuition fees. Such students must pay either the full time or part time rate, as appropriate to their studies.

Research students who are undertaking their study on campus, but who have approval to spend a part of their study off campus will not normally be eligible for a reduction in fees for the period spent off campus. In certain circumstances it might be appropriate to reduce fees by half for the period spent off campus, but this must be approved by the Head of School on recommendation by the supervisor.

### **ASSOCIATE STUDENT FEE**

Part-time postgraduate students on a taught programme for which fees are at the standard rate and who have paid the tuition fees for courses totalling 120 credits will be permitted to register for the remaining Master's degree requirements of that programme on payment of an Associate Student Fee of £120. That fee is also payable by those admitted as "Trainees". Institutions offering validated programmes that lead to a University award pay a higher rate Associate Student Fee of £300.

### **CONTINUATION FEE FOR RESEARCH STUDENTS**

All research students who have completed their prescribed period of supervised study, but who have not submitted their thesis for examination, are required to pay in each academic year in which they are not liable for a tuition fee a continuation fee to continue their candidature for the degree. These students must submit an application to extend their candidature.

For students who started their degree before 1 August 2014, the continuation fee is £120. For students who started after 1 August 2014, the fee is £540.

### **REINSTATEMENT FEE**

Research students who are beyond the maximum period of study for their research degree, or who have not been given an approved extension, but have been given approval to submit a thesis for examination, are required to pay a fee of £1270 upon submission of their thesis for examination.

### **RE-ASSESSMENT FEES**

1. Students registered for courses at level 5 (postgraduate) or for a degree by research who have paid the appropriate tuition or supervision fees are entitled, without further payment, to one opportunity of assessment. Where re-assessment is permitted the following charges apply:
  - Taught postgraduate students taking the prescribed degree assessment for a course on a second or subsequent occasion without re-attending teaching will be required to pay £30 per course.
  - Research postgraduate students required to resubmit their thesis for examination will be required to pay £150 upon submission of the revised thesis.
2. If students fail to undertake a degree assessment for which they are a candidate, they will be liable for a re-assessment fee at any subsequent diet, except where a medical certificate or other exceptional reason explaining their absence is produced.
3. Candidates for the degrees of DLitt, DMus, DSc, LLD, and candidates under pre-2007 Regulations for the unsupervised degree of MD or ChM pay an examination fee of £900, and a re-examination fee, where applicable, of £450.

## LATE AND PENALTY FEES

1. A late registration fee of £30 is payable by:
  - (i) students who fail to register within two weeks of their expected start date;
  - (ii) students liable to re-assessment fees who fail to register for re-assessment by the last date intimated on notices, posted throughout the University, but who do register before submitting themselves for the assessment concerned;
  - (iii) graduands wishing to graduate in person who fail to register by the last date intimated on notices posted throughout the University.
2. A penalty fee of £75 (inclusive of late registration fee) is payable by students liable to re-assessment fees who submit themselves for one or more prescribed degree or diploma assessments without having registered beforehand.

## TAUGHT POSTGRADUATE OFF CAMPUS EXAMINATIONS

Students who are given permission to undertake an examination off campus are liable for a fee of £50 per examination. This does not include students who are undertaking a course by distance learning. Such students are not required to pay additional fees for undertaking an examination off campus.

## MISCELLANEOUS CHARGES

Separate charges are made for the following: graduation, late and penalty fees, transcripts or letters of certification, replacement degree certificates (which are issued only in exceptional circumstances), replacement student identity cards. Details of miscellaneous charges can be found here: [http://www.abdn.ac.uk/infohub/documents/Miscellaneous\\_Fees\\_2015\\_16.pdf](http://www.abdn.ac.uk/infohub/documents/Miscellaneous_Fees_2015_16.pdf)

## REFUNDS FOLLOWING WITHDRAWAL FROM STUDY

Details of the University's refund policy can be found here [http://abdn.ac.uk/infohub/documents/Refund\\_Policy\(1\).pdf](http://abdn.ac.uk/infohub/documents/Refund_Policy(1).pdf)

## FURTHER INFORMATION

Further information on the fees detailed in this leaflet or on the website may be obtained from the Registry. Information on accommodation fees may be obtained from the Student Accommodation Office ([www.abdn.ac.uk/accommodation](http://www.abdn.ac.uk/accommodation)).

**Visit:** <http://www.abdn.ac.uk/infohub/finance/tuition-fees.php>

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