
Title:	Executive Summary: Consultation on updates to the ‘Policy on additional costs incurred by students on undergraduate and postgraduate taught programmes’
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Circulation:	TLG members/Faculty Teaching and Learning Committees
Action Required:	For Consultation, via FTLC – Deadline 5th October 2018

1. Background

- 1.1 Following the processes for policy implementation and review, the *Policy on additional costs incurred by students on undergraduate and postgraduate taught programmes* underwent review by the TLG Policy and Guidance Subgroup during 2017/18. The Policy was first introduced in 2014 and it was felt that it required a degree of updating, particularly in relation to CMA requirements.
- 1.2 Preliminary drafts of the Policy updates were considered by TLG in November 2017 and July 2018, and it was agreed that the suggested updates should be circulated to Faculties, with the aim of seeking the views of FTLCs.

2. Main updates to the Policy

- 2.1 The main areas which have been amended are as follows:
 - update of the title of the policy from ‘Policy on Additional Costs incurred by students on undergraduate and postgraduate taught programmes’ to ‘Policy on Additional Costs for taught programmes’;
 - removal of some of the background information to the policy;
 - clarification that any unavoidable additional compulsory costs totaling more than 1% of the annual home undergraduate fee per annum must be made clear to students at the point of application and in the programme handbook;
 - removal of the paragraph mentioning Schools having to provide a ‘low cost or free’ option to compulsory additional costs, as the wording has been updated to contain a cap of 1% of the home undergraduate fee per annum (as mentioned above);
 - confirmation that the cost of any compulsory printing must be met by the School, including cases where a School considers online submission of dissertations as inappropriate and requires hard copies;
 - the paragraph relating to placements and field courses has been removed as such practices should be covered by the main general principle that any unavoidable additional costs totaling more than 1% of the home undergraduate fee per annum must be made clear at the

point of application and in programme handbooks, with details of what these specific costs are.

3. Next steps

- 3.1 Faculties are requested to consider the proposed updates at their next FTLC (or equivalent) meetings and feed back a consolidated Faculty response detailing any comments about the updates, to Miriam Graham (m.graham@manchester.ac.uk) by 5th October 2018.
- 3.2 The proposed updated version can be found in the appendix below. The existing version of the Policy can be found online at:
<http://documents.manchester.ac.uk/display.aspx?DocID=19217>

Appendix 1: Policy on additional costs incurred for taught programmes

UPDATES PROPOSED BY THE TLG POLICY & GUIDANCE SUBGROUP, JUNE 2018

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1. Introduction

- 1.1 This document sets out the University's policy on additional costs incurred by students on undergraduate and postgraduate taught programmes, over and above their tuition fee.

2. Purpose

- 2.1 The purpose of this policy is to ensure a consistent approach across the University in relation to any additional costs that students may be subject to as part of their programme of study.
- 2.2 In addition, the policy seeks to provide transparency in the way additional costs are articulated to students.

3. Scope

- 3.1 This policy applies to all undergraduate and postgraduate taught students undertaking programmes of study at the University of Manchester, including those taking a placement year. It does not apply to students repeating a year or re-sitting an examination, and these students are subject to fees for re-assessment.

4. Policy: General principles

- 4.1 All students should normally be able to complete their programme of study without incurring additional study costs over and above the tuition fee for that programme. Any unavoidable additional compulsory costs totalling more than 1% of the annual home undergraduate¹ fee per annum must be made clear at the point of application and in the programme handbooks, with details of what these costs are.
- 4.2 The costs of any compulsory printing (including coursework and course material) must be met by the School, and this is not included in the 1% detailed above.
- 4.3 The expectation across the University is that dissertations should be produced and submitted electronically. Should a School consider online submission inappropriate and require hard copy dissertations, the costs of producing these must be borne by the School, and students must be made aware of the requirement.

¹ Regardless of whether the programme in question is undergraduate or postgraduate taught.

4.4 Material on reading lists should be made accessible to students via the Library or other means, either digitally or for loan.

4.5 Where membership of a professional body is a requirement of a programme then the costs must be covered by the School for the duration of the programme.

5. Other exceptions: Cases where students are required to make a contribution

5.1 Contribution towards a diagnostic assessment for specific learning difficulties: Students are required to pay a £100 contribution towards a diagnostic assessment for specific learning difficulties, with the University meeting the rest of the cost.

5.2 Students are required to pay fees for re-assessment.