



## **Staff Fee Remission Policy (Effective from academic year 2012-13)**

The University is committed to helping staff to develop as individuals and to providing them with development opportunities which will help them to contribute to the achievement of the University's institutional goals. In order to support this commitment, the University will, in certain circumstances, help staff to undertake the University's own degree (or other award-bearing) programmes by granting partial remission of the tuition fees.

### **Eligibility**

- To be eligible for fee remission, staff must have a contract of employment (not an honorary contract) with the University which runs for at least the duration of the academic session in which they register.
- Except in the case of training and development programmes in Learning and Teaching in Higher Education (eg. the Certificate in Professional Studies in Learning and Teaching in Higher Education), staff will normally only be granted fee remission for a programme of study leading to a qualification at a higher level than any that they currently hold.
- Research assistants on fixed term contracts will not, after the end of the academic year 2010-11, be granted fee remission, although RAs already registered before the end of 2010-11 and granted fee remission, will retain their entitlement until they complete their studies or leave the University's employment.
- Members of staff receiving fee remission who leave the University during their period of study will be liable to pay tuition fees at the full rate from the point at which they leave the University.
- Fee remission will only be granted to staff when the programme of study they are undertaking is related or relevant to their work in the University. The desirability of undertaking such study must be validated as part of the Professional Development and Review process and staff seeking fee remission will be required to provide confirmation to the Student Fees Office by their reviewer of the relevance of the study.

### **Rates of fee remission**

- Eligible staff will normally receive fee remission at 50% of the 'home' fee rate. Staff who would not normally meet the criteria for classification as a 'home' student will, nevertheless, be required to pay only 50% of the 'home' fee rate, if granted fee remission.

- Eligible staff whose contracts are part-time will receive the relevant pro-rata proportion of the 50% fee remission (eg. a member of staff on a 0.5fte contract will receive 25% fee remission).
- In relation to the CPS in Learning and Teaching in Higher Education, 100% fee remission will be granted to anyone:
  - Who holds a University contract, whether permanent, fixed term or honorary; and
  - Who has been judged by Educational Development to be undertaking sufficient teaching to support their learning on the CPS; and
  - Whose head of school supports their undertaking the programme and receiving fee remission.

notwithstanding that they may already have a qualification at an equivalent or higher level.

### **Dependants**

From the beginning of the 2010-11 academic session, the entitlement of the children of staff to receive fee remission will be withdrawn, although such children who are already registered and have been granted fee remission will retain their entitlement until they have completed their current programme of study.