

## ANNEX A

### Planning and Resource Allocation Committee

Approved at the meeting of [date] 14 February 2017

### Fees remissions for overseas students funded partially by Junior Members

**Brief note about nature of change:** To update regulations concerning University fee remissions for overseas scholarships which are partially funded by Junior Members, to align them with the terms of the Reach Oxford Scholarship scheme.

### Location of change

§5.1 of Regulations on Financial Matters, Examination Regulations 2016, as at <http://www.admin.ox.ac.uk/examregs/2016-17/ai-ronfinamatt/>

### Effective date

From 1 October 2017

### Detail of change

§5.1 of Regulations on Financial Matters, Examination Regulations

'...the University shall remit three-fifths of the prescribed University fees payable by any overseas student who establishes, by information certified to the Director of Finance Secretary of the Chest by an officer of the student's college or society, that at least half of the cost of the student's maintenance (as distinct from university or college fees), as determined by Student Fees and Funding, in the relevant year has been provided by resident Junior Members of the University (otherwise than from funds of common rooms contributed directly or indirectly by ~~local education authorities or other~~ grant-paying authorities in payment of membership fees)' provided that:

- (a) the number of students whose fees are remitted under this clause shall not in any one year exceed thirty-five and that any arrangements required for determining the allocation between colleges or other societies of the benefits available under this clause shall be subject to approval from time to time by Council's Education Committee;
- (b) the student's college or society shall remit two-fifths of the prescribed University fees, the full prescribed College fees, and shall also meet the balance of the cost of the student's maintenance, as determined by Student Fees and Funding, that is not covered by the Junior Members; and
- (c) the criteria for and selection of students benefiting from these provisions shall be administered through the Reach Oxford Scholarship Scheme.

### Explanatory notes

This change updates the regulation which provides for University fee remissions for overseas students whose studies are partially funded by Junior Members. This regulation underpins the Reach Oxford Scholarship Scheme (see [link](#)). The amendments clarify that, students benefiting from these provisions will be selected through the university-wide Reach scheme, and that, in line with the terms of that scheme, all scholarships will be fully funded. The Reach Oxford scheme is

open to all colleges where the Junior Members raise the required contribution towards maintenance costs.

The opportunity is taken to remove out-of-date references to the Secretary of the Chest and to funding from local education authorities.

**ANNEX A****Planning and Resource Allocation and Education Committees**

Approved at the meeting of 17 January 2017 (by correspondence)

**Fee liability of students after expulsion****Brief note about nature of change:** Clarification of fee liability in the event of a student's being expelled from the University**Location of change**In *Examination Regulations 2016*, as at <http://www.admin.ox.ac.uk/examregs/2016-17/ai-ronfinamatt/>**Effective date****From 1 October 2016****Detail of change**

1. After citation 1.88 include (new text underlined):

- (b) On application by their society, or by the Head of the student's department for programmes where fees are usually paid directly to the department, and subject to the approval of Council's Education Committee, some part of the fee for an academic year may subsequently be returned to those who do not work in Oxford for the whole of that year as a result of expulsion. Unless otherwise provided in respect of an individual programme of study, the general rule is that, for each complete term not spent working in Oxford, one third of the annual fee shall be returned.

2. Amend citation reference 1.89 as follows (new text underlined, deleted text struck through):

- ~~(b)~~ (c) On application by their society, or by the Head of the student's department for programmes where fees are usually paid directly to the department, and subject to the approval of Council's Education Committee, some part of the fee for an academic year may subsequently be returned to those who do not work in Oxford for the whole of that year as a result of suspension or withdrawal, for the whole of that year. Unless otherwise provided in respect of an individual programme of study, the general rule agreed by Council is that, for each complete term not spent working in Oxford, one third of the annual fee shall be returned, and that i- In addition, if a student withdraws or suspends their status on or before Monday of Week 4 of any term the fees payable in respect of that term will generally be reimbursed to the student.
- (d) Certain programmes, including programmes which have been granted permission to charge non-refundable deposits and programmes within the Department for Continuing Education, the Mathematical Institute, and the Saïd Business School, may operate different refund policies in relation to cases under (b) and (c) above: where this is the case, the departmental policy for the programme of study concerned takes precedence over the general rule. ~~may operate different refund policies.'~~

3. Citation references 1.90 and 1.91, renumber (c) and (d) as (e) and (f).

**Explanatory Notes**

These change in regulations, made by the Planning and Resource Allocation and Education Committees, provide that a student who is expelled will normally be liable for fees for the term in which they are so disciplined, but not for fees for future terms. It further provides that where a department has a different refund policy, that policy takes precedence. The change is made in order to clarify the position in cases where there is no specific departmental policy. Current rules over refunds in the case of a student who withdraws or suspends their status remain in force, with provision being made for exceptions where any department has a different refund policy.

As the change will clarify existing policy, rather than representing a substantive change, it is made with effect from October 2016.

**Planning and Resource Allocation Committee**

**Approved at the meeting of 25 April**

**Oxford Bursaries and Tuition Fee Reductions**

**Brief note about nature of change:** Clarification of eligibility for assessment for Oxford Bursaries and Tuition Fee Reductions and opportunity to appeal decisions

**Location of change**

In *Examination Regulations 2016*, as at <http://www.admin.ox.ac.uk/examregs/2016-17/ai-ronfinamatt/>

**Effective date**

**With immediate effect**

**Detail of change**

1. After citation 1.103 include (new text underlined, deleted text scored through):

**§6. Regulations for Oxford Bursaries and Tuition Fee Reductions**

<sup>1.103</sup>1. The arrangements described in this section apply to members of the University, entitled, in accordance with the criteria set out in §1, cl. 1, to be charged University fees at the appropriate 'home' (and EU) rate, who are working in Oxford:

- <sup>1.104</sup>(a) for the Degree of BA or the Degree of MBiochem or the Degree of MChem or the Degree of MMathCompSci or the Degree of MEarthSc or the Degree of MEng or the Degree of MMath or the Degree of MCompSci or the Degree of MCompPhil or the Degree of MPhys or the Degree of MPhysPhil or the Degree of MMathPhil, or the degree of MMathPhys (4-year course only), or the degree of BTh (full-time mode only);
- <sup>1.105</sup>(b) for the degree of BFA;
- <sup>1.106</sup>(c) for the First Examination for the Degree of BM;
- <sup>1.107</sup>(d) for the Preliminary Examination in Medicine;
- <sup>1.108</sup>(e) for the Second Examination for the degree of BM;
- <sup>1.109</sup>(f) for the full-time Undergraduate Certificate or Diploma in Theological Studies;
- <sup>1.110</sup>(g) for the Postgraduate Certificate in Education.

<sup>1.111</sup>2. ~~All s~~Students described in cl.1 above will be eligible to be assessed for an Oxford bursary, subject to cl. 4, and provided that:

(a) they are entitled to receive support from a funding agency as described in cl. 6 below; and

(b) they are not reading for a qualification of an equivalent or lower level to one they already hold, unless they are reading for a course under 1(c), 1(d), 1(e) or 1(g) above.

~~, who are entitled to receive support from a funding agency as described in cl. 6 below, will be eligible to be assessed for an Oxford bursary, subject to cl. 4. Bursary levels will be at the rates determined from time to time by Council's Education Committee and Planning and Resource Allocation Committee. Bursary amounts are set out on the~~

University website. Special regulations for members of the University described in cl.1 (d), (e) and (g) are set out in cll. 11 to 13.

<sup>1.1123</sup> ~~All s~~Students described in cl. 1, ~~who are entitled to receive support from a funding agency as described in cl. 6 below~~, who commenced their programme of study on or after 1 September 2012, and who would otherwise be liable for full University fees as described in §1, will be eligible to be assessed for a reduction in University fees, hereafter referred to as a 'tuition fee reduction' subject to cl. 4, and provided that:

(a) they are entitled to receive support from a funding agency as described in cl. 6 below; and

(b) they are not reading for a qualification of an equivalent or lower level to one they already hold, unless they are reading for a course under 1(c), 1(d), 1(e) or 1(g) above.

The level of the tuition fee reduction will be at the rates determined from time to time by Council's Education Committee and Planning and Resource Allocation Committee. The different levels of tuition fee reduction are set out on the University website. Special regulations for members of the University described in cl. 1 (d) and (g) are set out in cll. 11-134. Students will not be entitled to a cash equivalent of a tuition fee reduction.

<sup>1.1134</sup> If a student who is eligible to be charged University fees at the 'home' (and EU) rate is not entitled to means-tested maintenance support from their ~~his or her~~ funding agency, they ~~he or she~~ will not be eligible to be assessed for a bursary or tuition fee reduction in that academic year. Students who are entitled to be assessed by the Student Finance Services Non UK Team, and who are entitled, in accordance with the criteria set out in §1, cl. 1, to be charged fees at the appropriate 'home' (and EU) rate, are eligible to be assessed for a bursary or tuition fee reduction, subject to the conditions referred to in cl. 10 below.

2. Amend citation reference 1.116 as follows (new text underlined, deleted text struck through):

<sup>1.116</sup> (a) A member of the University as described in cl. 1 can only be considered for a bursary or tuition fee reduction if they are ~~he or she~~ is first financially assessed by their ~~his or her~~ funding agency and if consent has been given for the University to access this information.

3. Amend citation reference 1.123 as follows (new text underlined, deleted text struck through):

<sup>1.123</sup> (d) Any student who wishes to be considered for a bursary and/or tuition fee reduction, or for a change in their bursary and/or tuition fee reduction after the dates listed in (b) and (c) above must submit a case to the Student Fees and Funding section (Examination Schools, Oxford OX1 4BG) detailing the delay relating to their financial assessment by 30 May of that academic year. The student must confirm when they ~~he or she~~ applied for funding, what difficulties they ~~he or she~~ had in being assessed correctly, the action they ~~he or she~~ took to rectify this, and provide any corresponding evidence.

4. Amend citation reference 1.126 as follows (new text underlined, deleted text struck through):

<sup>1.126</sup> (b) Students who have received an overpayment of their bursary following a revised household income assessment will not be asked to repay any funds, unless the bursary was obtained due to incorrect information being knowingly submitted to the student's funding agency by the student or their ~~his or her~~ sponsor;

5. Amend citation reference 1.133 as follows (new text underlined, deleted text struck through):

<sup>1.133</sup> (c) If a student's revised household income assessment has reduced, resulting in an entitlement to a larger tuition fee reduction, they ~~he or she~~ will receive an additional tuition fee reduction. The level of the tuition fee reduction will be calculated as if the student had been eligible for that level from the start of the academic year.

6. Amend citation reference 1.147 as follows (new text underlined, deleted text struck through):

<sup>1.147</sup> 14. If a student believes that their ~~his or her~~ bursary or tuition fee reduction has not been processed according to these regulations and/or the bursary and tuition fee reduction rates approved by Council's Education Committee and Planning and Resource Allocation Committee, they ~~he or she~~ should contact the Student Fees and Funding section, Examination Schools, Oxford OX1 4BG. ~~Any question of doubt or difficulty relating to the eligibility of individual students for tuition fee reductions and/or Oxford bursaries shall be determined by~~

15. A student who is dissatisfied with a decision made by the Student Fees and Funding section under cl. 7(d) or 14 above may ask for the decision to be reconsidered by the Fees Panel, as described in §3, cl. 3.

### **Explanatory Notes**

These changes clarify the position over eligibility for assessment for Oxford Bursaries and Tuition Fee Reductions, and over the process for appealing against decisions, thus bringing the regulations into line with current practice. The revised wording makes clear that students who are reading for a qualification of an equivalent or lower level to one they already hold ('ELQ' students) are not eligible for assessment, unless they are reading Medicine or working for a PGCE. It is also made plain that it is open to a student who is dissatisfied with a decision made by the Student Fees and Funding section to ask for the decision to be reconsidered by the Fees Panel. Since these revisions clarify existing policy, rather than representing substantive changes, they are made with immediate effect.

The opportunity is also taken to remove binary gender references, in line with Education Committee policy to replace 'he or she' with 'the student', 'they' etc., as and when regulations are updated.