

Changes in regulations relating to fees for incorporation

PRAC/1

Planning and Resource Allocation and Council

Approved at the meetings on 26 June and 9 July 2018

Appendix A Regulations on Financial Matters

Introduction of a fee for incorporation

Location of change

In *Examination Regulations 2018, Regulations on Financial Matters*, at <http://www.admin.ox.ac.uk/examregs/2017-18/ai-ronfinamatt/>

With effect from 1 October 2019

Detail of change

1. Amend citation references 1.154 – 1.171 as follows (new text underlined, deleted text struck through):

'§7. Fees payable by candidates on registration, entry for an examination, application for leave to supplicate, resubmission of a thesis for certain degrees, or supplicating for admission to or accumulation of certain degrees

1.154¹. Fees are payable in the following circumstances. Fees are reviewed on an annual basis with the fees for the current academic year available from www.ox.ac.uk/feesandfunding/fees/information/maxlib/otherfees/ or from the Planning and Resource Allocation Section.

.....

1.171^(j) On applying for leave to supplicate:

- 1.172^ffor the degree of M.Ch.;
- 1.173^ffor the degree of DM;
- 1.174^ffor the degrees of DD, DCL, D.Litt., D.Sc., and D.Mus.

(k) On applying for leave to incorporate, under the provisions of Council Regulations 22 of 2002, section 1.15.'

2. Ibid, citation references 1.175 – 1.178, renumber cl. (k) and (l) as cl. (l) and (m).

Explanatory Notes

These changes introduce provision for a fee to be charged for incorporation to students, and to members of staff who do not hold an educational position within the University. Members of staff holding an educational position will not be liable to any charge.

Such a charge is already permitted under the provisions of Council Regulations 2 of 2002, but up to now, no such charge has been made. The Planning and Resource Allocation Committee and Council have agreed that there shall from October 2019 be an administrative charge of £70, and a charge of £40 for a certificate attesting to incorporation. The income from these charges will contribute towards the administrative costs associated with the incorporation process and production of certificates.

Planning and Resource Allocation Committee

Approved at the meeting on 11 December 2018

Appendix A Regulations on Financial Matters

Changes relating to fees for resubmission

Location of change

In *Examination Regulations 2018, Regulations on Financial Matters*, at <http://www.admin.ox.ac.uk/examregs/2018-19/ai-ronfinamatt/>

With immediate effect

Detail of change

1. Amend citation reference. 1.45 (as amended by Gazette, Vo, 149, No. 5216, 4 October 2018) as follows (new text underlined, deleted text struck through):

^{1.45}(d) Candidates who continue to work for one of the qualifications listed in this clause after attempting an examination shall pay fees for each term in which they receive tuition or supervision; but if they receive no further tuition or supervision, they shall pay no further fees but shall pay the re-entry or re-submission fee prescribed in §7 below when they re-enter. Candidates whose thesis submitted for the degree of M.Litt., M.Sc., or D.Phil., has been referred back shall pay no further fees, but shall pay the re-submission fee prescribed in §7 below when they apply for re-examination; and candidates whose dissertation for the degree of M.Sc. in Education did not satisfy the examiners shall pay the fee prescribed in §7 below before a revised or new dissertation for Part II of the examination is examined. For the purposes of this clause, 'term' shall include any period of forty-two days' residence reckoned as a term of residence under the Regulations for Residence in the University provided that not more than three fees shall be payable in the same academic year.'

Explanatory Notes

This change in regulations clarifies that the fee specified in §1 of the Regulations on Financial Matters by cross-reference to §7 (of those same regulations), is a fee for resubmission and/or re-entry.

On 4 October 2018, a set of changes in regulations was published in the Gazette to provide for combined course fees, which involved removing references to 'university fees' and substituting 'fees'. This change has inadvertently created a potentially confusing statement that 'a candidate shall pay no further fees but shall pay the fee prescribed in §7 below'. The meaning intended is that the candidate shall pay no further *course* fees but shall pay the *resubmission or re-entry* fee specified in §7. This change removes the ambiguity and clarifies the meaning.

Planning and Resource Allocation Committee

Approved at the meeting on 30 April 2019

Appendix A Regulations on Financial Matters

Update to fee liability provisions for Centres for Doctoral Training

Effective date

With effect from MT 2019

Location of change

In *Examination Regulations 2018/19, Regulations on Financial Matters*
<http://www.admin.ox.ac.uk/examregs/2018-19/ai-ronfinamatt/>

Detail of change

1. Amend citation reference 1.262 as follows (new text underlined, deleted text struck through):

(d) the number of termly fees payable by candidates registered for a D.Phil. through one of the following doctoral training programmes shall not exceed twelve: Autonomous Intelligent Machines and Systems; Cardiovascular Medicinal Chemistry; Cyber Security; Environmental Research; Healthcare Innovation; Health Data Science; Industrially Focused Mathematical Modelling; Inorganic Chemistry for Future Manufacturing; Interdisciplinary Bioscience; Life Sciences Interface; Mathematics of Random Systems: Analysis, Models and Algorithms; Modern Statistics and Statistical Machine Learning; New and Sustainable Photovoltaics; Oil and Gas; Partial Differential Equations: Analysis and Applications; Science and Technology of Fusion Energy; Sustainable Approaches to Biomedical Science; Synthesis for Biology and Medicine; Systems Approaches to Biomedical Science; Systems Biology;

2. Amend citation reference 1.264 as follows (new text underlined, deleted text struck through):

(f) the number of termly fees payable by candidates registered for a D.Phil. through one of the following doctoral training programmes shall not exceed twelve: Diamond Science and Technology; Future Propulsion and Power; Gas Turbine Aerodynamics; Renewable Energy Marine Structures; Science and Application of Plastic Electronic Materials; Wind and Marine Energy Systems and Structures. Candidates for these programmes may count towards this figure up to the equivalent of three termly fees paid to the relevant partner university;

Explanatory Notes Following the successful outcomes of the EPSRC bids process, four new Centres for Doctoral Training (CDTs) have been created, and a further three have been renewed and re-named. These changes in regulations, proposed by the MPLS Division and endorsed by PRAC, provide for all these CDTs to be added to the relevant clauses of the Regulations on Financial Matters section that specify the appropriate period of fee liability.

Planning and Resource Allocation Committee

Approved at the meeting on 2 July 2019

Section 3 Arrangements Relating to Payment of Fees

To provide for refund policy in the Faculty of Law

Location of change

In *Examination Regulations 2018, Regulations on Financial Matters*, at <https://www.admin.ox.ac.uk/examregs/2018-19/ai-ronfinamatt/>

With immediate effect

Detail of change

1. Amend citation reference 1.91 as follows (new text underlined, deleted text struck through):

^{1.91}(d) Certain programmes, including programmes which have been granted permission to charge non-refundable deposits and programmes within the Department for Continuing Education, the Faculty of Law, 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.'

Explanatory Notes

The current standard regulations governing refunds following a withdrawal and suspension of status provide for the refund fees for the term to the student if a student withdraws or suspends by Friday of Week 4 of term. This is unsuitable for the PG Diploma in Intellectual Property Law and Practice (a one year, part-time, non-matriculated programme), as most of its teaching is carried out through a two-week residential programme in September. A number of other departments have special refund policies because of their unusual course structures, notably in Continuing Education and the Saïd Business School. The present change adds the Faculty of Law to the departments listed in the regulations as having its own refund policy for certain programmes.

The revised terms and conditions are with immediate effect, to come into force for the cohort starting in September 2019. The application deadline for the IP Diploma is 12 July 2019 and no offers are made until after this deadline.

Changes in regulations relating to certain scholarship agreements

PRAC/1

Planning and Resource Allocation Committee

Approved at the meeting on 2 July 2019

Section 5 Regulations relating to the fees for certain scholarship and exchange agreements

To provide for greater flexibility in the arrangements for Reach Oxford and related scholarships

Location of change

In *Examination Regulations 2018, Regulations on Financial Matters*, at <https://www.admin.ox.ac.uk/examregs/2018-19/ai-ronfinamatt/>

With immediate effect

Detail of change

1. Amend citation reference 1.97 – 1.101 as follows (new text underlined, deleted text struck through):

'§5. Regulations relating to the fees for certain scholarship and exchange agreements

1. Notwithstanding the provisions of §1 above, the University shall remit 45% of the prescribed fees payable by any ~~overseas~~ student who establishes, by information certified to the Director of Finance by an officer of the student's college or society, that a proportion (agreed between the college and Junior Members), ~~at least half of the cost of~~ the student's maintenance (as distinct from 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 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 55% of the prescribed fees, and shall also arrange to cover ~~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, or other scheme designated as eligible by Council's Education Committee.

2. Council's Education Committee shall have power to approve exchange arrangements with other universities under which no fees are payable on either side. Any of the fees prescribed in §1 or §2 above, which would otherwise have been payable by any person working in Oxford under those exchange arrangements shall be remitted.'

Explanatory Notes

The Regulations relating to the fees for certain scholarship and exchange agreements currently provides for the Reach Oxford Scholarship scheme. This scheme enables undergraduates from

low income countries to attend Oxford who would otherwise be unable to study in their own country for political or financial reasons.

There are a small number of additional student groups for whom the broad objectives of the Reach Oxford scheme would also apply, such as students with complex immigration statuses, refugees, and asylum seekers, who are currently unable to take up places for financial reasons.

The present changes amend the existing regulation to provide institutional scope for a more flexible approach, with the aim of making it possible to support up to the maximum of 35 deserving students at any one time currently provided for under the regulation. The changes consist of the following.

- (a) While requiring the continuation of contributions to maintenance costs from junior members of colleges/societies, the current stipulation that they must provide at least half the cost of a student's maintenance is changed so as no longer to specify a minimum required level; instead, they would need to provide a proportion of the total, this proportion to be subject to agreement by the college concerned. This will give greater flexibility to colleges about how often they could support scholars under this regulation, and also enable them to create funding packages for maintenance costs that can draw on donor support or contributions from external funders as well as using their own funds.
- (b) The reference to 'overseas' students is removed so that, in exceptional cases, those with Home fee status can also be aided.
- (c) The change enables similar schemes, as agreed by Education Committee in due course, to be covered by the regulation.

Changes in Examination Regulations relating to Oxford bursaries and fee reductions

PRAC/1

Planning and Resource Allocation Committee

Approved at the meeting on 2 July 2019

Appendix I Regulations on Financial Matters

Changes relating to Oxford bursaries and fee reductions

Location of change

In *Examination Regulations 2018, Regulations on Financial Matters*, at <http://www.admin.ox.ac.uk/examregs/2018-19/ai-ronfinamatt/>

From 1st October 2019

Detail of change

In §6, paragraphs 5 to 13, include (new text underlined, deleted text scored through):

5. Students who are repeating a year of their studies at Oxford will be eligible to be assessed for a bursary and/or ~~tuition~~ fee reduction, subject to cl. 4. Students repeating their first year or transferring to year one of a new course described in cl. 1 who were eligible for an additional start-up bursary in their first year of study will not be eligible for any further start-up bursary.

6. Requirements for the assessment of a student's household income are as follows:

(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 first financially assessed by their funding agency and if consent has been given for the University to access this information. Financial assessments will only be accepted from Student Finance England, Student Finance Northern Ireland, Student Finance Wales, the Student Awards Agency for Scotland, the Student Finance Services Non UK Team, the Student Loans Company (SLC) or the National Health Service (NHS). The University will only base a student's bursary and/or ~~tuition~~-fee reduction upon income information provided to it via the above agencies;

(c) 'Home' students are obliged to accept any maintenance grant they become eligible for as a result of financial assessment by their funding agency in order to be eligible to be assessed for a bursary and/or a ~~tuition~~ fee reduction. 'Home' (and EU) students are not required by the University to take out a maintenance loan or tuition fee loan from their funding agency to be eligible to be assessed for a bursary or for a ~~tuition~~-fee reduction respectively.

7. The annual deadlines for the assessment of bursaries and ~~tuition~~-fee reductions shall be as follows:

(a) To be assessed for an Oxford bursary and/or ~~tuition~~-fee reduction students must comply with the application deadlines set by their funding agency. Students who fail to comply with requests to provide information to their agency will not be assessed by the University after the deadlines listed in (b) and (c) below;

(c) To be assessed, or reassessed, for a ~~tuition~~ fee reduction students must ensure that they have provided all information to their funding agency in time to ensure their assessment is complete and available to the University from the SLC or other approved agency by 20 December of the academic year in which they wish to be considered for a ~~tuition~~-fee reduction;

(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 detailing the delay relating to their financial assessment by 30 May of that academic year. The student must confirm when they applied for funding, what difficulties they had in being assessed correctly, the action they took to rectify this, and provide any corresponding evidence. The student will be expected to respond in a timely manner to any requests for further information from Student Fees and Funding. The student must also provide the final financial notification for that year as soon as it is available and no later than 20 December of the following academic year. If the student is in their final year of study, the deadline for submission of the financial support notification is Friday of Week 9 of Trinity Term of that year.

8(e) The amount paid per term will be one third of the total annual bursary to which the student is eligible. Students will be expected to repay their bursary for any term where they have suspended or withdrawn before the bursary payment date, currently ~~Week 4 in Michaelmas term and Week 2 in each of Michaelmas, Hilary and Trinity terms.~~

11(b) Students not eligible for fee support from the NHS/SLC because their funding agency does not provide fee support for this course will be eligible to be assessed for a ~~tuition~~-fee reduction in all years of their course where household income will be estimated on the basis of the financial assessment of their household income in year one of their course. A ~~tuition~~-fee reduction is not available to those students who are eligible for fee support from the NHS/SLC after the first year of their course;

12(b) Students in year four of the course will be eligible to be assessed for a ~~tuition~~-fee reduction;

13. Members of the University working in Oxford for the Postgraduate Certificate in Education will only be eligible to be assessed for an Oxford bursary if ~~their full entitlement to government maintenance support (including a government teacher training bursary or affiliated scholarship) amounts to less than £9,000~~ they are not eligible for a Teacher Training Bursary.

Explanatory Notes

The changes in regulations allow for Michaelmas Term bursary instalments to be paid to students in week 2 of term, bringing the timing into line with that for the other two terms. The working group that the Joint Fees and Student Support Advisory Group (JFSSAG) convened to review the 2020 undergraduate financial support package, recommended that the Michaelmas Term payment be brought forward to week 2 of term, and that this change should take effect from 2019/20 to the benefit of students.

Secondly, the changes in regulations simplify the conditions upon which a member of the University working for the Postgraduate Certificate in Education will be eligible to be assessed for an Oxford bursary. This change is consistent with the criteria laid out in the University's 2020-21 Access and Participation Plan but will be implemented from 2019/20. The change will impact upon very few students but can only work in a student's favour.

The opportunity is taken to remove any remaining references to 'tuition fee reduction' to ensure these the term 'fee reduction' is consistently referenced in line with combined fees coming into force in 2019/20.