

Policy on additional costs incurred for taught programmes

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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.
- 4.4 Material on reading lists should be made accessible to students via the Library, either digitally or for loan. In order to achieve this, Schools should ensure that lists are submitted to the Library in a timely fashion.

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

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.

Version amendment history: Policy on additional costs incurred for taught programmes		
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1.1	April 2019	Review by TLG Policy & Guidance Subgroup, 2018/19
1.1	October 2021 & February 2022	Policy owner and Lead contact updated in Document Control box

Document control box	
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Related Statutes, Ordinances, General Regulations	N/A
Related Policies:	N/A
Related Procedures and Guidance:	TLD teaching and learning policies and procedures: http://www.staffnet.manchester.ac.uk/tlso/policy-guidance/ University of Manchester Library information about reading lists: https://www.library.manchester.ac.uk/using-the-library/staff/reading-lists/
Policy owner:	Head of Student and Academic Services (SAS)
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