

Research Degree Fees

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Summary

1. This document is applicable to all postgraduate research students¹ excluding MRes students who started their research degree prior to September 2017 or PhD by Publication candidates.
2. All research degree students are required to pay standard tuition fees. Details of these fees can be found on the Tuition Fee² and Money Matters web pages.³ In cases of International Student fees, standard tuition fee information can be found here.⁴
3. In cases where students have waived, or reduced, standard tuition fees as part of a studentship, students should refer to their contractual documents for fee exemption information.

¹ This does not include [MHealth Res Master of Health Research](#) students.

² <https://www.edgehill.ac.uk/finance/tuition-fees/>

³ <https://www.edgehill.ac.uk/study/fees-and-funding/postgraduate-students-2019/?tab=tuition-fees>

⁴ <https://www.edgehill.ac.uk/international/fees-and-scholarships/>

4. If you (the student) have any questions regarding the fees you are required to pay, please contact the Fees team in the first instance.⁵

MRes student fees

5. Students enrolled on MRes degrees (excluding those who started prior to September 2017) are only charged standard research degree tuition fees. Please see the Tuition fee and Money Matters web pages linked above for further information.

Doctoral student fees

6. In addition to standard tuition fees, there are three types of assessment fee, and a writing-up fee, specific to students enrolled on doctoral research degrees (excluding PhD by publication candidates), each of which may take effect towards the end of the student's period of registration:
 - a. **Writing-up fee:** available only to doctoral research degree students in the final stages of completing their thesis for final examination submission, in lieu of the standard tuition fee (see below);
 - b. **Major amendments fee:** applicable to all doctoral research degree students who are required to make major amendments to their theses following a final examination;
 - c. **Resubmission fee,** applicable to all doctoral research degree students who are required to revise their thesis for resubmission and re-examination following a final examination.
7. In cases where a doctoral candidate wishes to remit registration to MRes, a **change of route registration fee** is payable if the candidate has been registered for a doctorate for longer than the maximum period of registration for an MRes.⁶ In such cases, a candidate is permitted 30 days in which to prepare a submission for MRes examination. This fee is for that period of registration and replaces the standard tuition fee.
8. These fees, and the standard tuition fees, fall within the scope of the University's standard Tuition Fee Regulations.⁷

Writing-up fee (doctoral students only)

9. A writing-up fee is a reduced fee designed to reflect the reduction in resources required by a student during the late stages of the PhD or professional doctorate prior to submission for final viva.⁸

⁵ <https://www.edgehill.ac.uk/study/fees-and-funding/postgraduate-students-2020/?tab=contact-us>

⁶ as noted in N11.3 of the research degree regulations

<https://www.edgehill.ac.uk/documents/files/research-degree-regulations-19-20.pdf>

⁷ <https://www.edgehill.ac.uk/registry/tuition-fee-regulations/>

⁸ Fee amount can be found in Appendix A at the end of the document.

10. **The writing-up fee is a fixed amount**, it **cannot** be pro-rated and will be in place for one year. The writing up fee is not based on mode of registration (part-time or full-time). It is available as an option to students who are in the late stages of registration, who meet the criteria below and do not require longer than 1 year to submit for their final viva examination.
11. The writing-up fee comes into effect automatically for all doctoral students at the start of the term which denotes 1 year from your maximum final submission deadline (i.e. after you have completed your expected registration period⁹) provided:
 - a. You are in the final stages of your thesis submission but have not yet submitted for final viva; and
 - b. You no longer require substantial supervision¹⁰; and
 - c. In the case of **GTAs**, your studentship has ended; and
 - d. If you have **transferred** from another university during your doctorate, you have been registered on the doctoral route at EHU for at least one semester. Please ask the Graduate School if you are unsure.
12. Should you wish to apply to move onto the writing-up fee in advance of the automatic transfer you will need to apply to the Graduate School.¹¹
13. Once moved to the writing-up fee you are not eligible to apply for PGR Bursary funds.
14. The writing-up fee is not a means by which fees already incurred may be written off.
15. The writing-up fee process outlined here applies to all doctoral research degree students who satisfy the criteria above; although there are additional restrictions on students from outside the EU (see *International students*).
16. If you do not meet the eligibility criteria outlined above prior to your final year of study (or if your Director of Studies has not confirmed your eligibility in time):
 - a. Non-GTA students¹² will continue to pay the **standard** tuition fee applicable to your mode of study
 - b. GTAs will automatically move to the **standard** tuition fee applicable to your mode of study after your GTA contract expires.
17. Should you later become eligible, you will **not** automatically move to the writing-up fee at the next invoicing point, but you may apply to do so (see *Timescales*).

⁹ 36 months of full-time study or 54 months of part-time study

¹⁰ The Graduate School will confirm this in writing with your DoS in advance of any move onto the fee and/or confirmation using the annual appraisal process. If you require substantial supervision, you will be unable to transfer onto the fee.

¹¹ <http://eshare.edgehill.ac.uk/11817/>

¹² This includes those with external funding who are **not contractually** classified as a GTA.

18. **GTAs:** once your studentship has ended and you have transferred from your GTA, to either standard fees, or the writing-up fee, it is important to note that you no longer have staff status and, therefore, the following resources will no longer be available to you:
- a. All studentship funding including accommodation, stipend and fee waiver
 - b. Staff Edge Hill email address
 - c. Staff printing privileges
 - d. Staff wellbeing opportunities
 - e. Access to any staff spaces including desk allocation.
19. Please refer to the GTA handbook¹³ for further information.

How to apply

20. All doctoral students who are deemed **ineligible** to transfer automatically to the writing-up fee must submit a completed [Writing-up fee application form](#) (RO-GRA-04F) to the Graduate School.
21. The Graduate School must be satisfied that you meet all the eligibility criteria so applying too far in advance of the intended move to the writing-up fee could be detrimental to your application.

Timescales

22. Once a move to the writing up fee has been confirmed, it comes into effect at the start of the following term; it cannot be brought forward, backdated, or deferred to a later date.
23. As per the Tuition Fee Regulations, you will be charged the standard tuition fee applicable until the date on which the approved writing-up fee begins. The standard tuition fee may be pro-rated depending on the date of your successful application (see Table 1).
24. Given these timings, you are encouraged to discuss the possible move to the writing-up fee with your supervisory team four to six months before the end of your expected period of registration.

¹³ <http://eshare.edgehill.ac.uk/15241/>

Table 1: Pro-rated tuition fees payable based on writing-up fee application date

Writing-up fee application submitted	Approved writing-up fee begins:	Proportion of current year's tuition fee incurred
02 Feb - 01 Jul	Term 1 of next academic year	All. Writing-up fee only in next academic year
02 Jul - 01 Oct	Term 2	1/3
02 Oct - 01 Feb	Term 3	2/3

25. Table 1 assumes you first enrolled for your doctoral research degree in September (until 2017/18) or October (from 2018/19) and are invoiced accordingly. Please contact the Academic Registry Fees Team if you have any questions about your tuition fee liability.

Fee payable

26. The writing-up fee is reviewed annually and the amount payable can be found in appendix A of this document.

27. The writing-up fee cannot be pro-rated regardless of whether you submit your thesis or leave the University at any point during the twelve-month duration of the fee.

- a. Please contact the Academic Registry Fees Team if you have any questions about your liability for tuition fees or the writing-up fee in relation to your date of final viva submission or withdrawal from your research degree.

28. The student **cannot** apply for a second year of writing-up fees, regardless of your mode of study.¹⁴

29. During this fee-period you will still have access to all student resources including your student email address, the Catalyst, and learning support. You are not, however, eligible to apply for the PGR Bursary.

30. If you wish to pay the writing-up fee in instalments, you should contact the Academic Registry Fees Team to make arrangements.

¹⁴ a. If you are a full-time student who started your doctoral degree *before* the academic year 2016/17, and you do not submit your thesis by the end of the writing-up fee period, several months of your maximum registration period will remain, for which you will incur the standard tuition fee (pro-rated in accordance with the University's Tuition Fee Regulations).

b. If you are a full-time student who started your doctoral degree *in or after* 2016/17 you will have reached or exceeded your maximum period of registration by the time the writing-up fee expires so, if you have not submitted your thesis by that point, you will no longer be registered for the research degree and cannot be examined (unless you have an approved extension).

c. If you are a part-time student who has not submitted your thesis by the end of the writing-up fee period, several months of your maximum registration period will remain, for which you will incur the standard tuition fee (pro-rated in accordance with the University's Tuition Fee Regulations).

Interruption of studies

31. If you move to the writing-up fee and subsequently interrupt during the twelve-month writing-up period, the fee will be suspended for the period of interruption, and automatically continue on the approved date of return from interruption.

Assessment fees

Doctoral assessment fees

32. If you are enrolled on PhD or professional doctorate, you will not incur further standard tuition fees during the period between submission for final viva and the viva outcome (subject to standard tuition fee invoicing cycles as per the University's Tuition Fee Regulations).
33. For PhD or professional doctorate students, depending on the recommendation of the final viva panel, an assessment fee may be payable:¹⁵
- a. **Award/minor amendments/malpractice referral:** no further fee payable.
 - If a malpractice panel judges an accusation to be unfounded, subsequent assessment of the thesis *could* lead to either a major amendments or resubmission fee.
 - b. **Major amendments:** a major amendments fee is payable following the final viva.
 - c. **Revision and resubmission for re-examination:** a resubmission fee is payable following the initial final viva.¹⁶
34. For PhD or professional doctorate students who seeks to change their registration and submit for examination for the award of MRes instead of PhD (or professional doctorate), **with the period of MRes registration already completed**, a **change of route registration fee** is payable (subject to Graduate School review and, where appropriate, approval).¹⁷
- a. Students paying the change of route registration fee will not incur further standard tuition fees during the period between the transfer of registration date and final viva submission.
 - b. Upon submission, these students will be treated as MRes students and, therefore, will not incur any further fees between submission and completion (subject to standard tuition fee invoicing cycles as per the University's Tuition Fee Regulations).

¹⁵ Fee amount can be found in Appendix A at the end of the document.

¹⁶ This is not applicable for candidates who are on their second submission because of missing their first submission deadline. Candidates in this situation will only be expected to pay this fee once. Candidates who are required to complete additional amendments following on from re-examination will also come under this fee and are only expected to pay it once at the initial re-examination point.

¹⁷ Please refer to N11.3 of the [research degree regulations](#).

- c. If the student has already paid fees for the term, the Fees team will calculate any amount owing (subject to standard tuition fee invoicing cycles as per the University's Tuition Fee Regulations).
35. For PhD or professional doctorate students who seeks to change their registration and submit for examination for the award of MRes instead of PhD (or professional doctorate), **but has not completed the period of MRes registration**, this student is expected pay the appropriate MRes fee until their final submission deadline, in line with the University's Tuition Fee Regulations.¹⁸
36. While you are paying non-standard fees, you will still have access to all student resources including your student email address, the Catalyst, and learning support. You are not, however, eligible to apply for the PGR Bursary.
37. Any queries regarding council tax exemption during this period should be directed to the Enrolment team in Academic Registry.¹⁹

International students

38. Standard tuition fee details for international students can be found on the International Office website.²⁰
39. The eligibility criteria and processes for the doctoral writing-up fee and assessment fees remain the same as for other students with the following exceptions:
 - a. If you have a **Tier 4 visa**, you are eligible for the writing-up fee or for the assessment fees, but current University policy is not to sponsor doctorate students for a Tier 4 visa extension where attendance is not required. If you cannot complete your doctorate within the period of your Tier 4 visa, then you will need to submit from outside the UK or switch to another immigration category that allows study.
 - b. To attend a viva after the end date of your Tier 4 visa, you can leave and then re-enter the UK with a Short-term Study visa
 - c. Any fee approval, such as writing-up fee, assessment fees, or change of route registration, is subject to Graduate School approval. Prior to reviewing any fee changes, the Graduate School will consult with the International Office directly.
40. Questions on this should be directed to the International Office.²¹

Complaints and fee waivers

41. Complaints in relation to the process of applying for, and approval of, writing-up or assessment fees should be addressed to the Director of the Graduate School.

¹⁸ <https://www.edgehill.ac.uk/documents/files/research-degree-regulations-19-20.pdf> - please refer to N11.3 of the research degree regulations.

¹⁹ <https://www.edgehill.ac.uk/services/council-tax-exemption/>

²⁰ <https://www.edgehill.ac.uk/international/fees-and-scholarships/>

²¹ <https://www.edgehill.ac.uk/international/>

42. Complaints in relation to an invoice you receive for fees of any kind should be directed to the Academic Registry Fees Team.
43. Neither the Graduate School, nor the Graduate School Board of Studies has the authority to waive tuition fees, writing-up fees or assessment fees. You or your department should submit such requests to Directorate using a form provided by Academic Registry. The Graduate School cannot request a fee waiver on your behalf.
44. If you remain dissatisfied, please refer to the University's Complaints Procedure²².

²² <https://www.edgehill.ac.uk/student-services/customer-service-excellence/complaints/>

Appendix A – research degree writing-up/assessment fee amounts

These fees are reviewed annually and are subject to change as outlined in the University's financial regulations.

Fee type	Amount	Duration
Writing-up fee	£350	Fixed doctoral student fee for one year. This cannot be pro-rated.
Major amendments fee	£200	One-time fee, payable after the final viva outcome.
Revision and resubmission for re-examination fee	£350	One-time fee, payable after the first final viva outcome.
Change of route registration fee	£100	One-time fee, payable after change from PhD to MRes (if applicable).

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