School of Chemistry Bench Fees Policy

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# Purpose

To define the criteria and schedule of charges for the application of Bench Fees (Additional Programme Costs) in the School of Chemistry.

# Scope

This policy applies to all self-funded postgraduate research students in the School of Chemistry.

# Context

University of Edinburgh, Student Recruitment & Fees Strategy Group (SRSFG) -

*Minutes of meeting 12 June 2015:*

# Definitions

| TERM | DEfinition |
| --- | --- |
| Tuition Fees | Fees payable by students to the University in accordance with the University [Tuition Fees Policy](https://www.ed.ac.uk/tuition-fees/policy), which cover charges for matriculation, tuition and examination. |
| Self-funded Postgraduate Research Student | Any student who meets the costs of undertaking a postgraduate research course (MSc by Research or a PhD degree) through personal funding or via externally awarded funding (i.e. funding that is not awarded by the University of Edinburgh). |
| Additional Programme Costs | Additional costs of undertaking a programme of study (or specific project) that are not included in the tuition fee and for which an additional fee is payable. Examples may include laboratory or field work. A bench fee is an additional programme cost. |
| Bench Fees | A fee payable by students in addition to the tuition fee. The fee is charged to cover significant additional costs incurred by the School to support students’ research, such as consumables, laboratory equipment, facility costs or other resources. A bench fee is an Additional Programme Cost. |

# Policy Statement

This policy aims to provide guidance to applicants, students, staff and others on the circumstances whereby the School of Chemistry will apply bench fees and how such fees will be determined.

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| Principle | demonstrated by: |
| The consistent, transparent and equitable application of bench fees. | * Ensuring that a pre-determined scale of bench fees is applied in all relevant circumstances.
* Ensuring that students who fall under the scope of this policy are informed of the quantum and requirement for payment of bench fees prior to their acceptance of a study place offer.
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The School of Chemistry will levy bench fees in certain circumstances in order to cover students’ research-related expenditures. This enables the School to support research projects for self-funded and visiting postgraduate research students.

Students in receipt of a studentship or scholarship awarded by the University of Edinburgh, including School of Chemistry EPSRC Doctoral Training Partnership studentships, will not be required to pay a bench fee, as these costs are taken into account in granting these awards.

The bench fee amount payable will vary and depend on the programme undertaken and an assessment of the prospective students’ research proposal by the proposed academic supervisor. The amount will conform to a schedule of School of Chemistry bench fee bands. The bench fee will be:

* Applied only when it has been stipulated in the formal offer made to the student by the School of Chemistry;
* An annual charge applied throughout the research active term of the degree; and
* The annual amount payable will be fixed at the time the student accepts the study place offer.

Once a student has accepted an offer and enrolled in their degree, the annual bench fee is fixed for the duration of their programme.

If a student withdraws before the end of the course, any unspent bench fee balance will be refunded.

The rate of bench fees applying to new students will be reviewed annually and updated in the schedule annexed to this policy.

Bench fees should not be used to supplement the living costs of the student or pay any part of the tuition fee. Any equipment purchased via a bench fee account remains the property of the School and should be returned when the student leaves.

**Self-funded Postgraduate Research Students:**

Self-funded students will be expected to meet the cost of bench fees.

Where students are in receipt of externally-awarded scholarships or studentships, these awards often include an amount to cover bench fees, which will be payable to the School in accordance with the stipulations outlined above.

Where externally awarded funding does not cover bench fees, they will be payable by the student. Individual instances of financial hardship in these circumstances will be considered on a case-by-case basis, in accordance with the School of Chemistry Bench Fees Procedure.

# Supporting Documents

School of Chemistry Bench Fees Procedure

School of Chemistry Schedule of Bench Fees (updated annually)

# Responsibilities

* The Chemistry Planning and Resources Committee (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure.
* This policy, including its associated procedure and schedule of fees, is subject to annual review each February.
* The Head of the Graduate School, School of Chemistry (as the Policy Sponsor) is responsible for maintaining the content of this policy, as delegated by the Chemistry Planning and Resources Committee.

# Promulgation

This policy will be communicated via:

1. Notification by the Approval Authority to all School of Chemistry staff.
2. Distribution of e-mails by the Policy Sponsor to the CSE Head of Recruitment & Admissions, University Communications and Marketing, and reported to the SRSFG for information.
3. Summary information and a link to this policy included on relevant School of Chemistry webpages for the information of prospective students, to be coordinated by the Policy Sponsor.

# Implementation

This policy will apply from 1 September 2022 and will be subject to annual review by the Approval Authority.

# Document Control

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| Version Number | 1.0 |
| Approval Authority | Chemistry Planning and Resources Committee |
| Approval Date | 22 September 2021 |
| Policy Sponsor | Head of Graduate School |
| Issue Date | 15 October 2021 |
| Review Date | February 2022 |