

**University of Surrey**  
**Access Agreement Relating to Variable Tuition Fees from 2008/2009**

## **1. Introduction**

The University of Surrey is a research-led university, with a range of undergraduate and postgraduate programmes targeted at producing graduates with a first class education, and with the professional knowledge and skills to make them highly desirable employees in the world of work. This, together with the Professional Training Year, taken by around 80% of Surrey's undergraduate students, contributes to the University's enviable record of being consistently at, or near, the top of the employment league for UK universities.

This Access Agreement has been developed as a result of the University's decision to charge UK and EU students the maximum fee prescribed (defined as the 'higher amount' in the Higher Education Act 2004) for its full-time UG programmes. [Throughout this Agreement we use the term 'Surrey standard fee' for fees at this level, set at £3,145 pa for the 2008-09 academic year, and we use the term 'basic fee' for fees at the level of the 'basic amount', as defined in the Higher Education Act 2004, set at £1,255 pa in 2008-09.].

This Access Agreement reflects the University's appreciation of the need to moderate the financial impact of the Surrey standard fee in a variety of ways; for example, where programmes exceed standard length or incorporate particular features we wish to encourage, such as the Professional Training Year, and it also recognises that there is a strong emphasis in our portfolio of programmes on subjects which are of national importance, but to which it is difficult to recruit, such as science, engineering and languages. It is, therefore, underpinned by measures to maintain and strengthen the quality of our undergraduate intake to all such programmes.

The University is providing a substantial range of generous bursaries and scholarships, funded from variable tuition fee income, in order to counter, as far as is possible, the effect of higher rates of fees on students from disadvantaged backgrounds, thereby maintaining and enhancing our long-standing commitment and track record in this area.

The University is committing approximately one third of its annual additional tuition fee income to direct forms of student support, such as bursaries, scholarships and extended programme awards, with the balance of the additional income being used to further improve our widening access and participation activity and the delivery of high quality education to our students, addressing academic and support service aspects of delivery; overall, they are aimed at enhancing the 'student experience' in its broadest sense.

The University of Surrey currently has Connected Institution agreements with The Royal Academy of Dance, the Guildford School of Acting Conservatoire and the Academy for Contemporary Music. Of these institutions, the Royal Academy has decided against the implementation of variable tuition fees, whilst the Conservatoire and the Academy for Contemporary Music have chosen to charge the Surrey standard fee, and to award bursaries to undergraduate students in accordance with the specifications laid out in this Agreement. The conditions within this Agreement, therefore, relate to the University of Surrey, the Conservatoire and the Academy for Contemporary Music. The specifications for scholarships, however, relate to the University of Surrey alone, and not to the Connected Institutions.

## **2. General**

The fees, bursaries, scholarships and awards defined in this Agreement are specified for a full time student. For a student registered on a full time programme who is, exceptionally, taking a part of the programme on a part time basis (for example repeating part of a year), the amount of the tuition fee, bursary, scholarship and/or award (if appropriate) will be pro-rata to the proportion of the full-time year they are taking (to be measured in terms of the number of credits for which they are registered). Other part time registration is not covered within this Agreement.

All fees, bursaries and scholarships described in this Agreement relate to undergraduate students only, and apply to all cohorts of students admitted to the University with effect from September 2006. Eligibility for each category is defined in the relevant section.

The bursaries, scholarships and awards will only be available to students paying the Surrey standard fee, as defined in this Access Agreement, with individual sections defining eligibility for each type of award. Any student paying the basic fee will not be eligible.

## **3. Tuition Fees**

### *3.1 General information*

Details of all University of Surrey tuition fees (and other related information) are promulgated through the University's website, and are regularly updated. The fee levels quoted in this Access Agreement relate to the 2008/2009 academic year and, in subsequent years, all fee levels will be increased in line with inflation, and in accordance with regulations published by the DIUS, for both 'new' and 'old system' students. Defined fee levels relate to UK and EU students only

### *3.2 Surrey standard fee*

The University of Surrey will charge a standard fee of £3145 per annum for undergraduate students on all programmes, apart from the exceptions detailed below (sections 3.3 – 3.5).

### *3.3 Foundation year*

For students following the Foundation Year at Guildford College, as part of their University degree programme (Level 0), a fee set at the basic level of £1255 pa will be charged for this year. The Foundation Year is an integrated year taken by a minority of students on Engineering and Science degree programmes, to prepare them for entry to Level HE1 of an undergraduate programme in a related discipline. As the fee for this element of the programme is set at the basic rate, Foundation Year students are not eligible for the bursaries or scholarships set out in Sections 4 and 5 of this Agreement. However, on successful progression to Level HE1, they will become eligible for scholarships and bursaries.

### *3.4 Professional training year*

For students undertaking the Professional Training Year as part of their University degree programme, a fee of approximately 15% of the Surrey standard fee (£470 at the 2008/09 rate) will be charged. The actual rate charged to an individual student will relate to the year in which the period of professional training is undertaken, reflecting the effect of fee inflation defined above, i.e. 15% of the prevailing standard fee.

### *3.5 NHS funded students*

As students on NHS-funded degree programmes fall outside of the variable fees regime, they are excluded from the enhanced fee provision, and from the related bursaries, scholarships and awards defined in this Access Agreement.

## 4. Bursaries

### 4.1 General information

Bursary levels quoted in this Access Agreement relate to the 2008/2009 academic year, and to all eligible, variable fee paying students. In subsequent years, bursary levels will be increased in line with the percentage increase in the Surrey standard fee, subject to regulatory requirements. The bursary provision defined in this Agreement applies to UK students.

### 4.2 Surrey Bursaries

Bursaries will be provided to all students who are eligible for maintenance support, or a Special Support Grant, and/or whose residual household income has been assessed at a level up to £35,000. Bursaries will be awarded according to income bands, as detailed below:

<b>Household Income Range</b>	<b>Bursary Amount</b>
Up to £10,000	£2,000
£10,001 – £15,000	£1,500
£15,001 – £20,000	£1,000
£20,001 – £25,000	£750
£25,001 – £30,000	£600
£30,001 – £35,000	£500

These bursaries will be payable to students for all academic years of their programme (excluding the Professional Training Year with its substantially reduced fee rate), regardless of any other bursary/scholarship or financial support received.

### 4.3 Surrey Enhanced Bursaries

Students who qualify for a Surrey Bursary and who also attain one of the scholarships defined in Section 5 of this Agreement, or who qualify for an Extended Programme Award (see Section 6) will automatically have the value of their bursary doubled, for the duration of the original award.

## 5. Scholarships

### 5.1 General conditions pertaining to the Surrey scholarships detailed below

A scholarship, as defined below, may be held at the same time as a Surrey bursary, but a student may not hold more than one scholarship at any one time, and may not hold a scholarship at the same time as an Extended Programme Award (see Section 6). Any student holding a scholarship payable in the academic year following the Professional Training Year (where taken) may apply to have this scholarship paid a year early, i.e. during their Professional Training Year. It is anticipated that approximately 40% of scholarship awards will be made to UK students from lower income households, and who therefore qualify for a Surrey Bursary. Scholarships are, however, also available to EU students, who are not currently eligible for maintenance support.

### 5.2 Entry Scholarships

5.2.1 Entry scholarships of £1,000 pa will be awarded to all students achieving an excellent academic standard at entry. The reference level for the award of these scholarships will normally be grades AAB in 3 subjects at 'A2' level, excluding General Studies, or an equivalent level of academic attainment, as determined by the University, prior to admission. These scholarships will be retained for all levels (i.e. each year) of the programme, other than the Professional Training Year, and extended periods of study, subject to the student achieving marks of 60% or more in the relevant end-of-level assessments.

5.2.2 To support our Widening Participation programme and the University's Commitment to Care Leavers, the reference level for the award of an entry scholarship to care leavers and travellers will normally be grades BBB at A level, or equivalent.

### *5.3 Performance Scholarships*

Performance scholarships of £1,000 pa will be awarded to all students not in receipt of an Entry Scholarship who achieve first class results in their end-of-Level 1 or 2 assessments; the reference level for the award of these scholarships will be marks of 70% or more. These scholarships will then be retained for all following levels (i.e. each year) of the programme, other than the Professional Training Year and any extended periods of study, subject to the student achieving marks of 60% or more in the relevant end-of-level assessments.

## **6. Extended Programme Awards**

For students on a defined set of extended-duration undergraduate programmes (such as an MEng), the Surrey standard fee will be charged for all academic years (pro-rata for any part year at the end of a programme) but an Extended Programme Award of £1535 pa (pro-rata for a part year) will be made for required periods beyond the standard three years (or four years if including a Professional Training Year) of an Honours programme. This Award recognises the extra cost to the student of these longer degrees, and its value will be reviewed and adjusted annually, broadly in line with increases to the Surrey standard fee. Bursaries as defined in Section 4 may be held at the same time as Extended Programme Awards but Scholarships (see Section 5) cannot. The provision of Extended Programme Awards applies to both UK and EU students.

## **7. Provision of information to students**

### *7.1 General information*

The University of Surrey's Undergraduate Prospectus, which is published annually, gives general information on fees, bursaries, scholarships and awards defined within this Access Agreement. Further information is available on the University's website, and this is updated, as appropriate, during each admissions cycle/academic year. Any additional programme material includes detail where relevant. Information includes examples showing fee and bursary levels (and possible scholarship enhancements) for a range of individual circumstances.

### *7.2 Individual student information*

During the admissions cycle, the University contacts each applicant holding an offer to confirm the level of fee payable for the degree programme, and to provide the latest information on bursaries and scholarships, payment processes and the timing of awards. In the case of students accepted during Clearing, information on fees and financial support is issued as part of the Welcome/Induction process

Continuing students are informed annually about the level of fees payable for the next year of their programme, together with bursary information (as above) and confirmation of the continuation of any scholarships or of any new scholarships or awards granted. This is accompanied by information on payment processes and the terms and conditions associated with each award.

### *7.3 Outreach information*

Talks about student finance and support, including fees, bursaries and scholarships, are included within various University Open Day, Information Day and outreach activities.

## **8. Outreach activity**

### *8.1 Background*

The University of Surrey has long promoted widening access and participation, and will continue to retain its dedicated team of staff within the Educational Liaison Centre (ELC) to implement the University's Widening Access and Outreach Strategy. ELC works with our academic staff and with our Student Recruitment Office to provide activity that reaches out to students from a variety of disadvantaged backgrounds. It uses central funding to support a range of activities which include:-

- Student Tutoring and Mentoring Schemes
- Taster Days and Summer Schools
- Sixth Form Lecture programmes and conferences
- Hands-on activities for students from Year 8 to Year 13
- Subject-specific activity delivered by our academic staff
- Community volunteering by both staff and students
- A mobile Science and Technology Bus working at Key Stages 1, 2 and 3.

### *8.2 Current and Ongoing Activity*

The range of activities outlined above will continue to be managed by the ELC team, who last year engaged 66 schools and colleges in our student Tutoring and Mentoring schemes, ran a residential summer school for 84 students, provided a lecture programme that attracted over 1,300 students, ran specific widening participation hands-on activities for over 2,200 students from Years 8 – 13, facilitated subject specific activity for over 1,600 students, involved 405 students and 56 staff in volunteering activities, and saw nearly 2,500 young people from 26 different schools enjoy our Science and Technology bus facilities.

The additional outreach income from variable fees was used last year to further engage academic departments in the provision of in-depth outreach activity. The majority of the projects supported activity in the STEM curriculum area, or in the uptake of modern foreign languages within the national curriculum amongst less widely represented groups. However, other projects, such as work in the humanities on politics-related activity within the FE sector, were also undertaken. Many of these schemes were designed to produce a legacy package to progressively support attainment and aspiration-raising activity; for example, using Excel spreadsheets to model within the national curriculum GCSE Sciences, and software to help school pupils aged 12 – 13 years to understand the environmental consequences of their daily journey to school. This approach has markedly increased the number of academic staff prepared to engage with outreach activity, and £100,000 per annum of the University's additional variable fee income will continue to be used for this specific purpose.

## **9. Enhancing the student experience**

The University has an ongoing commitment to enhancing the student experience, and has invested over £1.2 million to date in a variety of projects aimed at achieving this, including making substantive physical improvements to a range of student-facing services.

The investment of additional, variable tuition fee to underpin this commitment will continue, with a focus on improving the student academic experience by reducing staff/student ratios in certain academic areas, supporting e-learning developments, providing additional library resources, and conducting research into the student experience which will be used to inform future investment decisions.

## **10. Milestones**

The University will monitor the success of its bursary and scholarship provision by close scrutiny of applications and acceptances to individual degree programmes, and the number of awards made to students annually, as a proportion of the variable-fee paying student population. This scrutiny will also include the household income profile of students receiving scholarships and enhanced bursaries, and the number of care leavers and travellers to whom awards of bursaries and/or scholarships have been made.

In 2006/2007, awards were made as follows:

405 bursaries, representing 36% of the eligible UK population

202 scholarships, representing 14% of the eligible UK and EU population

70 enhanced bursaries, representing 17% of bursaries awarded

A report will be produced each year focussing on this information, and future bursary and scholarship provision will be reviewed, and amended where necessary, according to the University's success in maintaining and enhancing, where possible, the number of students coming from disadvantaged backgrounds.

The University of Surrey will also introduce an improved system of data analysis. The system will enable users to interpret data at Departmental level, and will cover groups which are under-represented in HE, for example, learners from lower socio-economic groups, learners from minority ethnic groups, learners whose parents/carers do not have experience of HE, and learners with declared disabilities. This will enable the University Faculties and Departments to better understand their student profile, as well as to implement strategies to target under-represented groups. Data will be collected annually so that changes and trends can be readily identified.

The University will continue to monitor its performance against the relevant HEFCE widening participation benchmarks with the intention of achieving or exceeding benchmarks in all categories, and of understanding the reasons for divergence from benchmarks.

## **11. Monitoring arrangements**

All fees, bursaries and scholarships are administered centrally by the University Registry. Data is compiled every year by the Registry, with support from the Planning and Finance Departments, where appropriate, on the administration of fees, bursaries, scholarships and other aspects of this Agreement, including information on the achievement of the milestones. A report on these data is considered by the University's Operations and Planning Committee who report to the Executive Board. A summary of these data will be contained within the Annual Monitoring Statement with reference to achievement of the milestones indicated above.

Internal Audit will also periodically review the basis on which these data are collated, for report to the Audit Committee and thence to Council.

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