Card Fee
2014-15

Terms and Conditions
CARD FEE 2014-15 – Terms and Conditions

The Card Fee

This is a scheme run by the Graduate Studies Office (GSO), in cooperation with Registry and the Fees Office. It facilitates a student’s progression through the closing stages of their research degree by enabling them, when qualifying conditions are met, to avail of a reduced fee instead of the usual fee associated with their year of study.

The Card Fee for 2014-15 will be €150.

If approved under the scheme, the student must submit his/her soft bound thesis to Registry by Monday 5th January 2015 at the latest.

It applies to full-time and part-time research students reaching the end of their masters by research or PhD:

- who will not meet the September 18th 2014 deadline for submission of a hard bound, corrected thesis.
- whose registration will therefore run into the next academic year (Card Fee students register for the next academic year during online registration).
- who are eligible to qualify based on their year of registration in 2014-15 (see Card Fee Eligibility by year of registration 2014-15 table below).

If a student’s hard bound, corrected thesis is submitted by 18th September 2014, then the student won’t have to register in the 2014-15 academic year or apply for the Card Fee.

The scheme is open to students:

- who have been approved to progress to the next academic year (ie. a PGR2 form submitted to the Postgraduate Research section in Registry by 25th July 2014). All continuing research students need a positive recommendation from their supervisor to progress (PGR2) and GSO will not consider an application for the Card Fee unless this recommendation has been submitted.

- whose supervisor has submitted an Intention to Submit Thesis form (PGR4) to Registry by 25th August 2014. The PGR4 nominates examiners and prompts Registry that a soft bound thesis is to be submitted. The PGR4 will be included in the papers for the next Graduate Research Studies Board meeting where it must be approved.

- whose supervisor has submitted a Card Fee Declaration form to Jonny Hobson in GSO by 25th August 2014. This form confirms a student’s eligibility for the Card Fee and eradicates any confusion about who is to pay the Card Fee or who is going to pay outstanding fees should the student’s work extend beyond 5th January 2015. This form should still be submitted by 25th August even if the PGR4 will be delayed beyond this date.
Payment of Card Fee

If the student is to pay the Card Fee themselves, they should pay this directly to the Fees Office by 1st September 2014.

Card Fee Eligibility by year of registration

The table below indicates the cohort of PhD and masters by research students (full-time and part-time) eligible to apply for the Card Fee, based on their year of registration in 2014-15.

<table>
<thead>
<tr>
<th>Cohort</th>
<th>Year of registration in 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD full-time</td>
<td>Years 5+</td>
</tr>
<tr>
<td>PhD part-time</td>
<td>Years 6+</td>
</tr>
<tr>
<td>Masters by research full-time</td>
<td>Years 3+</td>
</tr>
<tr>
<td>Masters by research part-time</td>
<td>Years 4+</td>
</tr>
</tbody>
</table>

**NB: Full-time PhD students who will register as year 5 in 2014-15 and full-time masters students who will register as either year 3, 4 or 5 and do not make the Card Fee deadline will be liable for full-time fees (£5,500 or €4,900) for 2014-15.**

NB: If you have a mixed period of registration (i.e. full-time and part-time) please contact the Graduate Studies Office to see if you are eligible to apply.

Graduation dates

Card Fee students will not graduate in November 2014 but may graduate in March 2015 if they submit their soft bound at the latest by 5th November 2014 (in which case the PGR4 must be submitted by 25th August) and their corrected hard bound thesis by 14th January 2015. Many Card Fee students will graduate in November 2015.

Summary – for Card Fee qualification

<table>
<thead>
<tr>
<th>Form required</th>
<th>Deadline</th>
<th>Submitted to</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGR2</td>
<td>25th July 2014</td>
<td>Registry</td>
</tr>
<tr>
<td>PGR4</td>
<td>25th August 2014</td>
<td>Registry</td>
</tr>
<tr>
<td>Card Fee Declaration</td>
<td>25th August 2014</td>
<td>Graduate Studies Office</td>
</tr>
</tbody>
</table>

*Card Fee to be paid to Fees Office by 1st September 2014 in cases where student is to pay*