

Information Sheet – Financial Arrangements (inc. Fees)

This information sheet provides information regarding the **financial arrangements** which must be considered for any collaborative programme. It provides details regarding the options for student registration and the associated fee-paying status for students who are part of collaborative programmes, and also highlights the need for all financial arrangements to be clearly outlined on the requisite PDARF form and the Memorandum of Agreement associated with any collaboration.

Collaborative Programme Basics: the programme approval mechanism

The **Programme Development, Approval and Review Framework (PDARF)** provides the relevant information for supporting programme development, including collaborative programmes, within the University (see <https://www.ucd.ie/registry/staff/registryservices/curriculum/programmeapprovalpdarf/>).

All collaborative programmes must be approved through the normal routes for new programme approval. The relevant forms for collaborative programmes include Global Partnerships Proposal Form - Strategic Case, PDARF2, PDARF3 and PDARF4, and where a collaboration is being introduced into an already existing programme, PDARF7 is to be used in place of PDARF2 and PDARF3. All of the forms are available at the above weblink.

All forms must be completed and submitted to the relevant College Executive and/or Governing Boards, as well as the University Management Team (UMT) where applicable in accordance with the procedures outlined in the PDARF approval process.

Collaborative Programme Directors should list as much detail as possible about the collaborative programme on these forms – all of this information is critical for ensuring that the University can support the programme effectively.

Financial Arrangements (inc. Fees)

The details of the relevant financial arrangements for any collaboration should be discussed at the earliest possible opportunity, and should be included in the PDARF documentation submitted through the relevant approval processes. Some general guidelines regarding financial arrangements (including fees) are outlined below:

- With respect to the way that **fees** are managed for collaborative programmes, there are **three aspects** to the status of a visiting student from another institution:
 - **Registration Status** – students from other institutions taking modules in UCD are registered in one of two ways: as **RE** or **VE**. A student with a registration status of **RE** is registered as normal and may be required to pay fees or they may not – this depends on the agreement between UCD and the collaborating partner(s). A student with a registration status of **VE** is identified as an external student on a collaborative programme (ie there is another institution which is the student's 'home' institution) and is normally not required to pay fees.
 - **Registration to Programme/Major Code** – in instances where the collaboration is 'loose', for example a student from another institution taking one or more UCD modules only and not as part of a dedicated collaborative programme, this student is set-up on an Occasional Student programme/major code. Where the collaboration is 'close', that is, where a student is attending UCD on a defined joint/dual degree collaborative programme with another institution, the student is registered to the same programme/major code as the UCD students.
 - **Fee Rate** – a fee rate code is added to the student's record. The rate code applied to the student's record is dependent on whether they pay fees, which in turn is based on information received about the

programme (ie this must be negotiated between the partners to the collaboration and should be included in the relevant PDARF form as part of the approval process, and is normally then included in the Memorandum of Agreement which underpins any collaboration). Where there are no fees payable, a 'NOFEE' rate code is applied to the student's record. Where fees are payable, the normal fee arrangements apply and students are notified of their fees obligations as part of the registration process. Schools are responsible for registering students on collaborative programmes and confirming the correct fee rate.¹

- **University services** – if a student is registered as **VE**, where there are normally no fees payable, they are normally not entitled to a student card or use of University services, *with the exception of* UCD Connect and Blackboard. If a student is registered as **RE**, they are entitled to a student card and full use of University Services. The level of access to University services and facilities should be negotiated between the partners in a given collaboration. Further detailed information on the Types of Student at UCD and the range of facilities/services that may be made available to them is outlined on UCD Registry – Administrative Services website.²
- The details of the relevant financial arrangements and access to University services and facilities, including details of any proposed distribution of fee income between partners, must be clearly articulated in the Memorandum of Understanding or Memorandum of Agreement underpinning the collaborative programme. In instances of collaboration where there is an unequal exchange of students between institutions, in particular where large cohorts of students may be visiting UCD and taking UCD modules, but few/no UCD students are going in the other direction, it is necessary to reach a financial arrangement with the partner institution to ensure that UCD receives appropriate payment for the provision of any such modules and services, including use of the Library and IT Services. Such financial arrangements should be reached locally in Schools and/or Colleges, and the relevant College Finance Manager should be consulted in the process before the information is submitted on the relevant PDARF form.

¹ The fee rate code should be manually applied to the students as part of the set-up/registration process and applied in consultation with the Student Record Team, UCD Registry.

² See <http://www.ucd.ie/registry/adminservices/records/studenttype.html>