

## Policy on Study Costs for Taught Programmes

Definitions:

**We/Us/Our** means the University of Bristol.

**You/Your** means a taught student (undergraduate or taught postgraduate) registered with the University.

**Taught programme** means an undergraduate or taught postgraduate programme.

### 1. INTRODUCTION

This policy sets out our study costs for taught programmes. It clarifies what is included in the tuition fee and what you may need to purchase and/or provide.

Nothing in this policy overrides our duty under the Equality Act 2010 to make reasonable adjustments for disabled students.

### 2. THE BASIC PRINCIPLE

You will not encounter hidden costs. Any additional costs associated with a taught programme that are not included in the tuition fee or bench fee are outlined in section 3.

Some taught postgraduate programmes charge a bench fee in addition to tuition fees to cover specific extra costs associated with laboratory or field work that is part of a master's dissertation. Such costs will not include academic supervision or administrative support, or normal overheads such as space, IT support and library provision.

Guidance on average costs of living expenses for students is available at:  
<https://www.bristol.ac.uk/students/support/finances/advice/living-expenses/>

### 3. ADDITIONAL STUDY COSTS FOR STUDENTS ON TAUGHT PROGRAMMES

#### 3.1. Clothing and equipment

Apart from items that you may reasonably be expected to own or provide (outlined below), you will not be expected to purchase equipment or clothing that is essential for your programme of study. Some items may be provided on a shared basis and/or you may have to pay a deposit to use such items. You are expected to purchase replacements for any items lost or damaged as a result of wilful misuse.

#### *Personal protective equipment (PPE) relating to Covid-19*

The University will supply you with any face coverings required for teaching and learning activity. Your school/placement provider will assess whether you need to wear other types of PPE to protect against Covid-19 when undertaking activities as part of your programme that bring you into close contact with other people. You are not expected to supply this equipment.

#### *Personal protective equipment (PPE)*

Your school will assess whether you need to wear PPE to protect against specific hazards when undertaking activities as part of your programme. You are not expected to supply this equipment.

PPE may be disposable, shared, used by others at different times or meant for your use only. The school will provide instructions on the use and maintenance of PPE and you must comply with these requirements. Examples of PPE include hard hats, high-visibility vests, laboratory coats, safety goggles and safety boots.

#### *Personal clothing (excluding items required as PPE)*

You are expected to provide general personal clothing such as waterproofs, boots and warm clothing.

#### *Faculty of Health Sciences professional equipment*

Scrubs are provided, but you may be expected to purchase replacements if you lose or damage them.

You must provide a personal stethoscope, which is a feature of your chosen profession and something that you can expect to use after you have graduated.

#### *Stationery*

You are expected to provide your own stationery and basic office equipment (including a calculator, if necessary).

#### [Computers](#)

We provide shared access to desktop computers in [University locations](#) (study centres, multimedia centres, libraries and computer rooms) but availability and access to these computers may be limited in the current COVID-19 environment. We offer a ['find a computer'](#) service so you can locate the nearest available computer. Alternatively, you may wish to purchase your own personal computer, laptop and/or mobile device. Wifi is available across the whole campus.

We strongly recommend that you purchase your own personal computer, laptop and/or mobile device to support your studies. Financial help is available to cover the cost of a laptop and connectivity under our Digital equity scheme.

If you have difficulties in purchasing a personal computer contact [studentfunding@bristol.ac.uk](mailto:studentfunding@bristol.ac.uk). They will be able to direct you to suitable technical support or support you to access equipment and/or alternative arrangements where possible.

Guidance on the IT requirements and links to further support are available at:  
<https://www.bristol.ac.uk/students/your-studies/>

### **3.2. Field trips**

The costs associated with *mandatory* field trips are included in your tuition fee. You may have opportunities to attend additional, *optional*, field trips; you are expected to cover the costs associated with such trips (e.g. entry fees, travel, accommodation, etc).

### **3.3. Accommodation and travel** *Place of study/exam venue*

You are expected to pay accommodation costs, as well as travel expenses for journeys to and from a place of study or an exam venue, with the exception of mandatory field trips.

#### *Placements*

If your programme of study includes a mandatory or optional placement, you may be expected to pay the associated travel and accommodation costs. As the number, length, frequency and location of

placements varies greatly depending on your programme of study, your school may reimburse or contribute to your costs.

#### *Study abroad/study in industry/industrial experience*

If your programme includes a study abroad, study in industry or industrial experience element, or, if you choose to take advantage of any optional opportunities to study or work abroad during your programme, you are expected to pay any associated costs (e.g. travel, accommodation, insurance, visa).

#### **3.4. Books**

Our libraries provide the books, journals and other learning materials necessary for your studies, either in printed form or as e-resources. As these are shared resources, we provide copies of high-demand materials in a ratio proportionate to student numbers, and you can reserve items to help plan your reading. Alternatively, you may wish to purchase your own books, and your school may sometimes advise that you provide your own copies for your convenience.

#### **3.5. Costs associated with proving your eligibility to take part in a programme or particular activity**

If your programme requires you to be registered with, or be a member of, a professional body, you are expected to pay any associated costs.

You are also expected to bear any costs associated with eligibility to take part in a particular activity; for example, you may be required to undergo a Disclosure and Barring Service check if you are likely to come into contact with vulnerable groups, including children.

#### **3.6. Printing costs**

You will not normally be expected to print out electronic material or copy printed learning materials, as we provide access to all necessary study resources, subject to copyright legislation. However, depending on your discipline, you may be offered a certain amount of credit to cover the cost of printing (see below). If you are required to submit coursework in printed form, your school will bear the cost.

Subject to copyright legislation, your school will:

- provide access to electronic copies of all materials where appropriate;
- provide printed learning materials (such as short extracts or readings, but not whole books or chapters) where it is a requirement that you use such printed materials *during* class or an examination (this does not cover materials that you need to read *before* class);
- provide printed copies of lecture slides where it is a requirement that you work on printed copies *during* lectures;
- in collaboration with Library Services, monitor the availability and use of both print and e-resources, as well as changes in student numbers or resource use, and increase stock to meet demand.

Note that the provision of such material will be subject to a risk assessment in order to support COVID-safety.

Subject to copyright legislation, the University will:

- invest in digital literacy – including ensuring the availability of digital resources and providing the requisite training for both staff and students;
- continue the move to e-resources, e-submission, e-reserves and e-books/journals to maximise access to study materials.

The extent to which you use electronic and print resources will vary depending on your discipline. This will also determine the amount of print credit you are offered (if any) and the volume of paper material provided by your school.

Your school will adopt one of the following models.

- Model A: your school will make print credits available to you as deemed appropriate by discipline, by year of study and in relation to study activities. Printed materials may be provided to ensure all students have access to appropriate resources.
- Model B: your school will make available an option to purchase printed sets of materials in addition to the electronic version via a bulk print order scheme (where this is allowed under the University's copyright licence).
- Model C: your school will provide electronic resource packs and the University will support digital literacy for students by providing access to suitable training, software and hardware as necessary.

To support COVID-safety your School may reduce the emphasis on printed materials.

#### **4. FURTHER INFORMATION AND QUERIES**

Any additional costs will be identified in the Programme Catalogue. Further detailed information regarding any additional costs is available from your school.

If you have queries about this policy, please raise them with your student representative/s or school office.

#### **5. FUNDING INFORMATION**

The Student Funding Office provides information and advice about funding [undergraduate study](#) and [postgraduate study](#).

The Student Funding Office also offers a range of bursaries and scholarships, and supports a hardship fund for students. For a full list of these schemes, please use our [Search for Funding facility](#).

#### **6. COSTS OF GRADUATION CEREMONIES**

Any graduand who registers by a given deadline is guaranteed their own plus two complimentary guest tickets to their graduation ceremony. Graduands can apply for one extra complimentary ticket in advance.

A Graduation Bursary is available for graduands who find the cost of hiring a gown is a barrier to attending their graduation ceremony. Priority will be given to students who have previously received financial support from the University.

<b>Summary</b>			
This policy sets out the University's study costs for taught programmes. The University is committed to ensuring that there are no hidden costs of study for students.			
<b>Scope</b>			
Applies to all taught students (undergraduate or taught postgraduate) from 2020/21			
<b>Document Control</b>			
Owning Team	Academic Quality and Policy Office		
Division	Education Services		
Lead contact	Paula Coonerty, Academic Registrar and Director of Education Services		
Type	Policy Document	Status	Approved
Asset Number		Version	V 3.1
Approved by	Applicant and Student Information Oversight Group	Date current version approved	15/6/21 (UEC)
Date current version published	July 2021	Date first published	July 2018
Next review date	May 2022	Revision frequency	1 year
Superseded documents	Version 1.0, 1.1		
Related documents	Digital Equity Policy		
Keywords	Cost, taught, study		