

## **Unit and Programme Management System (UPMS) – guidance for recording information regarding additional costs**

### *1. Why should this information be recorded?*

The Competition and Markets Authority (CMA) [advice](#) for universities confirms we should help applicants make informed decisions by providing them with material information about total costs including tuition fees and the extra costs they are likely to incur.

Tuition fees (including bench fees) are clearly recorded in individual prospectus entries. Any additional costs should be recorded in the Programme and Unit Catalogues.

### **Programme-level costs**

For 2019/20 onwards, information regarding additional costs for students should be entered in the Programme Catalogue via the Unit and Programme Management System (UPMS).

### *2. Where should the information be recorded?*

Additional costs should be recorded in the 'Other information' field in the programme specification part of the Programme Catalogue.

Note: changes to the 'Other information' field require approval from relevant school and faculty committees. This will need to be granted via Chair's powers if the committees are not meeting before the deadline for adding the costs to the Programme Catalogue.

### *3. When should the information be added?*

A deadline of **31 July 2018** has been set for this task to ensure that the costs for 2019/20 are recorded in the Programme Catalogue for the start of the application cycle.

The information for future years in the Programme Catalogue is caveated with the statement: "Please note: It is possible that the information shown for future academic years may change, primarily due to developments in the relevant academic field. Optional unit availability varies depending on both staffing, student choice and timetabling constraints."

### *4. What information should be provided?*

The following are additional costs that should be recorded in the Programme Catalogue:

- Travel and accommodation associated with placements
- Travel to non-University of Bristol learning sites
- Optional field trips and visits. If the programme usually includes opportunities for optional field trips or visits then these should be recorded, however costs do not need to be specified as they will be subject to change
- Year abroad costs – travel, visa, insurance, accommodation
- Costs for proving a student is able to take part in a programme or a particular activity e.g. professional registration costs or DBS check
- Stethoscope (for students in the Medical School and Veterinary School)

5. How should the information be recorded i.e. format?

*Duration of programme:* as the information in the programme specification is versioned by year of entry, it will need to detail the additional costs all students on the programme may encounter during all years of their programme.

*Specifying the value:* exact costs should only be recorded if the school is confident that they will not change (note that consumer protection legislation will require any changes to be communicated to affected students and/or applicants).

It is anticipated that schools will therefore rarely be able to record exact costs, especially as the majority of additional costs are likely to be variable (e.g. travel, accommodation, year abroad costs etc). Instead schools should indicate an approximate banding (e.g. £100-£200) where possible.

*Optional or mandatory:* whether the cost is mandatory or optional should be highlighted.

*Costs that relate to specific optional units:* this information should be included, but should be expressed at programme-level and should not reference the names or codes of specific units (example 4 below sets out appropriate phrasing).

*Phrasing:* schools are asked to follow the style of text provided in the below examples.

**Example 1 – travel associated with placements**

Additional costs

In addition to the fees for the programme, a student will encounter the following costs:  
All students on this programme will undertake a placement in their 2<sup>nd</sup> year of study. Costs for local travel within the city will be incurred (approximate costs are within the £1 - £100 band).

**Example 2 – optional field trip that is offered to all students on the programme**

Additional costs

In addition to the fees for the programme, a student may encounter the following costs:  
All students on this programme are offered the opportunity to take part in an optional field trip to Dublin (approximate cost is within the £200 - £300 band).

**Example 3 – optional visit that is offered to all students on the programme**

Additional costs

In addition to the fees for the programme, a student may encounter the following costs:  
Opportunities sometimes arise for optional visits to museums or exhibitions. These will include costs for travel and gallery entry which will vary depending on location.

**Example 4 – optional field trip that is part of an optional unit**

Additional costs

In addition to the fees for the programme, a student may encounter the following costs:  
Depending on optional unit choice in the 2<sup>nd</sup> year of study, a student may have the opportunity to take part in an optional field trip. Previous locations have included Rome and the Bay of Naples. Costs depend on the field trip location.

**Example 5 – year abroad costs**

Additional costs

In addition to the fees for the programme, a student will encounter the following costs:  
All students on this programme will undertake a study abroad year in their 3<sup>rd</sup> year of study.  
There will be costs for travel, accommodation, visa, insurance. Costs depend on the study abroad location.

**Example 6 – DBS cost**

Additional costs

In addition to the fees for the programme, a student will encounter the following costs:  
All students on this programme must complete a Disclosure and Barring Service check as soon as they arrive for their first year of study (approximate cost is within the £1 - £100 band).

**Example 7 - stethoscope**

Additional costs

In addition to the fees for the programme, a student will encounter the following costs:  
All students on this programme will be required to purchase their own stethoscope (approximate cost is within the £1 - £100 band).

**Unit-level costs**

6. *What information should be provided?*

The information recorded in the Programme Catalogue should be expressed at programme-level and should not refer to particular units.

Some additional costs may relate to specific optional units and therefore will only apply if the student chooses to take that unit. Where possible these costs should be included in the Programme Catalogue, but should be identified as depending on optional unit choice (example 4 above shows appropriate phrasing).

The cost should also be recorded in the Unit Catalogue in the 'Description' field as this will ensure students are aware of these additional costs when they are considering and selecting their optional units.

*Phrasing:* schools are asked to follow the style of text provided in the below examples.

**Example 1 – optional field trip that is part of an optional unit**

Additional costs

In addition to the fees for the programme, a student taking this unit may encounter the following costs:  
This unit includes the opportunity to take part in an optional field trip. Previous locations have included Rome and the Bay of Naples. Costs depend on the field trip location.

***Example 2 – optional visit that is part of an optional unit***

Additional costs

In addition to the fees for the programme, a student taking this unit may encounter the following costs:

This unit may include the opportunity to visit relevant exhibitions. Previous examples have included 'Rodin and the art of ancient Greece' at the British Museum. Costs depend on the exhibition and location.