Research Degrees

Staff Fee Waiver

Associate Lecturers

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| **PLease Refer to the guidelines on page 3 before completing this form**. **Incomplete forms cannot be actioned. Please ensure that all ReLEVANT sections on all pages are completed** |
| 1. **Your details and declaration**
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|  | Full name:      Staff identifier:      Employing Faculty/Unit:      Contact number:      Email address:      Registration start date:      **DECLARATION**I am applying for a staff fee waiver for my part-time research degree fees. I have read and agree to abide by the conditions described below.Your signature: Date:       |
| **Now pass this form to your line manager to confirm their approval of your fee waiver.**Your line manager can provide their confirmation via an email **sent to you from their OU account** if it is not possible to get the form signed by them and returned to you in good time. |
| 1. **Associate Lecturer certification**
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|  | **CONFIRMATION OF LINE MANAGER APPROVAL**This associate lecturer’s research degree study is approved by the line manager (staff tutor / regional manager) for the purpose of professional development relevant to their associate lecturer role.Line manager signature: Print name:      Position:      Date:       |

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| 1. **Associate Lecturer certification**
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|  | **AL SERVICES CONFIRMATION OF AL STATUS**The person named in section 1 is employed as an associate lecturer and has a current live contract. Line manager approval has been provided in section 2 by the appropriate lead line manager (or nominee).Print name:       Position:       Date:       |
| 1. **Authorised Signatory**
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|  | I confirm approval of this Staff Fee Waiver application.[ ]  A full fee waiver is approved [ ]  A partial fee waiver of £       is approved Signature: Print name:       Position:       Date:       |

**Guidance**

**What this form is for**

To authorise a full or part waiver of a student’s research degree fees because they are an associate lecturer member of the Open University staff.

**Who should complete it?**

Associate lecturers who have received a letter offering registration for an Open University research degree or who have received an invoice in subsequent years of their registration for a research degree should complete this fee waiver application form.

**How it should be completed**

The form can be completed electronically by clicking on the grey boxes.

You should complete **section 1** of the form before passing it to your line manager for them to complete section 2. If there is good reason why you cannot send your form to your line manager, for example there is insufficient time for them to receive it, complete it and return it to you, then you can request that they send you an email **form their OU account** that confirms their approval of your application.

**How it should be submitted**

Once section 1 and 2 have been completed (or you have the appropriate approval email for your line manager), you should send **both** the *SFW form* **and** your *Acceptance form* to the AL Services team aligned to the Faculty for which you teach. The contact details for each AL Services team are available from the Staff Fee Waiver page on TutorHome: (<http://www2.open.ac.uk/tutors/development/staff-fee-waivers>).

*You can send your completed paperwork either in hard copy to the appropriate postal address, or as attachments via email to the AL Services team email address; all details are available from the SFW TutorHome page.*

AL Services will carry out an eligibility check on behalf of the authorised signatory and will then pass your SFW application the appropriate authorised signatory for their approval.

**The authorised signatory should return your completed and approved *SFW form,* and your *Acceptance form,* back to you so you can give these to the Research Degrees Team.**

**Please note that it is the student’s responsibility to ensure that a complete and authorised SFW form is submitted to the Research Degrees Team. This must be returned within two weeks of receipt of your invoice *or* offer of registration to avoid de-registration.**

**The SFW form is valid for a maximum of one year of study only and must be submitted annually until completion of your qualification.**

**Documents can be handed in to the Research Degrees Team:**

**Graduate School
Betty Boothroyd Library
Level One
Walton Hall
Milton Keynes
MK7 6AA**

**Or sent via email to:** **Research-Degrees-Fees@open.ac.uk**

**Policy**

The current [Staff Fee Waiver Policy](https://openuniv.sharepoint.com/sites/intranet-people-services/pages/a-z.aspx#t/Talent and development/Staff fee waiver) for all staff, including associate lecturers, is available from the Staff Fee Waiver intranet page (<https://openuniv.sharepoint.com/sites/intranet-people-services/pages/a-z.aspx#t/Talent and development/Staff fee waiver>).

This intranet page also contains a link to the [Associate Lecturer calculator](https://openuniv.sharepoint.com/sites/intranet-fingertips/pages/staff-fee-waivers-mopp.aspx) which you can use to establish whether or not your chosen module fee exceeds the appropriate fee waiver entitlement.