



# PART-TIME POSTGRADUATE STUDY

## INFORMATION FOR PROSPECTIVE APPLICANTS

Please note: this document is intended as guidance only for courses that are admitted via the Postgraduate Admissions Office.

Links are provided to courses offered by the Institute of Continuing Education, Judge Business School and applicants for these courses are advised to visit the linked web pages for more information.

Reviewed:  
October 2024

## Contents

Introduction.....	3
Section 1: Programmes available part-time .....	3
Section 2: How to apply .....	4
2.1 Submitting an application via the Applicant Portal.....	4
2.2 Supporting Documentation .....	4
2.3 Interview .....	4
Section 3: Financing your Studies.....	5
3.1 Course Costs and Fees .....	5
3.2 Financial Support for Part-time Students.....	5
Section 4: Studying While Employed by the University.....	5
Section 5: Attendance .....	5
Section 6: College Membership .....	6
Section 7: Immigration requirements.....	6
Section 8: Statutes and Ordinances.....	7

## Introduction

**Our part-time programmes offer a more flexible way to study for a postgraduate degree at the University of Cambridge - meaning you can fit your studies around your career and other commitments.**

As a part-time student you can expect the same standard of facilities as full-time students, and that you will be integrated into the academic and social life of the Department, College and wider University community.

### **Online courses and distance learning**

A range of short courses, undergraduate certificates and diplomas are available to study online at the Institute of Continuing Education. For more information, please visit the Institute's website: [Online Courses and Distance Learning | Uni of Cambridge](#)

## Section 1: Programmes available part-time

### **1.1.1 University of Cambridge Postgraduate Admissions**

Most departments offer part-time study routes for both taught and research degrees. A list of the programmes available for part time study can be found on our [Postgraduate Admissions course directory](#) by filtering the course length to part-time. Please note that not all courses offer a part-time study route.

Please also be aware that not all supervisors are able to take part-time research students - even if the course is offered part-time. If you plan to apply for a part-time research degree you should establish that your intended supervisor is able to take you on a part-time basis.

### **1.1.2 University of Cambridge Judge Business School**

Cambridge Judge Business School is in the business of transformation – of individuals, organisations and society. The department delivers a suite of programmes, including the following part-time masters:

- Executive MBA
- Executive Global MBA (GEMBA)
- Executive Master of Accounting

For more information on available courses, please visit [Cambridge Judge Business School website](#)

The three part-time Master's Degrees at CJBS are not administered by the Postgraduate Admissions Office. You must apply through the JBS applicant portal available via the CJBS website, [Masters degrees - Cambridge Judge Business School](#)

### **1.1.3 Study at the Institute of Continuing Education (ICE)**

The Institute of Continuing Education offers opportunities for further study, on a part-time basis, providing flexible and accessible short courses and award-bearing undergraduate and postgraduate qualifications for adult learners.

ICE offers a constantly evolving programme of over 250 courses covering a variety of academic disciplines and subject areas. These are delivered in a wide range of formats, including; day schools, residential courses, online distance learning, award-bearing part-time undergraduate and postgraduate qualifications, including the Masters of Studies.

ICE works closely with sector experts and practitioners to provide courses that support professional development, but many students also come here simply for the enjoyment of learning. Our portfolio of online and in-person courses attracts students from all over the world, ranging from recent graduates to people in retirement. All are encouraged to share their experiences and learn with, and from, each other. This variety has made ICE a true centre for 'lifelong' learning. Details of the courses offered by the Institute can be found on the website [here](#).

## **Section 2: How to apply**

### **2.1 Submitting an application via the Applicant Portal**

You can apply for a course online via the postgraduate admissions [website](#).

You will need to include details of why you wish to study part-time and whether you will be employed at the same time as carrying out your studies at Cambridge

Please note that you will not be able to be admitted to a part time degree at Cambridge alongside another degree.

### **2.2 Supporting Documentation**

#### **References**

In support of your part-time application, your referees should comment on your ability to handle different responsibilities simultaneously, as well as on your academic ability. For further information please see our [website](#).

#### **Entry Requirements**

Part-time applicants will have to meet the same entry requirements as full-time applicants. Information about the entry requirements for each of our courses can be found on our [Course Directory](#). Information about grade equivalencies for overseas students is available on our [International Qualifications website](#).

You will be required to provide evidence of any academic qualifications achieved or ongoing as part of the application process. For further information on accepted documents please see our [website](#).

All applicants must also meet the minimum [English language requirements](#) for their course.

### **2.3 Interview**

If your application is shortlisted for consideration, you will most likely be interviewed before an offer of admission can be made for part-time study. The interview might be arranged in person, via an online platform or telephone. This is to ensure your academic background provides appropriate preparation, the research topic is suitable for part-time study and that you will be able to meet all the requirements of the course in terms of attendance and active engagement.

## Section 3: Financing your Studies

### 3.1 Course Costs and Fees

Overall, a part-time student will pay the same fees as a full-time student over the duration of the course. Course duration will itself depend on the rate of part-time study. For PhD students, the rate can be selected as either 60% or 75% of full-time study, each term will cost either 60% or 75% of the University Composition Fee, but fees will be required for proportionately more terms. For part-time MPhils the rate is set at 50% of full-time study and for the EdD it is 60%, with the University Composition Fee and course length adjusted accordingly.

As with full-time students, before admission is confirmed, you will need to demonstrate that you can cover the full financial cost of your course. You will also be required to confirm that you will be able to meet the estimated minimum cost of [maintenance](#), for example your living costs, for the duration of your course.

Please refer to the [Postgraduate Admissions website](#) for more information about fees and costs, and about funding your studies.

### 3.2 Financial Support for Part-time Students

There is a wide variety of financial support available for part-time students. Please use our [Postgraduate Funding Search](#) facility if you would like further information.

Please also refer to the [Postgraduate Admissions website](#) for more information about funding your studies.

## Section 4: Studying While Employed by the University

If you are employed by the University and wish to study for a postgraduate degree alongside, you can apply to do so. In some cases your research or study may be required to overlap and contribute directly to your paid employment.

As a member of staff you may also be eligible for a reduced rate of University composition fee. For further information please see this page: [Staff Fees | Cambridge students](#).

University of Cambridge staff are also eligible for a 25% concession fee on courses at the Institute of Continuing Education (ICE), this includes postgraduate certificates and diplomas, as well as a range of other courses. These courses are flexible and part-time, designed to fit around busy lives. Find out more on the [Institute's website](#).

## Section 5: Attendance

Although there are no formal residence requirements for part-time programmes, you will be expected to meet the [Terms of study](#) for your course. All students are expected to actively engage in, and benefit fully from, the intellectual and social experiences of Cambridge life.

For taught programmes, you would be expected to attend Cambridge at times to meet the requirements of your course, including attending lectures, completing assessments and other activities as required.

For research students, you would be required to attend Cambridge and undergo formal supervision with your supervisor at a frequency agreed by your Degree Committee and determined by the nature of your project. In general, we would expect you be in attendance in Cambridge for **around 45 days per year**, spread throughout the year, for supervision and training. You are advised to contact your chosen Department directly for more information about their training and assessment requirements, as these may vary between Departments and programmes.

You will also be given a deadline by which you must submit your thesis. For PhD students this is no later than five years and one term of study, if studied at 75% FTE, or seven years of study, if studied at 60% FTE. For EdD students, this is no later than seven years of study.

If your research requires you to spend a period of time away from your normal place of residence, you must apply formally for permission to work away. You can find out more information on the Student Registry [website](#).

In appropriate circumstances the University may give exemption from up to five part-time terms for PhD students. Further information is available on the Student Registry [website](#).

The Postgraduate Admissions Office reserves the right not to make an offer if it considers the arrangements for regular attendance unworkable.

## Section 6: College Membership

The University of Cambridge is a collegiate university, and all its students are members of a College, with access to libraries, dining halls, sports and fitness spaces and other facilities. Colleges also provide support, both pastoral and academic for the duration of your course.

A list of all Cambridge Colleges, and links to each College's website can be found here on our [Postgraduate Admissions website](#).

When submitting an application via the Applicant Portal, you can indicate two College preferences for College membership or you can make an open application and we will submit your application to Colleges for consideration. If your preferred Colleges can not offer you a place, your application will be sent to up to 3 other Colleges at random.

Please note that Colleges do not generally offer accommodation to part-time students, so please contact the College before making a choice if this is important to you.

You can request to change your College preferences up to the point that you get an offer of admission to the University. You can only ask for this once. To do this please contact the [Postgraduate Admissions Office](#).

## Section 7: Immigration requirements

In accordance with UK Home Office requirements, all students from outside of the UK and Ireland require an appropriate immigration status that permits study in order to undertake a course at the University. If you already hold a valid UK visa or immigration status, you will need to provide evidence of this during the admissions process. If your existing permission does not cover the length of your course, you will be asked for information on your intentions for when this expires.

Prospective students applying for a part-time course who do not already hold a UK visa or immigration status that permits study should read the immigration information outlined on the [International Students website](#). As outlined on this webpage, immigration routes to support part time study are limited, and may mean this mode of attendance is not possible. The proposed study arrangements for postgraduate research students will need to be considered and approved by the International Student Office as part of the admissions process.

Prospective students applying for a part-time Masters course in the [Faculty of Education](#) or the [Institute of Continuing Education](#) should refer to the information on immigration requirements on their respective webpages. Visa information for part-time Masters at [Cambridge Judge Business School](#) is outlined on the relevant programme pages on their website.

## **Section 8: Statutes and Ordinances**

All students applying for postgraduate study at the University of Cambridge should familiarise themselves with the [University's Statutes and Ordinances](#), in particular Chapter VII, and with the relevant code of practice for taught and research programmes: [Postgraduate students | Cambridge students](#).