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# PART-TIME GRADUATE STUDY

# INFORMATION FOR PROSPECTIVE STUDENTS

Please note: this document is intended as guidance only for courses that are governed by the Board of Graduate Studies and admitted via the Graduate Admissions Office. Links are provided to courses offered by the Institute of Continuing Education, and applicants for these courses are advised to visit the linked web pages for more information.

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## Introduction

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

Many 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 website. Please filter course length as part-time <https://www.graduate.study.cam.ac.uk/courses>. However, not all supervisors are able to take part-time research students - even if their Department is participating - so if you plan to apply for a part-time research degree you should establish that your intended supervisor is willing to take you on a part-time basis. Similarly, not all taught courses are available as part-time study.

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.

## Distance and e-Learning Courses

The University of Cambridge does not offer any distance learning or e- learning degree programmes. However, online short-courses are available at the Institute of Continuing Education. For more information please visit the Institute's website: <http://www.ice.cam.ac.uk/online>

## Studying While Employed by the University

If you are employed by the University and wish to study for a research degree, you can apply to do so as long as your research will overlap almost entirely with your paid work. If you wish to apply for a part-time research degree, your research would need to contribute directly to your paid employment. You may also be eligible for a reduced rate of University fee (course fee).

For further information on undertaking study at the University as a staff member, please see the pages below.

<http://www.graduate.study.cam.ac.uk/finance/fees/staff-fees>

## Section 1: Programmes available part-time

### 1.1 Doctorate Degrees

#### 1.1.1 Doctor of Philosophy (Ph.D.) Courses

The normal period of study for a part-time PhD will be 5 years with a maximum of 7 years of study, of which at least 5 terms must be spent in research at Cambridge. See [Terms of Study](#) for more information. You can search for PhDs available part-time using our [Course Directory](#) and ticking the box for part-time study.

### **1.1.2 Doctor of Education (Ed.D)**

The Doctor of Education is a five-year part-time, with 7 years maximum, part-time is research degree designed for educational professionals. For more information see the Graduate Admissions website:

<http://www.graduate.study.cam.ac.uk/courses/directory/ededdeedu>

### **1.1.3 Doctor of Medicine (M.D.)**

The MD degree is aimed at medically qualified clinicians working in a suitable position within Cambridge University Health Partners.

A candidate can submit their MD thesis after a minimum of two years of study, with 6 years maximum part-time study.

For more information, please see the Graduate Admissions website:

<http://www.graduate.study.cam.ac.uk/courses/directory/cvmdmdmed>

### **1.1.4 Doctor of Veterinary Medicine (M.V)**

The Doctor of Veterinary Medicine is a five-year part-time, research degree. For more information see the Graduate Admissions website:

<http://www.2020.graduate.study.cam.ac.uk/courses/directory/cvvtmvved>

## **1.2 Master's Degrees**

### **1.2.1 Master of Philosophy (M.Phil.) Courses**

The normal period of study for a part-time MPhil will be 2 years. Both taught and research MPhil courses are available.

You can search for MPhils available part-time using our [Course Directory](#) and ticking the box for part-time.

### **1.2.2 Master of Education (M.Ed.)**

The part-time MEd programme is suitable both for those wishing to develop a career in educational research, and for those who aspire to positions of professional leadership and responsibility.

For more information see the [Faculty Website](#) or search Master of Education on our [Course Directory](#) for a list of routes.

### **1.2.3 Master of Studies (M.St) – Admitted via the Institute of Continuing Education (ICE)**

The MSt is an academically-rigorous, part-time master's degree containing a significant taught element and a research project, usually undertaken over two years.

Taught elements are normally broken down into discrete modules and research projects may be work-related, if appropriate. The programmes are designed to be flexible in order to support students in varying circumstances, including international students.

Applications to the Master of Studies are made to the University's Institute of Continuing

Education. Please see their website for more information:

<http://www.ice.cam.ac.uk/mst>

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

The Institute of Continuing Education offers opportunities for further study, on a part-time basis.

The full range of courses offered by the Institute and further information can be viewed on the ICE website.

<http://www.ice.cam.ac.uk/>

*This document is intended as guidance only for courses that are admitted via the Graduate Admissions Office, therefore applicants for Mst/ICE courses are advised to visit the linked web pages above for information on relevant regulations and procedures.*

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

### **2.1 Submitting the Graduate Application Form**

You can apply for a course online via the graduate admissions website (see

<http://www.graduate.study.cam.ac.uk/how-do-i-apply>).

If you wish to apply for part-time study you should complete 'other information' on the applicant portal with details of why you wish to study part-time and whether you plan to or will be employed at the same time as carrying out your studies at Cambridge.

### **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 on as your academic ability.

### **2.3 Interview**

If your application is shortlisted for consideration for admission then you will be interviewed before an offer of admission can be made. 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 involvement.

### **2.4 Entry Requirements**

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

The University minimum academic requirement for admission to Cambridge is a UK Bachelor's (Honours) Degree with a final grade of at least upper second class honours (2:1) or the international equivalent. Information about grade equivalencies for overseas students can be found on our [pages for international students](#).

## 2.5 Offer Conditions

Part-time applicants will need to provide some additional documentation to meet the conditions of their offer of admission to the University.

### Employer Declaration

If you intend to be in employment during your studies you must provide a letter from your employer confirming that you may be absent from work in order to attend the University in accordance with the requirements of your course. The letter should also state whether or not the employer will wish to discuss intellectual property rights in connection with the research. If you will be employed by working at Cambridge, it will also be necessary to consider any intellectual property issues that may arise. This should be discussed with the proposed supervisor.

### Applicant Declaration

Although there are no formal residence requirements for part-time study, you are required to confirm your acceptance that you must undertake to attend Cambridge at such frequency and times to meet the requirements of your course. For taught courses this will include attendance at lectures and assessments, for research courses this may include training, supervisions and practical work. Please upload the 'Part-time attendance declaration form onto your self-service.

<http://www.graduate.study.cam.ac.uk/download/part-time-attendance-declaration-form>

## 2.6 College Membership

The University of Cambridge is a collegiate university, and all its students are members of a college, with access to library, computing and other facilities. When completing the Graduate application form for admission, you can indicate two college preferences for college membership or you can make an open application and we will allocate you to colleges for consideration.

In some cases, short periods of residential accommodation may be offered, particularly in vacations. However, please note that Colleges do not generally offer accommodation during term time to part-time students.

A list of all the Cambridge Colleges, and links to each College's website can be found on our website:

<http://www.graduate.study.cam.ac.uk/colleges>

Guide to college membership for part-time students:

[https://www.graduate.study.cam.ac.uk/sites/www.2020.graduate.study.cam.ac.uk/files/cambridge\\_colleges\\_-\\_a\\_guide\\_for\\_part-time\\_graduate\\_students.pdf](https://www.graduate.study.cam.ac.uk/sites/www.2020.graduate.study.cam.ac.uk/files/cambridge_colleges_-_a_guide_for_part-time_graduate_students.pdf)

## 2.7 Expectations of Part-time Students

As a part-time student you will have formal meetings with your supervisor at times and at a frequency agreed between you and your supervisor. You will be expected to attend

Cambridge to complete any training or assessment required by your course.

You are advised to contact your chosen Department directly for more information on the expectations of part-time students, as these may vary between Departments and programmes.

## Section 3: Financing your Studies

### 3.1 Course Costs and Fees

Generally speaking, in total a part-time student will pay the same fees as a full-time student over the duration of the course. For example, for a part-time PhD, each term will cost 60% of the University Composition Fee but fees will be required for more terms. As with full-time students, before admission can be confirmed you will need to demonstrate that you can cover the financial cost of your course.

Please refer to the Graduate Admissions Office's information about fees and costs, and funding your studies for more information:

<http://www.graduate.study.cam.ac.uk/finance/fees>

### 3.2 Financial Support for part-time students

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

Please refer to the Graduate Admissions Office's page about funding your studies for more information:

<http://www.graduate.study.cam.ac.uk/finance/funding>

## Section 4: Attendance

Although there are no formal residence requirements for part-time programmes, you will be 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 and completing assessments.

As a part-time taught student you will be expected to attend taught modules and other activities as required by your course, although you may be able to split these over 2 years.

For research students, you would be required to attend Cambridge and undergo formal supervision with your supervisor at a frequency agreed between your supervisor and you and determined by the nature of your project. In general we would expect you to attend Cambridge at least twice per term but you are advised to contact your chosen Department directly for more information about their training and assessment requirements.

You will be given a deadline by which you must submit your thesis. For PhD student

this is after seven years of study.

If you plan to spend time working on your studies away from Cambridge or your home-for example to undertake fieldwork you will need to apply to do this.

You can find out more information at <https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge>.

In appropriate circumstances the University may give exemption from up to 5 part-time terms. Further information is available on the Student Registry website:

<http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/statutes/terms/allowance.html#exemption>

The Board of Graduate Studies reserves the right not to make an offer if it considers the arrangements for regular attendance unworkable.

You must ensure that you are in a position to attend at all times throughout the year to meet the requirements of your course. You should not assume that it will be possible or acceptable for you to group all your attendance in Cambridge into a short block of time (e.g. over the summer).

## Section 5: Immigration requirements

In accordance with UK Home Office requirements, all students from outside of the European Economic Area (EEA) and Switzerland require an appropriate immigration status that permits study in order to undertake a course at the University.

If you already hold UK immigration permission, 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.

Students accepted for a part-time research course can be sponsored by the University for a Tier 4 student visa, if proposed arrangements for attendance in Cambridge are approved by the Board of Graduate Studies. Prospective students should read the full information about the requirements and restrictions of a Tier 4 visa granted to study part-time outlined at [www.internationalstudents.cam.ac.uk/immigration/tier-4-part-time](http://www.internationalstudents.cam.ac.uk/immigration/tier-4-part-time).

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.

## Section 6: Statutes and Ordinances

All students applying for graduate study at the University of Cambridge should familiarise themselves with the University's Statutes and Ordinances: [Chapter VI: General Regulations for Admission as a Graduate Student](#).