



# PART-TIME POSTGRADUATE STUDY

## INFORMATION FOR PROSPECTIVE STUDENTS

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.

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# Contents

- Introduction..... 3
  - Studying While Employed by the University ..... 3
- Section 1: Programmes available part-time..... 3
  - 1.1 Doctorate Degrees..... 3
  - 1.2 Master’s Degrees ..... 4
- Section 2: How to apply ..... 5
  - 2.1 Submitting an application via the Applicant Portal..... 5
  - 2.2 Supporting Documentation ..... 6
  - 2.3 Interview ..... 6
  - 2.4 Entry Requirements ..... 6
  - 2.5 Offer Conditions..... 6
  - 2.6 College Membership..... 7
- Section 3: Financing your Studies ..... 7
  - 3.1 Course Costs and Fees ..... 7
  - 3.2 Financial Support for Part-time Students..... 7
- Section 4: Attendance ..... 8
- Section 5: Immigration requirements ..... 8
- Section 6: Statutes and Ordinances..... 9

## 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.**

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 the course length to part-time on our [website](#). Please 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 willing to take you on a part-time basis. Not all courses offer a part-time study route.

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](#)

### **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 composition fee (course fee).

For further information on undertaking study at the University as a staff member, 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 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 to 7 years. See our [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 EdD is a part-time research degree designed for educational professionals. The normal period of study is 5 years with a maximum of 7 years of study. For more information, see the [Postgraduate Admissions](#) website.

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

The MD degree is aimed at medically qualified clinicians working in a suitable position in one of the Cambridge University Health Partners institutions.

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

For more information, please see the [Postgraduate Admissions](#) website.

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

The Doctor of Veterinary Medicine is a part-time research degree. The normal period of study is 5 years with a maximum of 7 years for part-time study. For more information, see the [Postgraduate Admissions](#) website.

## **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 part-time.

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 MEd is a part-time 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 Executive M. B. A (EMBA)**

The Cambridge Executive MBA is a 20-month programme delivered over 16 weekends and four week-long sessions, across five terms. It is designed so that you can continue working whilst earning a Cambridge degree. Between study periods in Cambridge, participants are fully supported and engaged in the programme through the virtual learning environment (VLE).

More information is available on the [Cambridge Judge Business School website](#).

### **1.2.4 Executive Global M. B. A (GEMBA)**

The Cambridge Global Executive Masters of Business Administration (GEMBA) is a 20-month programme delivered over 10 week blocks of 5-6 days, at least 50% of which are

taught at Cambridge Judge Business School and 50% are taught internationally, namely in China. It is designed for senior executives so participants can continue working whilst earning a Cambridge degree. Between study periods, participants are fully supported and engaged in the programme through the virtual learning environment (VLE).

More information is available on the [Cambridge Judge Business School website](#).

### **1.2.5 Master of Accounting**

The Master of Accounting is a 24-month programme delivered over eight-week-long teaching blocks in Cambridge. Between visits to Cambridge, students continue to be engaged in coursework through the Virtual Learning Environment (VLE).

More information is available on the [Cambridge Judge Business School website](#).

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

The MSt is a flexible, academically-rigorous, part-time master's degree containing a significant taught element and a research project, usually undertaken over two years. Each course is different, but 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 and those in employment. Applications to the Master of Studies are made to the University's Institute of Continuing Education. Please see the Institute's [website](#) for more information.

### **1.2.7 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. Courses cover a broad range of disciplines, leveraging the expertise held within ICE, the collegiate University and its wider networks. The full range of courses offered by the Institute and further information can be viewed on the [Institute's website](#).

*This document is intended as guidance only for courses that are admitted via the Postgraduate 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 an application via the Applicant Portal**

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

If you wish to apply for part-time study, you should also complete the 'other information' section 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, 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 Good 2:1 (Good Upper Second Class) UK Bachelor Honours degree or the international equivalent. Information about grade equivalencies for overseas students is available on our [International student's](#) webpages.

### 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 will be given the necessary time away 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. It will also be necessary to consider any intellectual property issues that may arise if you will be employed by the University. This should be discussed with the proposed supervisor.

### Applicant Declaration

Although there are no formal residence requirements for part-time study, in general we would expect you be resident in Cambridge for around 45 days per year, spread throughout the year, for supervision and training. You are required to confirm acceptance to undertake to attend Cambridge at such frequency and times required by 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 complete and upload the [Part-time attendance declaration form](#) onto your self-service to confirm that you have read and understood this requirement.

If you require a visa, please complete and upload one of the following forms; [Part time](#)

[student visa attendance declaration](#) or the [Part-time visitor immigration status attendance declaration](#). You will be informed which declaration is relevant in your offer conditions.

## 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. College life includes formal and informal social events, membership of the college MCR (Middle Common Room, postgraduate society) and helps support both pastoral and academic aspects of your study for the duration of your course.

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

A guide to college membership is also available on our [Postgraduate Admissions website](#).

When completing 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 allocate you to colleges for consideration.

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 are able to change your choice of College preferences within 14 days of submitting your application, as long as a formal offer to study has not been made. To do this please contact the [Postgraduate Admissions Office](#).

## Section 3: Financing your Studies

### 3.1 Course Costs and Fees

Generally speaking, 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 is confirmed, you will need to demonstrate that you can cover the financial cost of your course.

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

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

## 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.

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).

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 be resident 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.

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

You will be given a deadline by which you must submit your thesis. For PhD and EdD students 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 on the Student Registry [website](#).

In appropriate circumstances the University may give exemption from up to 5 part-time terms for PhD students. Further information is available on the Student Registry [website](#).

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 5: 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.

Students accepted for a part-time course who do not already hold a UK visa or immigration status that permits study, will be required to provide evidence of this before commencing their course and will need to ensure this information is kept up to date during their studies. The International Student Office will advise on the appropriate immigration status as part of the admissions process on the basis of the proposed attendance arrangements for the course. Prospective students should read the information about immigration and part-time study at [International students: Part-time student visa information](#).

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 postgraduate study at the University of Cambridge should familiarise themselves with the [University's Statutes and Ordinances](#), in particular Chapter VII.