Fee Waivers for Staff on TU Dublin Part-time & Evening Courses

HR Policy Document Record	
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Approval Body	
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Notes	May: Amendment to 3.9 and Application Form March 2021 Amendment at 3.3 Fee Support for pro-rata and part-time staff will be applied on a pro-rata basis. Note : In support of our *KPI SA PE4.1c: Achieve a staff profile where 50% of academic staff hold PhDs*, the pro-rata rule will not be applied to PhD support. Amendment at 4.1 Conditions for the granting of fee support The maximum number of years for which fee support will be granted will be limited for post-graduate qualifications as follows: ▪ Programmes leading to Masters qualifications *up to maximum of three years.* ▪ Programmes leading to Doctoral qualifications up to a maximum of six years.

1. INTRODUCTION

1.1 This document outlines the policy and procedures for staff of the Technological University Dublin (hereafter referred to as "TU Dublin" and/or "the University") to apply for fee waiver for TU Dublin part-time and evening courses.

2. FEE WAIVER OBJECTIVES

2.1 In support of our TU Dublin mission, the People Development function provides training and development initiatives to create a culture that generates and shares ideas, knowledge, and innovation, in an environment that encourages active participation and personal development. (Technological University Dublin - Mission, 2018)

3. ELIGIBILITY

3.1 All Whole-time, Part Time and Pro-rata part-time staff who have been employed by TU Dublin for at least one year or who have contracts that will run for at least twelve months from the date of application for fee waiver, may apply for a fee waiver for TU Dublin part-time and evening courses.

Note: Courses where fees are paid to a third party (i.e. any organisation other than TU Dublin) do not fall under this policy. Please see a list of these programmes in Appendix A. This list is updated annually however it is not exhaustive and additional courses may come on stream at any time throughout the year. Please note the following courses from the Conservatoire which require one to one tuition and have no formal completion/qualification date do not qualify for Fee Waiver;

- A001 Part Time Music Programme

3.2 A fee waiver will be granted for staff who are undertaking part-time and evening study that is related to their role and for career development that has been identified through the Performance Management and Development System.

Please note: Fee waivers approved for part-time and evening study that are not related to the staff member's role and career development may incur Benefit in Kind. Please see revenue.ie for more information.

3.3 Fee Waivers will be applied pro-rata to part-time staff based on the number of hoursworked.

Note : In support of our *KPI SA PE4.1c: Achieve a staff profile where 50% of academic staff hold PhD*s, the pro-rata rule will not be applied to PhD support.

3.4 Hourly Paid Assistant Lecturers (HPAL) are entitled to pro rata fee waiver based on the number of timetabled hours per semester (calculated as 12 weeks of contact hours).

3.5 Staff currently engaged in teaching and participating on any of the Learning Teaching & Technology Centre Programmes will be granted a full fee waiver regardless of the number of contract hours. Staff must have teaching hours assigned in the current academic year.

3.6 Part time staff who have accumulated a minimum of five years service will be entitled to full fee waiver.

3.7 Staff on Career Breaks are not eligible to apply for a fee waiver.

3.8 Fees in respect of repeat module(s) or year(s) of a course will not be waived. Exceptional circumstances may be considered on appeal to the relevant **People Development** or **Human Resources Department.**

3.9 The Fee Waiver covers Registration and Tuition Fees only. Fee Waivers do not cover membership of Professional Bodies. See Policy & Protocol on University Membership of Business/Professional Representative Associations (for City Campus only) which can be accessed here

4. DURATION OF SUPPORT

4.1 The maximum number of years for which fee waiver will be granted for post graduate qualifications will be limited as follows:

- Programmes leading to Masters qualifications: Duration of the Programme up to maximum of 3 Years
- Programmes leading to Doctoral qualifications: Duration of the Programme up to a maximum of 6 Years.

5. APPLICATION PROCEDURES

5.1 Staff members intending to apply for places on part-time or evening courses must apply for fee waiver to the People Development Office. Applications must be made on the official application form which is available here

This step applies regardless of the Campus in which the part-time or evening course takes place.

THIS APPLICATION MUST BE MADE 4 WEEKS IN ADVANCE OF THE REGISTRATION DATE FOR THE COURSE APPLIED FOR.

5.2 All applications must be signed by the relevant Head of School/Line Manager to approve attendance of the staff member on the Programme/Course

(N.B. An application made on course commencement is only for that year and students must apply and follow procedures for each subsequent year of their course.)

5.3 As eligibility for fee waiver is subject to acceptance on courses, applications for admission should be made in accordance with the Admissions requirements for the programme you are applying to**.**

6. ASSESSMENT OF APPLICATIONS

The relevant People Development/Human Resources Department will:

6.1 Check that the staff member meets the Fee Waiver eligibility criteria.

6.2 Assess the level of fee waiver to be granted.

6.3 Notify the staff member in writing of the outcome of their fee waiver application.

(N.B. *The granting of fee waiver does not guarantee acceptance on a course – see 5.3 above).*

6.4 Notify the relevant Registrations Service of the level of fee waiver approved.

7.   REGISTRATION FOR COURSES

7.1 Staff members should then register for the course in accordance with the Registration procedures of the Campus on which the course is delivered.

7.2 Staff members who have been granted partial fee waivers are required to pay the remaining fees in accordance with the TU Dublin Fee Support for Staff Pursuing Advanced Qualifications outside TU Dublin Policy and payment dates. [Payment options can be accessed here.](#)

7.3 If a staff member withdraws from a course/programme they should notify the relevant Registrations Department and People Development or Human Resources Department immediately

8.   CONDITIONS FOR REPAYMENT OF FEE WAIVERS

8.1 Fee Waivers will only apply while the staff member continues to be employed by TU Dublin. Should a staff member leave the employment of TU Dublin of their own volition within one year of completion of a year/semester of a course/programme for which they have been granted a fee waiver, they will be required to repay the cost of the fee for that year/semester to the University.

8.2 This clause does not apply to staff who retire on pension from TU Dublin. TU Dublin pensioners are eligible for fee waiver on any TU Dublin part time or full time programmes to which they have been accepted.

*Please note***: Fee waivers approved for part-time and evening study that is not related to the staff member's role and career development may incur Benefit in Kind. Please see [revenue.ie](#) for more information.**

9.   QUERIES

 Contact: People Development Team

 Email: Peopledevelopment@tudublin.ie

Appendix A
List of TU Dublin 3rd Party Programme Programmes not covered under this policy.

TU Dublin, Grangegorman Programmes

COLLEGE OF BUSINESS - AUNGIER ST		
DT322A	Market Place Management	Ladbrokes
A334	Dip Retail Mgmt MSVC	Musgraves
DT345	BBS Retail Sector	Musgraves
DT361	PG Cert Inter Bus Develop Cert	IBEC / Bord Bia
DT361A	Msc Int. Bus Develop	IBEC / Bord Bia
DT357	Pgrad Diploma Inter Bus. Develop	IBEC / Bord Bia
DT608	CPD Cert HR IBEC	IBEC
DT610	CPD Ceert Managing People	IBEC
DT610A	CPD Diploma Managing People	IBEC
DT605	CPD Dip in Management	IBEC
DT6001	CPD Cert in Employment Law	IBEC
DT6002	Employment Law	IBEC
DT6003	CPD Cert in Industrial Relations	IBEC
DT6013	Human Resources	IBEC
DT6007	Ocupational Health & Safety, CPD Level 6	IBEC
DT7001	Ocupational Health & Safety, CPD Level 7	IBEC
DT6011	Professional Competence Cert	IBEC
DT6012	Professional Competence Diploma	IBEC
DT621	CPD Dip in Career Coaching	Careers Decision Limited
DT392	CPD Cert in Sales Practice	Oracle
DT393	CPD Diploma in Sales Practice	Oracle
DT362	Cert Volunteering	Simon Community
DT8006	Learning and QA	Simon Community
DT624	PG Dip Product Management	Skillnet
DT624A	MSc Product Management	Skillnet
DT624B	CPD Product Management	Skillnet
DT382	PG Dip Mangement of Tech	Skillnet
DT385	PG Dip Management of Tech, Msc	Skillnet
DT7005	Java Fundamentals, CPD Level 7	Skillnet
DT301A	Dip IT Management	Skillnet
DT8002	CPD Dip Beskoke Fashion Tailoring	National Tailoring Academy
DT6009	Bespoke Fashion Cert	National Tailoring Academy
DT784	CPD Dip Enterprise Development	Bolton Trust
CPDBN02	CPD Certs Sch Retail & Services Management	Three Telecom
		Simon Community
		National Sports Campus
		IBEC

DT9325	CPD Cert Management & Leadership, Level 9	Intel
DT9300	PGCert Global Business	IBEC OR Bord Bia
DT9301	PGDip Global Business	IBEC OR Bord Bia
DT9302	MSc Global Business	IBEC OR Bord Bia
DT502B	CPD Dip Adv. & Digital Communications	IAPI
DT375	Marketing Executive	Marketing Inst of Ireland
DT7006	CPD Level 7, Professional Development Prog	National Tailoring Academy
DT325A	CPD Level 6 Business & Mgmt	Pharos Univ, Egypt
DT365A	BSc Hons Level 8 Business & Mgmt	Pharos Univ, Egypt
DT9333	MSc in Digital Marketing & Analytics	MII
DT314A	PG Dip in Managing & Marketing for Non Business Graduates	MII
DT368	International Selling	Various Campus
DT356	PG Dip. International Selling	Various Campus
DT6004	CPD Cert in Industrial Relations	IBEC
DT6019	Retail Marketing Service	Simon Community
DT8001	CPD Dip. Computer Programming	ICT Ireland Skillnet
DT7010	CPD Dip. High Performance Leadership	TBC
DT340A	Msc Applied Software Tech	ICT Ireland Skillnet
DT8008	Pgrad CPD Cert in Strategy and Tactics	Marketing Inst of Ireland
DT8009	PGrad CPD Dip. Digital Marketing	Marketing Inst of Ireland
DT317A	Bsc Bus &Info Tech	Middle East College
DT8300	Digital Marketing&Communication Mgmt.	TEM
CPDBN04P	CPD Cert –Sch Marketing	Marketing Inst of Ireland
CPDAT03	Dip in Leadership	IBEC
COLLEGE OF ENGINEERING & BUILT ENVIRONMENT - BOLTON ST/GRANGEGORMAN		
DT159	Bsc in Property Studies	SCSI (formerly IAVI)
DT161	Bsc Propert & Facilities	SCSI (formerly IAVI)
DT6111	Higher Cert Quantity Surveying, Mechanical Engineering	SCSI (formerly IAVI)
DT168	MSc Constr Informatics	CITA
DT176	Higher Cert Prop & facilities Management	SCSI (formerly IAVI)
CPDEB07P	Sch Surveying & Construction Management CPD Certs	EURO-SDR or IPFMA
DT114A	CPD Level 6, Cert Gas Distribution Networks	Bord Gais
DT011M	Beng Tech Military Aviation Tech, B.Ord Level 7	Irish Air Corps
CPDBN02	CPD Health & safety modules For Army Personnel	Defence Forces
DT027Y	CPD Cert Prof Engineering	Engineers Ireland

DT027Z	CPD Dip Prof Engineering	Engineers Ireland
DT098	Power Plant Operations/Part 1 Higher Cert	ESB
DT6015	CPD Cert Building Regulations	HomeBond Technical Services Ltd
DT8014	Vehicle Restraint System Design	Engineers Ireland
DT7035	Automation Engineering	TIVTC
DT163	Property Studies	IAVI

COLLEGE OF SCIENCES & HEALTH - GRANGEGORMAN

DT265/DT8265	Higher Cert Computing	Spingboard or ICT Skillnet
DT6010	Cert in Clinical Coding	ERSI
DT244A & DT254B	CPD Phlebotomy Practice Diploma	National Ambulance Service
DT254A	CPD Spirometry	IARS
DT698	E-Bio Pharma Chem, CPD Level 7	DPS Engineering
DT758A	eValidation, CPD Level 7	DPS Engineering
DT291/3	Manufacturing of Med Products	DPS Engineering
DT7003	Digital Tech & Design BSc Level 7 (Web Elevate)	Digital Skills Academy
DT8010	BSC Digital Tech, Dev and Innovation	Digital Skills Academy

COLLEGE OF ARTS & TOURISM - GRANGEGORMAN

DT487A	Musgraves Butchery Prog, CPD Level 6	Musgraves
DT506C	CPD BIMM Level 6	BIMM
DT591	MA in Prof Design Practice	Design Print & Packaging Skillnet
CPDAT01	CPD Modules - Choral Music Education	Music Generation
DT7002	Tourism & Hospitality Management, Level 7	Oman Tourism College
DT8004	Tourism & Hospitality Management, BSc Hons	Oman Tourism College
DT7007	Tourism & Hospitality Management, Level 7 Diploma	Oman Tourism College
DT8007	Tourism & Hospitality Management, BSc Hons	Oman Tourism College
DT6014	CPD Level 6 Musical Theatre	Irish College Musical Theatre
DT7014	CPD Level 7 Musical Theatre	Irish College Musical Theatre
DT9552	MA in Scoring for Film and Visual Media	Pulse College
DT528	Bmus Ed	TCD
CPDAT01P	CPD Modules -Association Of Irish Choirs	Association Of Irish Choirs
CPDAT03	CPD Cert Social Science	Callan Institute

TU Dublin, Tallaght Programmes:
All programmes in conjunction with the following providers: 1. Innopharma

2. NIBRT 3. IPAV 4. Priory Institute 5. Project Management Institute 6. Skillnet
TU Dublin, Blanchardstown:
1. IPAP