

Part Two: Fee and Access Plan (required for publication)

Fee and Access Plan	
Name of institution	Cardiff Metropolitan University
Duration of the fee and access plan	1 August 2021 to 31 July 2022
Section 1 - Fee levels	
Section 1.1 – Fee levels or the determination of a fee level at each location (Guidance paragraphs 85-93)	
Fee level	Location of course
£9,000	Cardiff Metropolitan University (Llandaff and Cyncoed) Full-time undergraduate & PGCE Coleg Gwent Full-time undergraduate degree (top-up)
£1,800	Cardiff Metropolitan University (Llandaff and Cyncoed) Full-time undergraduate (sandwich placement year)
£1,350	Cardiff Metropolitan University (Llandaff and Cyncoed) Full-time undergraduate (year abroad)
£8,000	Bridgend College Full-time undergraduate degree
£7,500	Bridgend College Full-time HND & Foundation Degree
	Cardiff and Vale College Full-time HND & Foundation Degree
	Coleg Gwent Full-time HND & Foundation Degree

Section 1.2 - Aggregate fee levels
(Guidance paragraphs 94-98)

Cardiff Metropolitan University intends to set fees for 2021/22 for students entering full-time undergraduate higher education courses delivered on campus, and those continuing on their course on campus, at the maximum permitted level, currently £9,000 per year.

Students entering their programme at a college partner will be charged the fee given above. Students continuing on their course at a college partner and who entered in an earlier year will be charged the fee that applied in the year in which they entered.

The total fee for a student entering a three-year undergraduate degree in 2021/22 would be £27,000 and for a four-year degree including a sandwich year placement, £28,800.

Total fees for college partner students are the fee quoted above multiplied by the number of years of the course (3 years for a degree, and 2 years for an HND or Foundation Degree).

At the time of publication of this plan there are no mechanisms through which the maximum fee could rise above £9,000, however, should this change, the University would expect to increase the fee charged to new and continuing students by any permitted level of inflation allowed by the Welsh Government. The decision on fees to be charged for 2021/22 would be confirmed by the Board of Governors at the earliest opportunity following any Welsh Government announcement of a permitted uplift, at the latest before any applicant for 2021/22 had been made an offer of a place and ideally before fee levels for 2021/22 entrants are published on the web-site and in prospectuses. Similarly, we do not plan to raise fee levels with partners.

The University in its communications aims to provide transparent and accessible information in a timely fashion. It follows the guidance provided to higher education by the Competition and Markets Authority (CMA), and employs a variety of methods for communicating the fee levels, both annual levels and the aggregate level of fees paid by a student during the full duration of a course.

The methods currently employed include: websites, printed materials, and information provided orally to prospective students. Communications are undertaken in line with the University's Student Charter, the University's Strategic Equality Plan and the Welsh Language Standards.

The following mechanisms are used to communicate with prospective students before they enter the University and it is intended that these methods will continue for 2021/22 entrants:

- Fee information is included in the in the Universities and Colleges Admissions Service (UCAS) Entry profile, which is a direct link from various sections of the University's website.
- Fee information is prominent on the University's website, and includes [links to information on funding options and financial support](#), additional charges, bursaries/scholarships, financial advice and welfare services, and student hardship support.
- Applicants are signposted to the web-based information on fees via their applicant acknowledgement email. Their offer correspondence includes a programme specification and a copy of the tuition fees applicable to their year of entry.
- Confirmed applicants receive student planner/joining instructions on how to access key information about joining the University – i.e. enrolment, paying tuition fees etc.
- Student finance advice sessions are offered at all Open Days. These include details of financial support available to students as well as providing information on tuition fees.
- When undertaking Schools and College liaison activity, University staff signpost prospective students to where to find fee information.

- Visit Days are particularly targeted at schools in low participation neighbourhoods. The University provides these groups with focused student finance sessions providing information on the support available and tuition fees.
- Prospective students can access the University's Advice for Applicants web pages which include core pre-joining information on topics such as such as tuition fees and finance, accommodation, and student support services.
- Emails are sent at key points throughout the year to both enquirers and applicants highlighting key information about student finance – tuition fees, how and when to apply, Frequently Asked Questions, etc.

Course information web pages include links to information on fees and any additional costs. Additional costs apply to some courses, including the costs of Disclosure and Barring Service checks which are mandatory for certain courses, materials/consumables, printing, field trips and other activities. The University and its college partners continue to strive to minimise the number and scale of any additional costs and to absorb them within the fee where reasonable. Additional costs are specific to individual courses. Details of additional costs will be available under the [Student Finance and Tuition Fees](#) section of the University's website, and the corresponding part of its franchised partners' websites.

Fee levels are confirmed to returning students through the enrolment process and resulting correspondence. Details remain on the University website as above.

In the event that any increase in fees is permitted by the Welsh Government, proposals will be discussed with the Students' Union prior to being put to Governors for approval.

Any such fee changes will be communicated to students as follows:

- Changes will be communicated to returning students in the correspondence they receive from the University Registry Services in relation to enrolment, and will be signposted to the University website, Student Portal, and the Virtual Learning Environment as appropriate for full details. The Student Portal is the main repository for information while a student is studying at the University.
- Students who wish to ask questions or seek clarification on changes to fees will be able to do so at the iZone, the University's 'one stop shop' for information on all aspects of student life.
- Additionally, our Student Financial Advisory Service will be available to students in financial difficulty and to students who have more general queries relating to budgeting or accessing financial support, including the University's Hardship Fund.

Our FE partners, Bridgend College and Cardiff and Vale College, that offer full-time undergraduate courses leading to Cardiff Metropolitan University awards are required to mirror the quality and scope of the University's approach to the provision of information on fees to students.

Section 2 - Student Partnership (Guidance paragraphs 99-102)

Students are involved in the development of the Fee and Access Plan directly through early-stage Students' Union (SU) consultation and via representation at the University's Management Board which reviews and develops the Fee and Access Plan, on behalf of University. The SU President and Vice-President are also full members of the Board of Governors where the Plan receives approval.

Our approach to student partnership is ratified through our shared Relationship Agreement which is reviewed annually, by the Board of Governors. The agreement clearly outlines the partnership relationship between the University and the Students' Union based on a number of arrangements including:

- Representation of the student voice via the sabbatical officers and student representatives on the Board of Governors, Combined Academic Board and its committees.
- Representation of student voice by the Students' Union and student representatives on other committees and working groups or equivalent.
- Regular meetings of the Students' Union, including sabbatical officers and senior staff with representatives of the Vice-Chancellors Executive Group.
- Support by the University for sabbatical officers through training and development and opportunities for briefing in advance of formal committee meetings.

Additionally, the Students' Union supports an extensive network of School, Lead and Course representatives, involving more than 400 students each year, who, together with Part-time Officers ensure that the President and SU Vice-President can provide well-informed feedback to University committees and boards.

Cardiff Metropolitan University's Student Charter is also a jointly developed statement of the University's and the Students' Union's commitment to a student experience consistent with its values and ethos. It commits the University and the Union to

- a) encourage equality and promote diversity
- b) provide effective means of communication between staff, students and student representatives
- c) provide detailed and accurate information on programmes of study and related matters
- d) promote all students' welfare and provide support, advice, guidance and representation
- e) support Welsh speaking students
- f) provide opportunities for employability and personal development through a partnership approach.

The Charter is now online and bilingual, providing a visible and accessible document. The Charter has been incorporated into the University's staff induction programme and the Students' Union is committed to increasing the profile of and engagement with the Charter amongst students.

Widening Access and First Campus Reaching Wider collect participants' views through feedback on initial assessment forms and end of course evaluation forms. Tutors also express views from participants on their Tutor end of course evaluation forms.

The University systematically seeks and acts upon evaluative feedback from students on their experience at module, programme, School, and institutional levels. More broadly it engages with all national surveys during a well-established "Survey Season" and has invested in establishing its own Student Satisfaction Survey to capture feedback from all other students who are not represented in national surveys. Partner students are invited to complete the NSS, where applicable, and resources are shared with colleges to help promotion of this. Those not eligible for NSS are invited to complete the University's internal version of the NSS and FE partner responses are included in the general reporting that goes through the committee structure for surveys annually.

The University's Student-Led Teaching Awards Scheme is promoted and managed by the Students' Union in partnership with the Quality Enhancement Directorate and offers a platform for the dissemination of best practice to both staff and students. The impact of the scheme has been significant not only across the University but also on the sector through dissemination of a case study on how the scheme can engender positive change.

More generally the University provides a wide range of opportunities for students to express their individual and collective opinions, and to be partners and joint decision-makers within the University. The University benefits from an effective, independent and democratic system of student representation. Students are represented on Programme and School-level committees. Student-staff liaison committees provide feedback on a range of academic and non-academic issues, supported by a well-established student representation framework at course, year, and School level.

Moderators complete two moderator reports per academic year which highlight interactions with students and their experience, as well as confirmation on student input into programme committees. Partners are also asked to complete the programme enhancement plan as is the case for on campus provision. These are completed by programme directors with support of moderators and are signed off by Associate Deans for relevant Schools. As a condition of partnership with the University, partner colleges providing franchised provision are required to mirror the University's internal approach to communications and engagement. These processes of collecting student feedback are reported back to the University centrally through our programme enhancement plan process and monitored locally by University moderators working with partners.

Section 3 - Under-represented groups (Guidance paragraphs 103-107)

The plan has been developed in response to a strategic review that ensures it has benefitted from lessons learned from an evaluation of performance in previous plans and alignment with University strategies, HEFCW National Measures and the priorities of Welsh Government. The Fee and Access Plan is informed by and informs our Strategic Equality Plan which sets out the University's commitment and approach to nurturing an environment where everyone is valued as an individual and where stakeholders can work, learn and develop in an atmosphere of dignity and respect.

The following groups are considered by HEFCW to be under-represented in higher education:

- Students of all ages from the bottom two quintiles of the Welsh Index of Multiple Deprivation 2014.
- Students of all ages from the bottom quintile of the Welsh Index of Multiple Deprivation 2014.
- Students of all ages studying part-time.
- Students of all ages studying through the medium of Welsh.
- People of all ages from UK low participation in HE areas.

The University regards the following additional groups as under-represented in higher education:

- Learners and potential hard-to-reach learners who have experienced socio-economic disadvantage.
- Learners and potential hard-to-reach learners who have experienced geographic disadvantage (including, but not exclusively, asylum seekers and refugees).
- Learners and potential hard-to-reach learners with protected characteristics (including, but not exclusively, UK students from black and minority ethnic groups and learners with a disability).
- Learners and potential hard-to-reach learners from vulnerable groups (including, but not exclusively, care leavers, estranged students and carers).
- Young males from low participation areas.

- Ex-offenders

Our Reaching Wider widening access initiative will support works to ensure that people of any age, background or ethnic group are given a fair and equal opportunity to study at Cardiff Met in a supported manner. We specifically target:

- Post 16-year-old learners from the bottom 2 quintiles of the Welsh Index of Multiple Deprivation 2014 (WIMD).
- Adults without level 4 qualifications within the bottom two quintiles of the Welsh Index of Multiple Deprivation, to provide progression to level 4 provision
- Care experienced applicants¹⁵ and carers in all age groups across Wales.

We are mindful that applicants and students may sit against multiple classification of under representation and our objective and interventions have been developed mindful of these multiple identities.

Section 4 - Objectives, underpinning activities and targets as they relate to supporting equality of opportunity and the promotion of HE
(Guidance paragraphs 108-140)

Section 4.1 - Equality of Opportunity

No.	Objective
1	To attract students and potential students from under-represented groups
2	To provide to under-represented groups effective information, before and during their studies
3	To promote and safeguard fair access to higher education, including identifying individuals with the greatest potential from under-represented groups
4	To raise the educational aspirations and skills of people from under-represented groups to support success in higher education
5	To support and increase retention, progression and completion in under-represented groups
6	To provide high-quality academic, financial and welfare support to groups under-represented in higher education
7	To support the progress to employment or further study of groups under-represented in higher education

8	To provide opportunities for study to Welsh language speakers
Section 4.2 - Promotion of higher education	
No.	Objective
1.	To improve the quality of the student experience
2.	Raise awareness of the value of higher education
3.	Promote awareness of Welsh higher education internationally
4	To deliver effective engagement with the regional community as well as private, public and voluntary bodies
5	To improve the employability of graduates

Authorisation of the fee and access plan application to HEFCW (required for publication)

In authorising fee and access plan applications, the governing body:

- i. has seen and considered appropriate evidence to support the declarations being made in this application.
- ii. confirms that there has been appropriate consultation with its students, both those studying at the institution and at other providers where education is delivered on its behalf.
- iii. confirms that the information provided in this fee and access plan application is accurate and current, at the time of writing, and is based on verifiable data.
- iv. confirms that: **[delete one or more statements, as appropriate]**
 - a. it is acceptable for HEFCW to use financial, quality and/or other information/data that it holds about a currently regulated institution, regardless of whether the information/data was originally provided for purposes of regulation under the 2015 Act;
 - b. it is not acceptable for HEFCW to use financial, quality and/or other information/data that it holds about a currently regulated institution for purposes of regulation under the 2015 Act; and
 - c. it is submitting new, up-to-date, more recent information/data to inform HEFCW's assessment.

- v. understands that HEFCW reserves the right to undertake a visit to the institution to better understand eligibility related to the organisation and management of financial affairs, the data submitted on fee and access plans and/or the quality of education provided on, or on behalf of, the institution.
- vi. understands that it must provide HEFCW and/or HEFCW's agent, with information, assistance and access to its facilities and the facilities of other bodies providing higher education on its behalf.
- vii. understands that HEFCW may carry out, or arrange for an agent to carry out, a review relating to the quality of education provided by, or on behalf of the institution, and its governing body must take into account any advice given to it by HEFCW or the body appointed by HEFCW for this purpose.
- viii. confirms that all education provided by, or on its behalf, regardless of the level or location of the provision has been taken into account in this fee and access plan application.
- ix. confirms that the institution is at a low risk of failure on financial grounds over the medium- to long- term.
- x. confirms that the accounts are audited each year by a registered auditor and that the registered auditor is not the same firm and/or individual that prepared the accounts.
- xi. confirms that the institution complies with Competition and Markets Authority (CMA) guidelines for higher education.
- xii. understands that any financial commitments to students made in the fee and access plan, as approved by HEFCW, must be honoured.
- xiii. confirms that the institution will ensure that a copy of the fee and access plan can be made accessible to its students in any format.
- xiv. confirms that the institution will clearly signpost its students to HEFCW's complaints processes.

Fee and access plan application submission to HEFCW ¹	
Date of Governing Body approval:	8 July 2021
Governing Body authorised signature:	<i>Nick Capaldi</i>
Date:	25 July 2021
Final fee and access plan submission once HEFCW has confirmed it has no further issues (where applicable)	
Date of Governing Body approval:	8 July 2021

¹ Fee and access plans published on the institution's websites must only include versions approved by HEFCW.

Governing Body authorised signature:	<i>Nick Cepaldi</i>
Date:	25 July 2021