



UNIVERSITY OF  
CAMBRIDGE

# 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 other Institutions within the University, including the Institute of Continuing Education, but these are provided for reference only and applicants for these courses are advised to visit the linked web pages for more information.

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## Contents

Introduction.....	3
Distance and e-Learning Courses.....	3
Studying While Employed by the University.....	3
Section 1: Courses available part-time.....	3
1.1 Doctorate Degrees.....	3
1.1.1 Doctor of Philosophy (Ph.D.) Courses.....	3
1.1.2 Doctor of Education (Ed.D).....	3
1.1.3 Doctor of Medicine (M.D.).....	4
1.2 Master’s Degrees.....	4
1.2.1 Master of Philosophy (M.Phil.) Courses.....	4
1.2.2 Master of Education (M.Ed.).....	4
1.2.3 Master of Studies (M.St) – Admitted via the Institute of Continuing Education (ICE).....	4
1.2.4 Study at the Institute of Continuing Education (ICE).....	5
Section 2: How to apply.....	5
2.1 Submitting the GRADSAF Application Form.....	5
2.2 Supporting Documentation.....	5
2.3 Interview.....	5
2.4 Entry Requirements.....	5
2.5 Offer Conditions.....	6
2.6 College Membership.....	6
2.7 Expectations of Part-time Students.....	6
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, Residence and VISA Requirements.....	7
Starting Dates and Terms of Study.....	7
Residence and Visa Requirements.....	8
Section 5: Statutes and Ordinances.....	8

## Introduction

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

Many departments will allow you to study for a research degree either full or part-time, and a list of the [programmes available for part time study](#) can be found in this document. However, not all supervisors are able to take part-time research students, even if their Department is participating; so you should establish that your intended supervisor is willing to take you on a part-time basis.

Part-time applicants can expect the same standard of research facilities as full-time students, and that they will be integrated into the academic and social life of the Department, College and wider University community.

If you wish to apply for a PhD, but are not able to commit yourself for at least 5 years' study, you might discuss with your Department whether you could apply for a shorter course (CPGS) or degree (MSc or MLitt) in the first instance. Upgrading to a PhD may be possible later, subject to progress and financial requirements.

### Distance and e-Learning Courses

Unfortunately 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, of which at least 5 terms must be spent in research at Cambridge. See [Terms of Study](#) for more information. Applicants can search for PhDs available part-time using our [Course Directory](#) and ticking the box for 'Show only courses available for part-time study'.

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

The Doctor of Education is a five-year part-time, research degree, which is designed for educational professionals working in the United Kingdom.

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 a doctorate awarded to clinicians who have undertaken an extended period of scientific research. It provides an opportunity for doctors to receive recognition of research achievement within an approved academic programme.

For more information, please see the Graduate Admissions website:

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

## **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.

Applicants can search for MPhils available part-time using our [Course Directory](#) and ticking the box for 'Show only courses available for part-time study'.

### **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.

Cambridge MSts are tough: we offer a lot and we expect a lot. But if you have the commitment, the ability and the motivation, you can expect great rewards.

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 GRADSAF Application Form

Except where an applicant is applying for a [course administered by ICE](#), students apply online via the graduate admissions website (see <http://www.graduate.study.cam.ac.uk/how-do-i-apply>).

Those wishing to apply for part-time study should indicate their intention to study part-time in section A(3), and complete section A(13) with details of why they wish to study part-time and whether they will be employed at the same time as carrying out their studies at Cambridge. Please note that difficulty in getting funding for a full-time course may not be regarded as sufficient reason for applying to study part-time.

### 2.2 Supporting Documentation

#### References

In support of your part-time application, it is helpful if your referees comment on your ability to handle different responsibilities simultaneously as well on as your academic ability.

### 2.3 Interview

Applicants for part-time study are always interviewed as part of the admissions process. This is to ensure their academic background provides appropriate preparation, the research topic is suitable for part-time study and that candidates 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

Candidates who intend to be in employment during their studies must provide a letter from their employer confirming that they may have time off, if necessary, to attend the University as required, for the whole duration of the course. The letter should also state whether or not the employer will wish to discuss intellectual property rights in connection with the research. Where an applicant will be employed by working at Cambridge, it will also be necessary to consider any intellectual property issues that may arise:

<http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/statutes/ip.html>

### Applicant Declaration

Candidates are required to confirm their acceptance that the part time course is not a distance-learning course, that they must make at least two visits per term to Cambridge for Supervision and that they must also attend at any other time as prescribed by the Department for training. This must be confirmed in writing and usually uploaded to the applicant's self-service account.

(web link to 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 application form for admission (GRADSAF), you can indicate two college preferences for college membership or you can make an open application which will allow a computer program to make college choices for you.

In some cases, short periods of residential accommodation may be offered, particularly in vacations. However, please note that Colleges are not expected to 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:

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

## 2.7 Expectations of Part-time Students

As a part-time research student you will have formal meetings with your supervisor at least twice, but probably no more than four times, a term.

Part-time students may submit their dissertations no earlier than the first day of their fifteenth term, and no later than the last day of their twenty-first term.

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

## 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. In other words, for a part-time PhD, each term will cost 60% of the University Composition Fee. A part-time MPhil will pay 50% of the full-time University Composition Fee. 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.

Generally, five terms of part-time study equate to three terms of full-time study.

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. Below are a few examples, 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, Residence and VISA Requirements

The graduate degrees administered by the Graduate Admissions Office are part-time, rather than distance learning, degrees and part-time students are expected to actively engage in, and benefit fully from, the intellectual and social experiences of Cambridge life.

### Starting Dates and Terms of Study

The Department operates minimum attendance requirements in keeping with University regulation and part time students are required to visit Cambridge and undergo formal supervision with their supervisor a minimum of twice per term. Following discussion with their supervisor, students may be required to attend more frequently.

In some cases supervised leave to work away from Cambridge for up to ten terms may be possible; you should discuss this with your intended supervisor.

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>

Further information about the Terms of Study at Cambridge, including information about the minimum terms of research, submission deadlines and exemptions and allowances can be found within the University's statutes and ordinances.

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

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

## **Residence and Visa Requirements**

The Board of Graduate Studies reserves the right not to make an offer if it considers the arrangements for regular attendance unworkable. It is unlikely that the Board will approve an application for part time study where the applicant has a journey time of more than four hours to meet the basic attendance requirements (normally considered to be the UK and more accessible parts of the EU).

Attendance must be possible throughout the year and students are not permitted to group all their attendance into a short block of time (e.g. over the summer).

As a general rule, overseas students will not be able to obtain a Tier 4 Visa for a part-time degree. It is also probable that students who are employed in the UK with a work permit/visa may not be permitted under the new visa regulations to work and study at the same time.

Students will also need to have permission to remain in the UK for a sufficient length time to complete the minimum research requirement.

Applicants are advised to check with the UK Border Agency if they are in doubt as to their eligibility to study part time in the UK. Further information is also available from the [International Student Team](#).

## **Section 5: 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](#).