

## Addendum to the Sponsorship and Partial Fee Exemption Scheme at the University of Greenwich 2026-2027

This document is an addendum to the Sponsorship and Partial Fee Exemption Scheme which sets out the arrangements by which staff employed by the University are able to enrol on part-time programmes of study for the purposes of their professional or personal development by sponsorship or partial fee exemption for academic.

### 1.0 The Scheme for 2026-2027

- 1.1 A new application for support is required under the Scheme for each year of study. If the new application is for starting a PhD, a **Research Plan Approval Form** (or equivalent, if in exceptional circumstances the PhD study is at an external institution) should be attached to the application.
- 1.2 Staff who are continuing their programmes of study via sponsorship or partial fee exemption will receive support dependent on **successful and timely completion of all required forms of assessment** (evidence of progress will be required with the application). If staff are continuing their PhD, they will need to attach their **Annual Progress Report** or equivalent if they are studying at an external institution.
- 1.3 All new applications for sponsorship and partial fee for University of Greenwich programmes of study will be subject to approval by local panels.
- 1.4 New applications for studying on external programmes (i.e. outside Greenwich) will only be approved by the local panels in **exceptional circumstances**. The exceptional circumstances are staff undertaking programmes of study in specialist areas that the university does not offer and has a significant strategic impact and benefit to the university and individual. The individual when applying will need to demonstrate what the benefit is, how it will impact the university and how it directly relates to the university sub-strategies and enabling strategies.
- 1.5 When applying for the programme of study via the Scheme, the individual and their line manager will need to state how the individual applicant will manage the proposed programme of study with their workload.

Staff should follow the usual annual student enrolment procedure to secure a place on the required programme of study.

## 2.0 Application Process

- 2.1 Prior to the launch of the Scheme, each Faculty and Directorate must consider if they have **sufficient budget** to support the Scheme and communicate to their staff whether and how they will be able to support the Scheme locally.
- 2.2 If budget is available, Faculties and Directorates will advertise locally the process and timetable for the submission of applications to their local assessment panel. Eligible staff who wish to make an application under the Scheme must complete the Sponsorship and Partial Fee Exemption Scheme Application Form and submit it no later than the advertised date to their Faculty/Directorate for a Panel Assessment.
- 2.3 A Directorate Assessment Panel will normally consist of at least two members of the Senior Management Team and the Director. If the Directorate does not have a Senior Management Team, members of a different Directorate Senior Management Team can form part of the panel. The role of the Directorate Assessment Panel will be to decide whether an application should be supported.
- 2.4 A Faculty Assessment Panel will normally consist of at least two members of the Faculty Management Team. The role of the Faculty Assessment Panel will be to decide whether an application should be supported and to the Faculty Executive/Resources Group, as appropriate, whether Academic Workload Planning allocation should be made if a research programme of study is proposed to be undertaken by an academic staff member. The initial Faculty Assessment Panel decisions should be ratified by the Pro-Vice Chancellor.
- 2.5 If in exceptional circumstances an application is made to study with an external institution, subject to being approved at the initial Assessment Panel it will then need to be approved by the relevant Pro Vice-Chancellor, followed by the Deputy Vice-Chancellor or Chief Operating Officer
- 2.6 The panel should include representatives to support equality, diversity and inclusion.
- 2.8 Where appropriate staff might consider an apprenticeship Level 3-5. Funded by the apprenticeship levy, staff can explore a range of [apprenticeships](#) including internal programmes.

Full details of the current staff offer can be found on this link: [Horizon Learning](#). For any queries including discussing an apprenticeship not on this list, please log onto Horizon to create a service request on the Help Desk.

### 3.0 Decisions

- 3.1 The decision as to whether the application be supported by the Scheme will be based on whether the application meets the criteria of the Scheme, and the relevant budget is available. The Panel will inform the member of staff of their decision in writing as to whether to support their application according to the local timetable.
- 3.2 In some individual circumstances it may be appropriate for Faculties/Directorates to cover the full cost of the staff member's qualification, for example, where a faculty, may be considering offering a new programme of study in the future. In such situations, repayment conditions for the staff member would be in line with the Scheme's terms.
- 3.3 The decision as to whether a member of staff is to be enrolled on the proposed programme of study is based solely on academic grounds and is outside the remit of the Scheme.
- 3.4 If the application is successful, the member of staff should upload their application form on their Horizon profile, under **Me>Document Records>Add>Partial Fee Form**.