

Terms of Agreement between the University and Colleges regarding College fees

Agreed by the Council of the University [23 April 2012] and by the Colleges' Committee [18 February 2012]

1. This agreement will apply for the year 2012-13 and subsequently, but will be subject to termination on one year's notice (expiring at the end of an academic year) by either the University or the Colleges. Amendments to the agreement will be subject to the approval of the Council of the University and of the Colleges' Committee.
2. The *per capita* College fee for old-regime students (that is to say Publicly-funded undergraduates who commenced their courses before 2012-13) will be set at the level of £3,951 for 2012-13 and will increase annually thereafter by the GDP Deflator + 1%. The calculation of the GDP deflator for 2013-14 will be for the period of the 2011-12 academic year and based on information current at the end of the working day nearest to 14 February 2013. The increase for 2014-15 and subsequently will be on the same pattern.
3. The *per capita* College fee for new-regime students (that is to say Publicly-funded undergraduates who are not old-regime students) will be set at one-half of the level of the Home/EU undergraduate University Composition Fee.
4. Fees collected by each College from its Publicly-funded undergraduates will be paid by the College to the University net of the College fee due at the start of the month next following the month of collection.
5. Cambridge Bursary Scheme costs for old-regime students will continue to be met as to 75% by the University and as to 25% by the Colleges and the Isaac Newton Trust jointly.
6. Cambridge Bursary Scheme costs and National Scholarship Programme costs for new-regime students will be met as to 50% by the University and as to 50% by the Colleges and the Isaac Newton Trust jointly.
7. The University and the Colleges collectively will each commit to expenditure to the level of at least one-half of the Widening Participation costs required by the University's Access Agreement with the Office of Fair Access (the Colleges providing evidence of such expenditure to the University as may be required for that purpose).
8. Amendments to the terms of the University's Access Agreement, or affecting its implementation, will be made by the Council of the University on the recommendation of the University and Colleges Joint Committee.
9. Any penalty incurred by the University in connection with the University's Access Agreement, or with constraints imposed by HEFCE on the admission of Publicly-funded undergraduates, will be met half by the University and half by the Colleges.
10. The Colleges will use their best endeavours to ensure the participation, as determined by the University, of College-employed research active staff in the University's submission under the Research Excellence Framework and will include terms in contracts of employment, as appropriate.
11. Notwithstanding the above, the *per capita* College fee for PGCE students will be set at the level of the College graduate fee and all costs connected with such students under the Cambridge Bursary Scheme, or National Scholarship Programme, or otherwise connected with the University's Access Agreement, will be met by the University.
12. The University and the Colleges agree, and may amend from time to time through the University and Colleges Joint Committee, the University/Colleges Memorandum

University/Colleges Memorandum

This memorandum sets out the responsibilities of the Colleges for the education of undergraduates matriculated in the University of Cambridge. It was first agreed under the financing arrangements for Colleges approved by the Secretary of State for Education and Employment in December 1998, which included funding streams to the University which the Colleges, for their part, will seek to protect, including payments made by HEFCE to the University in respect of research-active College-employed staff.

It is fundamental to the mission of the University of Cambridge that it should remain a collegiate university. The Colleges and the University will work closely together on all matters of common interest affecting the education of students and the pursuit of scholarship and research. In the discussion of matters concerning this Memorandum, the Colleges and the University will act through, or under the authority of, the Colleges' Committee and the University Council respectively. The Colleges offer their students a fully supportive environment of education, learning and research. In particular they undertake to provide the following services:

1. Recruitment The Colleges will play a full and active role in promoting access and widening participation, and will support the initiatives of the Cambridge Admissions Office, mounting Open Days, sending representatives to admissions conferences and schools, and encouraging their individual academics to promote the University. The Colleges will make use of inter-collegiate pooling arrangements to seek to ensure that the most worthy candidates are admitted to Cambridge in each subject regardless of their College of first preference.
2. Selection/Admission The Colleges will by appropriate means select all applicants for admission to Cambridge, and will work closely with the Undergraduate Admissions Committee on numbers of students to be admitted for the various disciplines. The Colleges will confirm compliance with entry requirements, and residential and other status, as required by University regulations, and promptly provide schedules of those to be matriculated. The Colleges will assist the University in complying with the OFFA agreement and in meeting the targets set by that agreement.
3. Administration The Colleges will be the normal channels of communication between students and official bodies, both inside and outside the University. The Colleges will enter students for University examinations and will present students for University degrees.
4. Monitoring The Colleges will deal with all external bodies where reports on students are required, (e.g. LEAs, Student Loan Company etc.), except where specifically undertaken by faculties or departments. Changes of course, deferrals, suspensions, withdrawals, repeat-years, etc., will be dealt with by the Colleges within University regulations, and notified as necessary.
5. Fees The Colleges will collect University fees, grants and student loans, from students and LEAs or other bodies, paying such of them to the University or the student as appropriate in accordance with agreed procedures. The Colleges will notify students of University sanctions for non-payment.
6. Financial Assistance The Colleges will advise students and support them in applying for access, travel, scholarship and hardship funds.
7. Records The Colleges will keep full records in respect of each student including results of examinations and termly reports, and will provide references, records and transcripts when required by law or requested by the student. The Colleges will collaborate with the University in the development and implementation of the CamSIS student records system.
8. Discipline The Colleges will share with the University responsibility for the discipline of students, including the adoption and implementation of codes of practice, ordinances and regulations, in liaison as appropriate with the Proctors.

9. Teaching Undergraduate teaching is shared between the University and the Colleges. The Colleges and the University will co-operate in ensuring that undergraduates receive an education of the highest quality. The Colleges accept primary responsibility for the direction of studies and small-group teaching of their students, the University having provided lectures, laboratory facilities etc. Each student will be given advice and guidance by the College (the University acknowledging that, in specific cases, reports of attendance may need to be kept by faculties and departments), including general oversight, advice on choices of options, reading matter and other resources, guidance on presentation of work, approaches to lectures etc.

10. Academic Resources Within the resources available to them the Colleges will employ staff as necessary for the functions described in this memorandum, and will provide and maintain a proper teaching, research and working environment for them. The Colleges will in particular ensure the provision of adequate teaching space for supervisions, seminars, classes and lectures as required.

The Colleges will ensure the availability of library, computer and other resources reasonably necessary for the tasks they assign to students. The Colleges will use their best endeavours to ensure that the academic resources, tutorial support, and other services provided for students are of a high standard.

11. Tutorial The Colleges will take responsibility for the welfare of students, for example, through Tutors, Deans, Chaplains, Nurses and access to a Counselling Service. They will also ensure that every encouragement is given to students to develop their personality by way of involvement in the arts, sport, debate and the like. Frequent occasions for social mixing will be provided, and student-led activities of an appropriate character will be encouraged.

12. Statistical data and other returns The Colleges will provide such statistical and other data reasonably needed by the University, having regard to demands made upon the University by HESA and other regulatory bodies.

13. Analysis of teaching provision The Colleges will assist the University in its analysis of teaching provision in the Collegiate University, using (so far as possible) an agreed, common methodology, for the purpose of determining costs and working towards an optimised deployment of teaching resources.