**Graduate Diploma/MA in Teaching, Learning and Scholarship:**

**Programme Fees: Further Study Policy AY2023/24**

**UL employees:** Applicants from UL **who are employed for the full duration of the programme can avail of a fee waiver** (i.e. there is no charge to a Faculty cost centre):

* **Full-time employees:** full fee waiver.
* **Part-time employees:** fee waiver calculated on a pro-rata basis.

***To apply for a fee waiver:***

* Please complete the **Further Study Form** below
* Forward to the **Human Resources Division (Alison O’Regan;** [**alison.oregan@ul.ie**](mailto:alison.oregan@ul.ie)**)**
* A copy of the form should also be **included with your programme application**.

1. **Non-UL employees:** External applicants and UL PhD Students:
   * **Liable for Full Fees (see Fee Table below)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Code** | **Description** | **MOA** | **23/24 EU** | **23/24 Non-EU** |
| GDTLSCTPA | Graduate Diploma in Teaching Learning and Scholarship | TP | € 4,396 | € 8,700 |
| MATLSCTPA | Master of Arts in Teaching Learning and Scholarship | TP | € 2,242 | € 4,396 |

1. **Writers’ retreat (TL5132: Feedback and Revision in Scholarly Writing).**

* Please be aware that, the writers’ retreat, which is an integral part of the programme, requires an additional contribution of approx. €600, and this is in addition to the course fee.
* The contribution may (subject to available funding) be subsidised by the participant’s department.
* This should be discussed/agreed with your HoD for cost centre transfers as early as possible in the process.

For further details, please contact:

**Dr. Michael Wride**

**Course Director, Graduate Diploma/ MA in Teaching, Learning and Scholarship**

Centre for Teaching and Learning

**[E]** [michael.wride@ul.ie](mailto:ide.osullivan@ul.ie) **[W]** [www.ul.ie/ctl](http://www.ul.ie/ctl)

**Graduate Diploma/MA in Teaching, Learning and Scholarship:**

**Programme Fees: Further Study Application Form AY2023/24**

UL employees can apply for a fee waiver (Non-UL employees: external applicants and UL PhD Students are liable for full Fees). The fee waiver applies to UL staff **who are employed for the full duration of the programme. This waiver means that** there is no charge to a Faculty cost centre. The waiver applies as follows:

* **Full-time employees:** full fee waiver.
* **Part-time employees:** fee waiver calculated on a pro-rata basis.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | | **Staff ID Number:** | |  |
| **Department:** | | | | | |
| **Division/Faculty:** | | | | | |
| **Which course are you applying for?**  *Tick as applicable* **🗸** | | **Grad Dip [ ] (1 year)** | | **Masters [ ] (1 year)** | |
| **Cost of Course (from the Fee Table):** | | | | | |
| **Expected Registration Date:** | | | | | |

**Staff Member’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NB Only employees of UL who are employed for the full duration of the programme can avail of a fee waiver. When approving, please ensure that this is the case.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Approved:** | **Yes** |  | **No** |  | *Tick as applicable* **🗸** | **Date:** |
| *Department Head Signature:* | | | | | |
| **Approved:** | **Yes** |  | **No** |  | *Tick as applicable* **🗸** | **Date:** |
| *Dean/Division Head Signature:* | | | | | |
| **Reason for non-approval (if applicable):** | | | | | | |
| **Faculty/Department/Division Cost Centre Details (for writers’ retreat):** | | | | | | |
| **HR Use Only:** *Tick as applicable* **🗸** | | | | | | |
| **Approved:** | **Yes** |  | **No** |  | *Tick as applicable* **🗸** | **Date:** |
| *Human Resources Officer Signature:* | | | | | |  |
| **Reason for non-approval (if applicable):** | | | | | | |