The Academic Regulations Appendix 10: Repeat Year Policy

2020-21



Edge Hill University

The Academic Regulations

Appendix 10: Repeat Year Policy

Contents

Summary 3

Purpose 3

Regulations 3

1. Principles 3
2. Definition of a Repeat Year 4
3. Repeat Year Procedure 4
4. Repeat Year Conditions 5
5. Appeals Procedure 5

Key to Relevant Documents 5

Annexes 5

Endmatter 6

Summary

This policy provides details of the process for students to follow if they wish to repeat a year of study. It explains the conditions that apply, steps to follow and gives details about what students can expect from the University when repeating.

Purpose

The purpose of this document is to set out how requests to repeat a year should be made and considered. It is for staff so that they are aware of the process to follow, and for students so that there is complete transparency about the University's approach.

Regulations

1. Principles

(i) Repeat year panels operate on behalf of progression boards. They are responsible for approving whether a full-time student is allowed to repeat a year as if for the first time. The panel must be satisfied that a sufficient case has been made to repeat a year and the criteria outlined in this policy has been met.

(ii) Undertaking a repeat year is not an automatic entitlement. Students seeking to repeat must submit a full application that will be considered by the relevant Faculty.

(iii) The repeat year scheme sits alongside the institutional procedure for exceptional mitigating circumstances (EMC). More details are found in Appendix 7 to the Academic Regulations.

(iv) Applications are assessed on the basis of the case made *and* the evidence provided.

(v) Applications to repeat the same level but to transfer to a new programme of study do not normally require evidence as long as the panel is satisfied there is no academic advantage to the student. In these cases applicants must demonstrate their commitment to the new programme and provide sufficient information to assure the Faculty they have a reasonable prospect of successful completion.

(vi) Where a repeat year is approved, all modules/module assessments from that year must be repeated. No marks, or elements of marks, will carry over from a previous attempt.

(vii) The opportunity to repeat a year is only available once within Stage II of a staged programme or otherwise within the duration of a programme registration.

2. Definition of a Repeat Year

(i) Repeat Year describes the process by which a student is permitted to undertake a full year or level of study as if for the first time, despite having previously sat part or all of that year or level.

(ii) Students may apply for a Repeat Year after the fourth week of teaching for the year/level.

(iii) Level 4 students who seek to 'repeat' prior to the commencement of semester two may apply to restart. This will not count as a repeat year under the Academic Regulations. These cases do not need to be reported to assessment boards.

3. Repeat Year Procedure

(i) The University expects students considering a repeat year to discuss their position in full with a member of staff. Advice and guidance on whether a repeat year application is the most appropriate option can be obtained from a range of staff. This includes personal tutors, programme leaders and head of departments, the Students' Union, Student Services and Academic Registry.

(ii) A repeat year will only be considered where a student has made a formal application.

(iii) Repeat year applications must be submitted using the approved application form, which is available from Academic Registry. Application forms must be endorsed and signed by the head of department of the programme being repeated or transferred to.

(iv) Applications and supporting evidence must be submitted within the timeframes published by Academic Registry. No student can apply to repeat the year via this scheme once the relevant final deadline for applications has passed.

(v) Applications will normally be considered by a Faculty repeat year panel operating with delegated authority from the progression board. Panel decisions will be reported to progression boards in advance of the meeting.

(vi) Panel membership will align with that required for the consideration of an EMC.

(vii) Students will be informed in writing of the panel's decision.

4. Repeat Year Conditions

(i) Repeat year students must undertake the schedule of modules for that year in its entirety (exemption to placement requirements may be agreed if appropriate). It is not possible to carry forward any passed academic credit from previous attempts.

(ii) Repeat year students are expected to attend classes and engage with the programme during the repeated year in the same way as normal. Failure to engage with the programme will result in the normal tracking arrangements and may lead to withdrawal.

(iii) The commencement date of the repeat year will be determined by Academic Registry in consultation with faculties and Admissions. It cannot be guaranteed that the start date will be in the student's preferred academic session.

5. Appeals Procedure

(i) Requests to repeat a year require academic judgement to ensure an appropriate decision for each individual at the specific stage of their particular programme. There is no right of appeal against this academic judgement.

(ii) Where a student believes there has been a procedural error in the decision to reject their application to repeat a year, the normal appeals process may be followed. Further details are provided under Appendix 22 - Academic Appeals Procedures.

Key to Relevant Documents

This policy refers to the following documents, which you may find useful.

- The Academic Regulations Appendix 22: Academic Appeals Procedures

- The Academic Regulations Appendix 7: Procedures for the Submission of Exceptional Mitigating Circumstances

Annexes

There are no annexes to this policy.

Endmatter

Title	Appendix 10: Repeat Year Policy
Policy Owner	Academic Registrar & Clerk to Governors
Lead for Updates	Assistant Registrar: Academic Records
Policy Contributor	Academic Registrar & Clerk to Governors
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