

# The Academic Regulations Appendix 10: Repeat Year Policy

2023-2024



Edge Hill  
University

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# The Academic Regulations

## Appendix 10: Repeat Year Policy

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## 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 the year.

## Glossary of Terms

<b>Term</b>	<b>Meaning</b>
<b>Academic Registry</b>	administrative department that facilitates the student journey from enrolment to award conferral
<b>Appeal</b>	a procedure which allows a student, in certain circumstances, to ask for review of a decision
<b>Interruption</b>	an approved break in learning during which a student's studies are suspended and the student is not normally required to engage with their programme
<b>Last date of engagement</b>	this refers to the last date of active participation with a student's academic programme and includes attendance at scheduled sessions, engagement with the virtual learning environment, submission of coursework and/or attendance at an examination. This is the date used to calculate tuition fee liability
<b>Procedural error</b>	where the University has not followed its own procedures properly, and error or mistake has affected the outcome
<b>Repeat Year</b>	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
<b>Tuition Fee</b>	money that a student pays to the University for their teaching. Eligible students may borrow from the Student Loans Company to pay their tuition fees
<b>Withdrawal</b>	the permanent cessation of study and termination of a student's registration with the University. This may be initiated by the student or the University
<b>Working days</b>	the official days the University is open, normally Monday to Friday and excludes statutory holidays and any concessionary days e.g. when the University is closed between Christmas and new year

## 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) The repeat year scheme is for full time students seeking to repeat a year as for the first time.
- (ii) Under ordinary conditions the University expects students to complete their programme in a single continuous period. Reasons for repeating the year will normally be in relation to matters of a serious personal, medical or financial kind. The University reserves the right to request that evidence is provided in support of any application to repeat the year.
- (iii) Students who apply to repeat the same year but transfer to a new programme of study must meet the entry requirements of the new programme.
- (iv) 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, even if the student performed better first-time round.
- (v) Students will be required to repeat core and/or compulsory modules. Where programmes have optional modules, students may choose different optional modules to the previous year.
- (vi) The opportunity to repeat a year is only available once within Stage II (Level 5 or 6) of a staged programme or otherwise within the duration of a programme registration.
- (vii) There may be circumstances when it is not feasible for the University to allow a student to repeat the year. For example, there may not be any places available or there may be known changes that will impact on the University's ability to offer that named award upon the student's return. In these circumstances students will be offered advice on the options available so they can make an informed decision before applying to repeat the year.

## 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. Students who stop engaging in the first four weeks and wish to repeat the year should refer to Appendix 9: Interruption Policy.

## 3. Application process

- (i) The University expects students considering a repeat year to discuss their position with a member of staff. Advice and guidance on whether a repeat year is the most appropriate option from a personal, academic and financial perspective, 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.

Students in receipt of Disability Support Allowance should contact the Student Services Inclusion team for detailed advice on funding and support arrangements.

- (ii) Applications to repeat the year must be submitted using the Repeat Year form, available from Academic Registry. The University will only accept a repeat year application directly from a student and not from someone else on their behalf. In cases where there are compelling mitigating circumstances, the Head of Academic Registry may agree to make an exception.
- (iii) The student is responsible for submitting their completed application form to Academic Registry for final approval. Applications will not be processed if they have not been endorsed by the department of the programme being repeated or transferred to. If the student does not meet the criteria to repeat the year as expressed in this policy, Academic Registry may reject their application, even where there is departmental support.
- (iv) Applications 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. This will normally be at the end of the year of study.

- (v) Where a student stops engaging before their scheduled learning is due to end and applies to repeat the year, their student status will be Interrupted for the remainder of the academic year and their last date of engagement will be recorded.
- (vi) Departments are responsible for confirming the last date of engagement. Students are encouraged to discuss and agree their last date of engagement with their department before submitting a repeat year form. Further guidance on last date of engagement can be found on the Academic Registry webpages.
- (vii) The appropriate external agencies will be advised of the students last date of engagement, this includes funding bodies such as the Student Loan Company.
- (viii) Where a repeat year application is not approved, and the student has already stopped engaging the last date of engagement will be confirmed as their withdrawal date. Details of the withdrawal process are available in Appendix 26: Withdrawal Procedures.
- (ix) Academic Registry will notify the student of the outcome of their application. Normally this will be done within 10 working days of receipt.

#### 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, even if the student performed better first-time round.
- (ii) Repeat year students are expected to attend all teaching sessions and fully engage with the programme during their repeat year. Failure to engage with the programme will result in appropriate intervention which 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. Returning to Study

- (i) All students returning to repeat their first year of study will normally receive the same communications as applicants who will be joining the University for the first time (subject to the timing of the repeat year application).
- (ii) Students repeating year two or subsequent years and are interrupted will be contacted by Academic Registry to request confirmation of their return to study to repeat the year. When the student has confirmed their intention to return, they will be referred for appropriate clearances where applicable.
- (iii) Students who stopped engaging mid programme and have had a repeat year approved may be required to meet the normal conditions of entry to their programme prior to repeating the year, which may include:
  - a. Occupational Health Check
  - b. Disclosure and Barring Service (DBS) clearance

The University may also request medical evidence confirming the student is fit to return to study, if applicable.

- (iii) Students who are repeating the year following a Support to Study panel will be required to attend a return to study review meeting to ensure they are fit to study and have the appropriate support in place. Further details are provided under Appendix-16-Support to Study procedures.
- (iv) Academic Registry will ensure that all stipulated conditions to return to study have been met before a student is able to re-enrol onto their programme.
- (v) A support meeting may be held between the student and relevant parties in the faculty. The aim of this meeting is to ensure that the student is well supported as they adjust to returning to repeat the year.
- (vi) The student is required to re-enrol onto their programme as per the arrangements published by Academic Registry.
- (vii) Once the student has re-enrolled, Academic Registry will notify relevant bodies (such as the Student Loans Company and/or NHS Business Services Authority) of the student's return to study.

## 6. Links to other policies and procedures

- (viii) The repeat year process may also be used by Support to Study panels or as part of the Safeguarding Policy. The specific conditions detailed in this document may be adjusted in line with a Support to Study panel decision or as part of a Safeguarding decision. Further details are provided under Appendix 16: Support to Study Procedures and the Safeguarding Policy.

## 7. Appeals Procedure

- (ix) 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.

<https://www.edgehill.ac.uk/documents/collection/academic-regulations/>

- The Academic Regulations Appendix 7 – Procedures for the submission of Personal Circumstances
- The Academic Regulations Appendix 9 - Interruption Policy
- The Academic Regulations Appendix 17 - Fitness to Practice
- The Academic Regulations Appendix 16 - Support to Study
- The Academic Regulations Appendix 26 - Withdrawal Procedures

[Academic Programme Engagement Framework](#)

[Research Degree Regulations](#)

[Safeguarding Policy](#)

## Annexes

Academic Registry	<a href="https://www.edgehill.ac.uk/departments/support/registry/">https://www.edgehill.ac.uk/departments/support/registry/</a>
Student Services	<a href="https://www.edgehill.ac.uk/departments/support/student-services/">https://www.edgehill.ac.uk/departments/support/student-services/</a>
Student Support team	<a href="https://www.edgehill.ac.uk/students/student-support-team/">https://www.edgehill.ac.uk/students/student-support-team/</a>
Students' Union Student Advice and Representation Centre	<a href="https://www.edgehillsu.org.uk/advice">https://www.edgehillsu.org.uk/advice</a>

## Endmatter

Title	Appendix 10: Repeat Year Policy
Policy Owner	Head of Academic Registry
Policy Manager	Assistant Registrar: Academic Records
Approved by	Regulations Review Sub-Committee
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