

The Academic Regulations Appendix 10: Repeat Year Policy

2026-2027

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

Term	Meaning
Academic Registry	administrative department that facilitates the student journey from enrolment to award conferral
Appeal	a procedure which allows a student, in certain circumstances, to ask for review of a decision
Attendance	a subset of engagement, this refers to physical attendance at scheduled academic taught sessions
Engagement	this refers to active participation with academic sessions, learning environment, study and related opportunities including submission of coursework assessments
Interruption	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
Last date of engagement	this refers to the last date on which a student actively participated in their academic programme. Active participation includes attendance at scheduled sessions, engagement with the virtual learning environment, submission of coursework, and/or attendance at an examination. This date is used to determine tuition fee liability and to meet reporting requirements for external bodies, including the Student Loans Company, which uses it to determine maintenance loan entitlement.
Procedural irregularity	where the University has not followed its own procedures properly, and an error or mistake has affected the outcome
Repeat Year	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
Tuition Fee	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
Withdrawal	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
Working days	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

- 1.1 The repeat year scheme is for full-time students seeking to repeat a year as for the first time.
- 1.2 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.
- 1.3 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.
- 1.4 Where a repeat year is approved, everything from that year must be repeated.
- 1.5 Students will be required to repeat core and/or compulsory modules. Where programmes have optional modules, students may choose different optional modules from the previous year.
- 1.6 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.
- 1.7 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 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.

- 1.8 For students on regulated programmes who have failed the maximum permitted number of practice or placement attempts on their current programme and who wish to repeat the same programme or transfer to a different regulated programme, repeat year applications cannot be processed without approval from the relevant department.

2. Definition of a Repeat Year

- 2.1 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.
- 2.2 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

- 3.1 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 heads 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.
- 3.2 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 Director of Academic Registry may agree to make an exception.
- 3.3 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.
- 3.4 Applications must be submitted within the timeframes published on the Academic Registry Repeat Year webpage. No student can apply to repeat

the year via this scheme once the relevant final deadline for applications has passed.

- 3.5 Where a student ceases engagement with their current programme before the end of the scheduled learning period and is approved to repeat the year, their student status will be recorded as Interrupted for the remainder of the academic year until they return with the next available intake to repeat the approved year. Their last date of engagement will also be recorded.
- 3.6 Departments are responsible for confirming the last date of engagement. Students are encouraged to discuss and agree on their last date of engagement with their department prior to submitting a repeat year application. This will help ensure students understand the financial implications of this change. Further guidance on the last date of engagement is available on the Academic Registry webpages.
- 3.7 Where required, relevant external agencies will be notified of a student's last date of engagement, including funding bodies such as the Student Loans Company and other relevant sponsors or regulatory bodies, in line with statutory and contractual obligations.
- 3.8 Where a repeat year application is not approved and the student has already ceased engagement on their current programme, their student status will be withdrawn and the last date of engagement confirmed as the withdrawal date. Details of the withdrawal process are set out in Appendix 26: Withdrawal Procedure.
- 3.9 Academic Registry will notify the student of the outcome of their application. Normally, this will be done within 10 working days of receipt.
- 3.10 Students who have been permitted to repeat the year at the discretion of the progression board will not be required to submit a Repeat Year form. The last date of engagement will be taken as the date of the progression board meeting.

4. Repeat Year Conditions

- 4.1 Repeat year students must undertake the schedule of modules for that year in its entirety (exemption from 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.
- 4.2 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.

- 4.3 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

- 5.1 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).
- 5.2 Students repeating year two or subsequent years who are recorded as Interrupted will normally be contacted by Academic Registry approximately 12 weeks in advance of their return date to confirm their intention to return to study. Once the student has confirmed their intention to return, they will be referred for the appropriate clearances where applicable.
- 5.3 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.

- 5.4 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.
- 5.5 Academic Registry will ensure that all relevant stipulated conditions to return to study have been met before a student is able to re-enrol onto their programme.
- 5.6 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.
- 5.7 The student is required to re-enrol on their programme as per the arrangements published by Academic Registry.
- 5.8 Once the student has re-enrolled, Academic Registry will notify relevant bodies, such as the Student Loans Company and/or the NHS Business Services

Authority, where required, of the student's return to study.

6. Links to other policies and procedures

- 6.1 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 Procedure and the Safeguarding Policy.

7. Appeals Procedure

- 7.1 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 Procedure.

Key to Relevant Documents

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

- [The 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](#)

[Student Services](#)

[Student Support team](#)

[Students' Union Student Advice and Representation Centre](#)

Endmatter

Item	Information
Title	Appendix 10: Repeat Year Policy
Policy Owner	Director of Academic Registry
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