| **Learning Agreement 2022/23 - Transfer to Part Time Study** |
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| **Student Number** | **Surname** | **Forename** |
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| **Programme** | **Year** |
| **Assessment schedule (to be completed by programme leader - please list all outstanding modules)** *All Transferred to Part Time students should remain registered on the original module.***\****In cases where the module is no longer running in 22/23 and there is a new equivalent module, students should attend the new module, however they will be required to complete the assessment for the original module.*

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| --- | --- | --- | --- |
| **Original Module Number registered on in 2021/22:** | **Semester** (S1 or S2 or 1.2 (whole year) | **\*Equivalent Module Number to attend in 2022/23:** (if applicable) | **Submission Deadline:** |
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| **Is the student intending to claim funding from Student Finance for payment of tuition fees for 2022/23** **YES NO** ***NB*** *funding is limited for academic study. Where applicable, students should contact their funding provider directly to confirm eligibility. If deemed ineligible for a tuition fee loan, students must self-fund their Transferred to Part Time year, and are requited to meet the University’s scheduled payment dates. Fee liability is calculated according to the number of module credits. Sanctions will be applied for non-payment.* |
| **Please note all elements of outstanding modules must be repeated in full and any previous assessment results cannot be carried forward. Failure to meet the terms of this Learning Agreement may result in withdrawal from your programme of study.** |
| **Support needs:** |
| **Personal Tutorials:** **Semester 1: Semester 2:** (date) (date) |
| I confirm that I have discussed fully with the above student their transferred to part time study for 2022/23 and where there may be changes to programmes/module registrations in the subsequent academic year I confirm that the student has been made aware of such changes. **Please confirm if the student is required to attend: YES / NO (delete as applicable)****(PLEASE NOTE: Attendance is required and any requirement not to attend should be an exception and may impact on the funding the student is eligible to)****Programme Leader signature: Date:****Student Signature: Date:**The University complies with current Data Protection Legislation and confirms that all data collected is used fairly, stored safely and is not disclosed to any other person unlawfully. The University is a data controller and, in some instances, may process this data. Information about how we use your personal data can be found at [on our webpages](https://www.edgehill.ac.uk/document/data-collection-notice/). |

# GUIDANCE - STUDENTS TRANSFERRED TO PART TIME STUDY

*Transfer to Part Time* is intended to keep the student connected to Edge Hill while they complete outstanding assessment and to enable them to have access to university facilities and reassessment support. Students can be referred or deferred in modules when required to transfer to part time study.

Tutors should complete the learning agreement with the student prior to enrolment and provide the student with a module handbook and submission deadlines for all outstanding modules.

When completing the Learning Agreement, support needs should be discussed, and actions identified which could include referring the student to other departments within the University. Two further meetings should also be organised at this point between the student and their Personal Tutor in semesters one and two.

**Students must complete all elements of assessment for outstanding modules and submit their assessment at the same time as current 1st sitting students. Element marks previously passed will not *normally[[1]](#footnote-1)* be carried forward.**

As Transfer to Part Time Study students are eligible to be considered for financial support whilst completing their outstanding assessment, they are **expected to attend/engage with all outstanding modules** and will be tracked and monitored in the normal way. Students that are not able to gain financial support and who are supporting themselves through employment must notify the faculty so that appropriate arrangements can be made to accommodate work commitments that may clash with the University timetable.

Decisions relating to students who fail to submit will be made at the relevant Progression Board.

**Enrolment**

Students will be invited to enrol online. A learning agreement must have been completed and signed off by the tutor prior to enrolment.

**Learning agreements must be completed and returned to the named person within your results letter prior to your enrolment.**

Students who are only required to attend modules in semester 2 must still complete enrolment in September 2022.

1. In exceptional circumstances previous pass marks can be carried forward (e.g. Deferred students) please contact the Faculty Assistant Registrar for advice on specific cases. [↑](#footnote-ref-1)