

The Academic Regulations Appendix 10: Repeat Year Policy

2021-22



Edge Hill
University

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.

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) Students who apply to repeat the same level but transfer to a new programme of study must demonstrate their commitment to the new programme and provide sufficient information to assure the Faculty they have a reasonable prospect of successful completion. The Faculty must be satisfied there is no academic advantage.
- (v) 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.
- (vii) Students will be required to repeat the 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.

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 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 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 the relevant assessment board.

- (vi) Where a student has stopped engaging on programme and submitted a request to repeat the year, their student status will be interrupted for the remainder of the academic year. The appropriate external agencies will be advised of the students last date of engagement. Where a repeat year application is not approved, the last date of engagement will then be confirmed as their withdrawal date.
- (vii) Students will be informed in writing of the outcome of their application.

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 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

Academic Registry will write to each student 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.

- (i) 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.

- (ii) 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.

- (iii) A support meeting will 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.
- (iv) The student is required to re-enrol onto their programme as per the arrangements published by Academic Registry.
- (v) 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. 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	Head of Academic Registry
Lead for Updates	Assistant Registrar: Academic Records
Policy Contributor	Head of Academic Registry
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