



Special Cases Committee Guidance for Academic Departments

Repeat Study for Undergraduate Students in Stage 1

This guidance applies only to Stage 1 Undergraduate Students. It does not apply to Foundation year students or Undergraduate students wishing to repeat part, or all, of later stages of their programmes.

In autumn 2017 Senate approved a policy allowing repeat study for Stage 1 undergraduate students who fail to meet the criteria for progression to Stage 2, after having exhausted their reassessment and compensation opportunities. This is detailed on page 21 of the *Guide to Assessment, Standards Marking and feedback 2018-2019*, available to view at: <https://www.york.ac.uk/staff/teaching/procedure/examinations/guide/>.

Foundation year students are NOT covered by the policy.

The following terms apply to students repeating Stage 1 of study due to failure:

- Students must achieve a stage average of 10% at their first attempt at Stage 1;
- Tuition fees are charged for the repeat year;
- Marks from the first attempt at Stage 1 are shown on the transcript - but marks from the second attempt are used to determine progression to Stage 2;
- Students may not re-submit the same work at their second attempt at Stage 1 (this would be self-plagiarism), though can use it for their own learning and reference;
- Some programmes of study can opt-out of this policy in exceptional circumstances, subject to UTC approval. See the policy for more detail.

In Summer 2018, Senate further approved that Stage 1 students would be permitted to take leave of absence part way through the Stage, in anticipation of failure, and would also be entitled, in that instance, to repeat Stage 1 from the beginning.

If a Stage 1 student anticipates that they are going to fail, *they may now also choose to take a leave of absence part-way through the year, rather than completing the year, and with permission to repeat the year from the beginning. Evidence to support such an LoA request will not be required. The student will, however, 'use up' their right to repeat Stage 1.*

The following apply to students repeating Stage 1 because of 'anticipated failure':

- Students who have completed at least one term of study can take a leave of absence and repeat first year on motivational grounds, or in anticipation of academic failure;
- Students do not require any evidence of exceptional circumstances in order to exercise this option;
- Students who wish to take leave of absence and repeat without exceptional circumstances will be required to meet and discuss their academic progress with the Chair of the Board of Studies in their academic department. The Chair of the Board of Studies will be required to explore with the student whether they do in fact have exceptional circumstances in order to ensure that repeat study cannot be justified as a 'Special Case';
- Students will be expected to discuss their financial and personal options with a University Student Adviser (or other person approved by the University to advise students on the implications of repeat study) in order to be eligible to repeat any study;
- Where no exceptional circumstances have been presented, completed modules and all results from a student's first attempt will be recorded on the student's transcript;
- If a student does not declare exceptional circumstances at the time when they apply for leave of absence, any subsequent claim of exceptional circumstances in the initial period of study will not be considered without evidence of good reason that it could not have been presented at the appropriate time;
- Students who exercise the right to repeat study in this way do not have any further right to repeat in the event that they fail to meet the progression criteria when they return.
- In the year from which the student withdraws, students will *not* get any refunds (including accommodation) but will not pay remaining fees for that year;
- Tuition fees will be charged for the repeat period of study.

Special Cases Committee and Repeat of Stage 1

If a student wishes to take leave of absence and repeat study in Stage 1 of their programme (or have reached the end of Stage 1 but have not failed and wish to repeat), and they have exceptional circumstances, they can apply for repeat study through their Board of Studies on the basis of exceptional circumstances.

Any repeat of more than one term of study also requires Special Cases Committee (SCC) approval.

Repeat of study (where this is on the basis of exceptional circumstances) normally requires evidence that the first attempt at teaching was damaged. In light of the Stage 1 failure repeat policy however, SCC has decided that if a student wishes to repeat some or all of Stage 1 on the basis of exceptional circumstances they must instead provide satisfactory supporting evidence that:

- They have experienced exceptional circumstances outside their control;
- Their circumstances are not short-term or transient issues;
- They cannot reasonably be expected to continue with their studies.

Stage 1 undergraduate students who meet these requirements will no longer be required to demonstrate that their first attempt at teaching was damaged. However, please note that:

- Repeat study on the basis of exceptional circumstances in Stage 1 will *not* be allowed on purely motivational grounds;
- Tuition fees will be charged during the period of repeat study.

The benefits of this route are that:

- The repeat study granted in exceptional circumstances will **not** show on student academic transcripts;
- Students could still use the automatic right to repeat study option if they fail following a repeat of study on the basis of exceptional circumstances. In other words, the student will not 'use up' their automatic right to repeat Stage 1.

Summary

Undergraduate students in Stage 1 have three routes to repeat some or all of Stage 1:

1. If they fail Stage 1, then can automatically repeat the Stage (subject to having a stage average of 10%), but their first attempt marks appear on the transcript. They will not have any further right to repeat Stage 1;
2. They can take leave of absence and request repeat study in anticipation of failing Stage 1 (if they have completed at least one term of Stage 1) but their marks will appear on the transcript. They will not have any further right to repeat if they fail to meet the progression criteria after a return from leave of absence;
3. They can request leave of absence and a repeat of some of the Stage before failure [or a full year of repeat if they have reached the end of Stage 1 but have not failed or have failed but have been offered 'fail repeat'] on the basis of exceptional circumstances and if evidence exists to support the exceptional circumstances and to justify repeat study. Marks from the first attempt will not appear on the transcript and they will retain the right to repeat again if they fail. This process must be approved by BoS/SCC and cannot be on motivational grounds.

ACTIONING REPEAT STUDY

Fail Repeat

If a student is entitled to repeat following failure to progress at the end of Stage 1, they will be sent an email by the Progression and Awards team giving them 2 weeks to accept the offer of repeat study;

Repeat in Anticipation of Failure

If the student wishes to take LoA and repeat on motivational grounds, or in anticipation of failure, the following must happen:

- Student must meet with the Chair of Board of Studies to discuss their academic progress;
- The Chair of the Board of Studies is required to explore with the student whether they have exceptional circumstances to ensure that repeat study cannot be justified as a special case;
- Students must discuss their financial and personal options with a University Student Adviser (based in the Student Hub);

- Once LoA and repeat on this basis is agreed, the standard leave of absence form should be sent to student-records@york.ac.uk and **code 24 ('anticipation of failure')** should be selected. NB If the student is applying on motivational grounds code 24 ('anticipation of failure') should be used for Stage 1 students rather than code 12 ('motivational').

Repeat on the basis of exceptional circumstances

Student must submit satisfactory evidence of exceptional circumstances at the point they request LoA and repeat study;

If approved by the Board of Studies, the LoA form should be submitted to student-records@york.ac.uk. Where more than a term of repeat study is required this will be forwarded for Special Cases consideration.

The above guidance is summarised in the table on pages 6 and 7 below:

	TYPE OF REPEAT	KEY POINTS	ACTION REQUIRED
1.	Following failure to progress at the end of Stage 1	<ul style="list-style-type: none"> • Only available where a student fails after all re-assessment and compensation options are exhausted • Student must have a stage average of 10% at first attempt • Marks from <u>first attempt</u> show on academic transcript • Marks from second attempt <u>only</u> are used for progression calculation • Tuition fees are charged for the repeat study 	<ul style="list-style-type: none"> • Student should accept offer of repeat via E:vision within two weeks of receiving the offer email
2.	Following leave of absence on motivational grounds or in anticipation of failure	<ul style="list-style-type: none"> • Students must have <u>completed at least one term</u> of study • Marks from first attempt show on academic transcript • Students do not have a further right to repeat in the event that they fail to meet the progression criteria when they return from leave of absence • There is no requirement to provide supporting evidence of exceptional circumstances • Students are required to meet and discuss their academic progress with the Chair of the Board of Studies in their department • The Chair of the Board of Studies is required to explore with the student whether they have exceptional circumstances to ensure that repeat study cannot be justified as a special case • Students are required to discuss their financial and personal options with a University Student Adviser (based in the Student Hub) • If a student does not declare exceptional circumstances at the time they apply for leave of absence on motivational grounds or in anticipation of failure, any subsequent claim of exceptional circumstances in the period being repeated will not be considered without evidence of good reason that it could not have been presented at the appropriate time • In the year from which the student withdraws, they will <i>not</i> receive any refunds (including for accommodation fees), but will <i>not</i> pay remaining fees for that year • Tuition fees are charged for the repeat study 	<ul style="list-style-type: none"> • Student must meet with the Chair of Board of Studies to discuss their academic progress; • The Chair of the Board of Studies is required to explore with the student whether they have exceptional circumstances to ensure that repeat study cannot be justified as a special case; • Students must discuss their financial and personal options with a University Student Adviser (based in the Student Hub); • Once LoA and repeat on this basis is agreed, the standard leave of absence form should be sent to student-records@york.ac.uk and code 24 - 'anticipation of failure' should be selected.
3.	On the basis of exceptional circumstances	<ul style="list-style-type: none"> • Only available where students have satisfactory evidence of their exceptional circumstances 	

		<ul style="list-style-type: none"> ● No requirement to provide supporting evidence that they have been prevented from engaging in their studies (only that the exceptional circumstances have existed) ● Not available on motivational grounds ● Tuition fees are charged for repeat study ● Marks from the first attempt at Stage 1 are not shown on the academic transcript ● Students can ask more than once to repeat Stage 1 on the basis of exceptional circumstances if satisfactory evidence exists to support more than one repeat ● Students can still use their 'fail repeat' allowance if they subsequently fail an exceptional circumstances repeat ● If a student is undertaking a 'fail repeat' year and experiences exceptional circumstances, they can apply for a further repeat on the basis of the exceptional circumstances 	<ul style="list-style-type: none"> ● Student must submit satisfactory evidence of exceptional circumstances at the point they request LoA and repeat study; ● If approved by the Board of Studies, the LoA form should be submitted to student-records@york.ac.uk.
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If you have any queries, please contact the Special Cases team at scc@york.ac.uk

CK/KL/RS - June 2019