



Repeat Failed Modules (Tier 4/Student Route students) Policy

1.0 Introduction and background

- 1.1 The University is committed to providing an equivalent learning experience and consistent implementation of its regulations and policies across its entire student body. At the same time it is bound by additional external regulations for some cohorts of students, including students on a Student Route visa, with which it must comply.
- 1.2 This policy seeks to ensure that the University can provide all students with the ability to repeat failed modules where this entitlement exists whilst continuing to meet the terms of its sponsor licence.

2.0 Purpose and scope

- 2.1 This policy sets out how students on a Student Route visa who are entitled to repeat a failed module but whose visa does not enable them to do so should be managed. It is relevant where a student's visa will expire before the projected end date of the repeat module(s) and/or where the number of credits to be studied by the student does not equate to a full-time programme of study.
- 2.2 It applies to all students studying taught modules (including those at Level 8) who are on a Student Route visa.

3.0 Definitions

- 3.1 Repeat failed module – where a student has failed (either through failure or non-submission) both opportunities and is required to repeat a module in full for a second (or third) time.

4.0 Key principles

- 4.1 Where a student's existing visa allows a student to remain in the UK for the full period required and where the volume of credits to be studied equates to full-time study, the student will be registered to repeat the failed module(s) in the same way as any other student would be.
- 4.2 Students with repeat failed modules whose visas will expire prior to the projected completion date of those repeat module(s), or students who would not be studying full-time and whose visas are therefore invalidated, will be considered under this policy and the associated procedure and flowchart.

4.3 Five options have been identified in an order of preference and all students must be considered using this order of preference. Only where a prior option is not available (or there are compelling arguments for a particular option, agreed by all parties) will the next option down/another option be considered:

- Option 1 – undertake a distance learning version of the module
- Option 2 – undertake an equivalent module via distance learning
- Option 3 – return on a Short Term Study Visa in the coming academic year
- Option 4 – return on a Short Term Study Visa in the following academic year
- Option 5 – put in place a learning agreement for the student to study on a renewed Student Route visa

4.4 International Student Support Service (ISSS), working with academics and Academic Advice colleagues, will identify the most appropriate option for each student and will work with colleagues to ensure the options are communicated clearly to the student.

4.5 Students need to be made aware that UKVI may refuse to extend their visa in country to undertake further study. Should this happen they will be withdrawn from their course and required to return home.

4.6 Due to frequent changes in UKVI progression rules ISSS need to be consulted at the earliest point that a visa issue is identified. They will be able to advise on the best option available for a student in light of the student's immigration history, course and the visa rules in place at that time.

4.7 Students need to be aware that we cannot guarantee that they will qualify for a visa extension. Ongoing rule changes have tightened the visa requirements and new rules regarding breaks between study periods mean that they may have to return home to apply even if we can support a new visa application.

5.0 Key responsibilities

5.1 ISSS – identify most appropriate option for each student and ensure this is implemented effectively; place sanctions on students' enrolment records to prevent enrolment until there is assurance that the correct option has been implemented; remove sanctions once assurance given.

5.2 Assessment, Ceremonies and Examinations – provide reports that identify those students on a Student Route visa with repeat failed modules

5.3 Student Records – work with ISSS to identify students in this position and implement the most appropriate option, including communicating with the student as required; update student records with choice of module delivery/timing without removing sanctions.

Repeat Failed Modules Policy (Student Route)

5.4 Academic staff – support the identification of the most appropriate option for students.

6.0 Links to related UN Policies/Guidance/Regulations

6.1 Academic and Student Regulations

7.0 Links to related external documents (e.g. QAA)

7.2 Student Route of the Points Based System – Policy Guidance

<https://www.gov.uk/government/publications/points-based-system-student-route>

8.0 Appendices

8.1 Summary Sheet

Summary Sheet:

Policy Title:	
Repeat Failed Modules (students on a Student Route visa)	
Purpose of Policy and to whom it applies (please specify cohorts):	
<p>This policy sets out how students on a Student Route visa who are entitled to repeat a failed module but whose visa does not enable them to do so should be managed. It is relevant where a student's visa will expire before the projected end date of the repeat module(s) and/or where the number of credits to be studied by the student does not equate to a full-time programme of study.</p> <p>It applies to all students studying taught modules (including those at Level 8) who are on a Student Route visa.</p>	
Owner and Department:	
David Fitzgerald, Head of Student Services & Immigration Compliance Manager	
Principal contact:	
David Fitzgerald, Head of Student Services & Immigration Compliance Manager	
Dissemination and implementation plan:	
Via SEC and SSECs Via Web	
Date of initial committee approval (state committee name):	October 2014 (SEC)
Date of Senate approval:	October 2014
Date for implementation and cohorts to which it applies:	October 2014
Proposed date of annual update:	June 2024
Date of last annual update:	June 2017
Proposed date of full review:	June 2022
Date of last full review:	June 2023
Version number and date:	5.0 August 2023