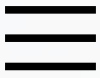




**STUDENT SUPPORT & ADVICE TEAM**

# **RESTARTS & REPEAT YEARS**



## UNDERSTANDING THE DIFFERENT TYPES OF RESTART AND REPEAT YEARS

A restart is to recommence on the same programme of study or a different programme of study, normally starting again from the beginning.

Only one restart is permitted throughout your programme and applications to restart must be submitted by the deadline.

PROGRAMME START	RESTART APPLICATION DEADLINE
September starters 2023	28 June 2024
January starters 2024	16 August 2024

Restart applications submitted after the above dates cannot be considered. Instead, you will need to wait for confirmation of your eligibility to progress with your studies from the Award and Status Board before any programme changes can be applied.

If your studies are terminated at the Award and Status Board as a result of breaching of accumulated failure regulations then a restart request cannot be considered and you must follow the [Appeal Policy](#).

Upon successful completion of the year/stage, you may be eligible for an intermediate award to recognise the credit you have achieved on this programme.

There are different types of restarts available to students:



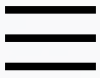
## **RESTARTS ON THE SAME PROGRAMME OF STUDY**

- Restart your entire programme by requesting to restart your course in the following academic year.
- Repeat Level 5 or Level 6 (due to exceptional circumstances) by requesting to restart the level in the following academic year.

## **RESTARTS ON A DIFFERENT PROGRAMME OF STUDY**

- Restart a new programme in the following academic year.

Further details can be found in the [Transfer, Restarts and Withdrawal Policy](#).



## **RESTART ON THE SAME PROGRAMME OF STUDY**

If you have experienced challenges which have prevented you from being able to study then you may be able to restart your programme in the next academic year.

The grades you received in the first year would be disregarded (pass or fail) and you would restart the programme from scratch. Failure from this year will not be counted towards any accumulated failure when you start the programme again.

Once a restart is approved your studies would be paused and you would no longer be a student for the remainder of the current academic year. When you enrol the following academic year, to restart the course, you will become a student again.

If you are granted a restart on the same programme then you are responsible for managing the financial implications of this and are advised to seek guidance on the financial implications prior to finalising the restart.

## **REPEAT LEVEL 5 OR LEVEL 6 OF YOUR PROGRAMME**

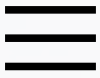
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Restarts at these levels would not normally be permitted.

A student who is requesting to restart or requesting to repeat a level of study must provide evidence of valid extenuation to explain any non-engagement or extensive failure. Such a request should be discussed with the Student Support and Advice team and then a request made by completion of the Restart on the Same Programme Form or Restart on a Different Programme Form. Authorisation must be gained from Academic Advisers.

If you are granted a repeat level then you are responsible for managing the financial implications of this and are advised to seek guidance on the [financial implications prior to finalising the restart](#).

For more information please contact the [Academic Advisers](#).



## RESTART ON A DIFFERENT PROGRAMME OF STUDY

There are number of reasons why you may request to restart on a different programme of study in the following academic year.

Once a restart is approved your studies would be paused and you would no longer be a student for the remainder of the current academic year. When you enrol the following academic year to restart the course you will become a student again.

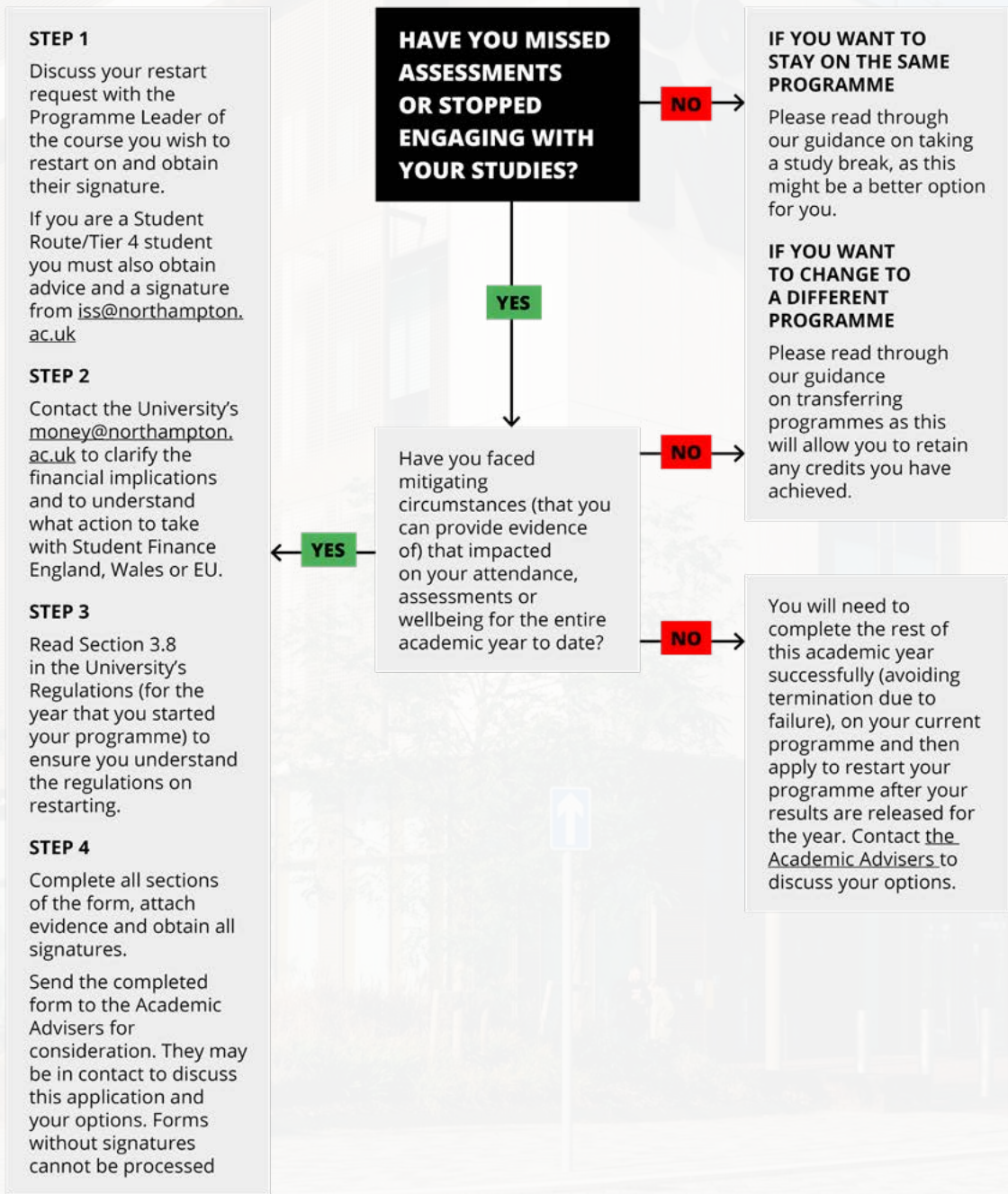
This request should not be used to avoid termination due to academic failure or to avoid the resolution of sanctions placed on your account.

If you are granted a restart on a different programme then you are responsible for managing the financial implications of this and are advised to seek guidance on the financial implications prior to finalising the restart.

Further details can be found in the [Transfer, Restarts and Withdrawal Policy](#).



# APPLICATION PROCESS





## WHERE CAN I GET MORE ADVICE?

### **STUDENT FINANCE ENGLAND**

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Please ensure you read through our [Repeating, Restarting and Extending Study Guide](#) to Student Finance.

During the time after the restart has been approved, and the start of the next academic year, as you are not a student, your Student Finance payments will stop and you might be required to pay back a proportion of the money you have already received.

You should seek advice from Student Finance England or our [Financial Guidance Team](#) if you have questions about how your finances may be affected during this time.

### **UNIVERSITY ACCOMMODATION**

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You should [contact our accommodation team](#) for questions about your University accommodation if you have a restart granted.

### **STUDENT SUPPORT OFFICERS**

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If you have questions about the process then please [contact a Student Support Officer](#).

### **PERSONAL ACADEMIC TUTOR & PROGRAMME LEADER**

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You should ensure that you discuss this with the programme team, you can [contact the Student Information Desk](#) if you need assistance with contact details.

### **INTERNATIONAL STUDENTS**

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If you are studying in the UK on a Student Route/Tier 4 visa, then you should [contact the International Student Support Service Team](#) for immigration and visa advice before you submit an application to restart your studies.