

## Higher Education Repeating Studies Procedure (prescribed programmes only)

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1	26 May 2015	Jess Hutchings		Initial Creation
2	07 Feb 2018	Debbie Toseland		Initial Creation
3	9 April 2019	Debbie Toseland		Review and general update.
4	7 August 2020	Amanda Crowle	Updated academic year	

## Higher Education Repeating Studies Procedure

### 1. Purpose

1.1 To ensure that students enrolled on Office for Students designated programmes receive appropriate support and fee entitlement when they repeat studies.

1.2 To notify the Awarding Body and other interested parties.

### 2. Applies to

2.1 All students enrolled on an Office for Students designated programme who repeat their studies due to academic failure.

### 3. Responsibility

#### 3.1 HE Operations:

- a. Producing a repeating student list after the Award Boards and forwarding it to the Registry.
- b. Notifying the Awarding Body that the student has re-enrolled to repeat studies.

If the student is enrolled with University of Plymouth, and appear on the Returning Student Spreadsheet (RSS), HE Operations will need to update the RSS. They will also need to send University of Plymouth an enrolment coversheet for the student.

If the student is enrolled with an alternative Awarding Body, HE Operations should contact the Awarding Body to confirm what paperwork is required.

- c. Linking previously completed modules to the new programme offering on ProSolution.

#### 3.2 Regsitry

- a. Pre-enrolling students onto their new programme code before enrolment. The start date should be the date they are due to resume studies in September.
- b. Keying the repeating fee in the appropriate area.
- c. Printing the re-enrolment form for the student.

- d. Making the learner active on their new programme offering on ProSolution after enrolment.
- e. Transferring the student off the original programme offering on ProSolution. The actual end date should be the date of the Award Board, at which the repeat studies were noted.

### 3.3 Registry/Finance

- a. Informing Student Loans Company of students who are repeating studies.

## 4. Processes and Documentation

- 4.1 After the Award Assessment Board the HE Operations Departments will create a Repeating Student List and send this to the Registry.
- 4.2 On receipt of the Repeating Student List the Registry Team will pre-enrol the students onto the correct programme code and key the fee against the programme stage in preparation for enrolment.
- 4.3 In line with the HE Outstanding Fees and Deregistration or Withdrawal Procedure, if a student has outstanding fees, the Re-enrolment data will be retained by the Registry Team.
- 4.4 If the student wishes to repeat the failed modules, they must enrol at the beginning of the academic year; regardless as to when the repeat modules are to be delivered.
- 4.5 The Registry Team will:
  - change the status of the original programme offering to transferred
  - key the actual end date as the date of the Award Board
  - new enrolment is keyed
  - put a notification on ProSolution stating that the learner is repeating studies
- 4.6 HE Operations will link the previously completed modules to the new programme offering on ProSolution.
- 4.7 If the student does not attend the first day of term, they have until 31<sup>st</sup> October to contact the Programme Manager and sign the re-enrolment form. Students that miss this deadline should be suspended or withdrawn from the programme by the Programme Manager, as per the HE Withdrawing and Suspending Studies Procedure.

- 4.8 If a student informs Student Finance England that they are repeating studies, Student Finance England will contact the Finance Team who will then be required to key the relevant details directly onto the Student Loans Company portal.

### 5. **Related Documents and Data**

Determination of Higher Education Programme Fees  
HE Outstanding Fees and Deregistration or Withdrawal Procedure  
HE Withdrawing and Suspending Studies Procedure