

## **Regent College London**

### **Repeating Studies Policy and procedures – Higher National**

#### **1. Purpose**

1.1 To provide a policy and procedure for Regent College London (the College) students requesting to repeat part of their studies, due to exceptional circumstances during their normal period of study on a Pearson Higher National course, in order to achieve a full HND qualification.

1.2 To provide a policy and procedure for students who have completed two years as a full-time student at the College on a Pearson Higher National course and request a third year of full-time study in order to complete their studies and submit and pass all summative assessments in order to achieve a full HND qualification.

#### **2. Background**

2.1 Some students may experience exceptional circumstances, for example severe domestic issues or medical problems, which interfere with their ability to fully engage with their studies during the first or second year of an HND course. This may mean that their attendance has been poor and/or they have not been able to submit assessed work to published deadlines or may have submitted work that has been referred. The policy and procedure detailed below provides guidance and criteria for permitting and supporting students to repeat part of their studies in order to catch up and achieve a full HND qualification.

2.2 Students in such circumstances may have requested and been granted suspension of studies until the exceptional circumstances have changed and the student is able to engage fully with their studies. Prior to a suspension of studies being granted by the College the student may have experienced difficulties with engagement with their programme and have fallen behind before the point at which studies were suspended.

2.3 Some students may not have achieved an HND qualification following the completion of two-years of full-time study at the College. There may be a variety of reasons for this, including domestic and medical problems, which have interfered with their studies and academic challenges with specific units of study. This may mean that assignments for some units have not been submitted or submitted assignments have been referred and resubmission not made.

2.4 Students may be permitted to repeat part of their programme of study (minimally one term) or be permitted to take a third year of full-time study. In either case support by the College may allow the student to be funded by the Student Loans Company for the additional period of study, up to a maximum of one full academic year. Eligible students may access this financial facility and the College would also receive fee payment for providing the tuition for such students.

### **3. Policy and procedure for repeat of Year 1 or up to two terms of studies**

3.1 Students requesting to repeat the first year of studies or one or two terms of study from year 1 or year 2 (or a combination of both) of an HND course must meet the following criteria:

- Have provided evidenced extenuating circumstances covering their period of study prior to making the request or leading up to suspension of studies. Students must complete the Extenuating Circumstances Form and supply objective external evidence to support their claim that their studies have been significantly impeded by such circumstances. Independent supporting evidence may include a doctor's certificate, hospital letter or death certificate in the case of a close family member. Further details and information can be obtained from the Extenuating Circumstances Policy and supporting document, which is available on the VLE (HELP)
- Be able to demonstrate evidence that the extenuating circumstances are over, or have significantly diminished, to permit the student to fully re-engage with their studies
- Provide a written recommendation from their Cohort Leader to repeat studies
- Have the support of the Programme Leader regarding their commitment to fully engage with the HND course teaching, learning and assessment requirements
- Commit to an attendance level of no less than 80 per cent upon their return to study

3.2 The Cohort Leader is responsible for collating the required information from the student, academic staff and from student records and completing the form. The Programme Leader may interview the student once all relevant information has been collected. The Programme Leader will assess all information, including notes from the interview of the student, and make a recommendation to the Academic Dean.

3.3 The Academic Dean will make a final decision over whether to permit and support a student's request to repeat a term, two terms of the full first year of their studies.

### **4. Policy and procedure for taking a third year following completion of two years of full-time study**

4.1 The following two principles guide whether to admit a student of the College who has completed two years of full-time study on a Pearson Higher National course to study as a full-time student for an additional third year on the course. The student must demonstrate:

- A significant level of achievement on the HND Business at the end of two years full-time study
- A commitment to successfully complete their studies, and achieve the full HND award, by the end of the third year of full-time study

#### *4.2 Significant achievement*

Achievement over the two years of full-time study on the HND at Regent College involves both academic achievement and attendance over the two-year period. These are defined as follows:

- (a) Academic achievement: Must have submitted and achieved at least a pass grade for a minimum of six unit assessments (90 credits) out of the total number required for the HND award
- (b) Attendance: Have a sustained attendance record of at least 75 percent for each semester over the two years of full-time study, with no unauthorised long absences

#### *4.3 Commitment to study*

The student must demonstrate a commitment to complete their studies through:

- (a) Successfully completing, submitting to published deadlines and passing the outstanding unit assessments
- (b) Where there are outstanding resubmissions resulting from referral of coursework these must all be submitted and passed before admission to a third year of full-time study
- (c) The student must sign a Learning Agreement, which commits the student to:
  - i) completing all assessments according to deadlines set by the College
  - ii) achieving at least an 80 percent attendance record throughout the third year of full-time study.

4.4 The Cohort Leader is responsible for collating the required information from the student, academic staff and from student records and completing the form. The Programme Leader may interview the student once all relevant information has been collected. The Programme Leader will assess all information, including notes from the interview of the student, and make a recommendation to the Academic Dean.

4.5 It is for the Academic Dean to make a final decision over whether to permit and support the student's request to undertake a third year of full-time study on the HND course.

4.6 In the absence of authorised extenuating circumstances for both or either attendance and course work submission, the student will be deregistered from Pearson and withdrawn from the College should they fall below the agreed standard in either respect. The Student Loans Company will be notified immediately that the student is no longer a student at the College.

## 5. Prospective students from another college

5.1 Students who have completed two years of full-time study on a Pearson HND course at another college may approach Regent College London to request a third year of full-time study in order to complete the HND and achieve the award. The policy and procedure provided in section 3 above should be followed with additional requirements:

- Evidence that the prospective student meets the College's admissions requirements, in terms of both academic and English language standards. The fact that the applicant has studied at another college for the HND does not mean that the College will automatically accept the student.
- Evidence of achievement at unit level on the HND course from the prospective student's studies at another college must be through a Pearson unitised award
- A personal statement written by the prospective student addressing why they did not achieve the HND award following two years of full-time study and their commitment to completing the course and achieving the award if accepted for a third year of full-time study at Regent College London.

5.2 The decision over whether to offer a prospective student from another college who has spent two years of full-time study on an HND course a third year of full-time study at the College is the responsibility of the Programme Leader in consultation with the Academic Dean.

## 6. Staff awareness

6.1 It is important that all appropriate staff at the College are aware of the policies and procedures for repeating part of a student's study and for taking a third year of study. This includes criteria for repeating part of a student's study and requirements for a third year of full-time study on the HND Business programme. Staff must also be aware of the ongoing requirements of the student in respect of coursework submission to deadlines and level of attendance in their third year of study.

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