

Marks and Standards 2016

What does a student need to repeat?

Version 1 October 2018

At the start of a new academic year some students will be repeating their previous year of study. This note is intended to provide guidance on the credits and modules a student must repeat. Please note that this refers to students repeating a year of study, and not to students taking supplemental resits in the same year of study.

The central principle is that any credits earned are retained, and any module in which credits are not earned should be repeated or substituted with an alternative. Therefore, if a student is in a course where 60 credits is the normal credit total required in one year, but has only earned 40 credits, the student should register to repeat 20 credits. Normally credits earned plus credits repeated should equal 60.

Credits are earned when the module result is Pass, Pass by compensation, or Exempt. Credits are not earned when the module result is Not Passed.

Normally, a repeat student is expected to follow the current programme as displayed on Course Finder. However, if there has been a gap of some years since the previous registration, it is not always immediately apparent what modules a student should register for. In such cases, Registry will usually consult the Head of Department for guidance. It can happen that to meet the current programme content, a repeat student may have to register for more credits than they are actually short. If so, the student will be liable for the cost of the additional credits.

Please note that repeat students cannot register online via the Student Web, nor can they amend their registration online. Repeat students must register in person with the Student Records Office. This normally takes place in the first few weeks of the new academic year.

Can a student repeat externally?

In the 2016 Marks and Standards, there is no provision for external repeats. This was removed because the success rate in external repeats was lower than internal repeats, and so we were effectively giving students a financial incentive to take an option which was not in their interest. Students who began their programme under old Marks and Standards (started in 2015-16 or earlier) and who have been continuously registered may have recourse to repeat externally. See the memo issued on this topic 25/07/2017 'External repeats – transition arrangements'.

Does a student need to repeat modules in the compensation range?

Some students who have modules in the compensation range (normally 35-39) will ask if they need to repeat these modules. The answer depends on the module result.

- If a module has already been compensated (i.e. the result is PC) the credits are earned, and remain in place. The student does not need to repeat this module. The student may of course *choose* to repeat the module to improve the result. They do not require special permission to do this.
- If a module has not been compensated (i.e. the result is NP, even if in the 35-39 range) then no credits have been earned. In this case the student *must* register to repeat the module, or take an acceptable alternative in its place.

This distinction is very important, as a student might consider repeating some modules in the expectation that other modules will then be passed by compensation. However, this does not work as compensation is not applied retrospectively and modules are not considered for compensation unless a student is registered for them in the current year. So if a module was not passed in one year, the student must register to repeat the module in order to have any opportunity to pass it. This means that a student who did not meet the compensation criteria is expected to repeat all modules with marks under the pass threshold (normally 40%), while a student who did meet the compensation criteria is only required to repeat any remaining modules with marks below the compensation range (normally 35%). Note that once the student is registered to repeat, the “better mark principle” (see below), will apply.

Can a student repeat a module they have already passed?

A student may not normally repeat a module which has been passed. There are three exceptions to this regulation:

- 1) Repetition of modules which have been passed may be allowed where the progression requirement is higher than the pass mark.
- 2) Final year students may apply to repeat/resit up to 15 credits of modules which have been passed.
- 3) Repetition of passed modules may be allowed where the University has convincing evidence to suggest that a student significantly underperformed as a result of extenuating circumstances.

A student who chooses to repeat a passed module (40% or over) or to take a new module in lieu of a passed module in order to try and improve a result must relinquish the mark first obtained and accept either 40% on the original module or the mark obtained at the second sitting (See better mark principle explanation below).

Points 1 and 2 above need no special permission. Students who wish to repeat a previously passed module for any other reason must obtain permission from the Head of Department. They should do this via the Registry permission/Extenuating circumstances process, form RE1 which is available on the Registry website.

Better mark principle

Where the student has **registered** for the same module more than once, the better result is used, except in the case of modules which were passed in the first attempt. In the case of modules which were previously passed, the later result is used, or a pass mark, whichever is the higher. This regulation is designed to encourage students to repeat modules which were not passed, and deter students from casually repeating modules which have been passed.

Can a student register for fewer credits than the shortfall?

In some rare cases a student may decide to repeat fewer credits than the shortfall, but this is not normally advisable. As this is likely to prevent progression, it should only be allowed when it is clear that the student fully understands the consequences of this decision.

When a student splits their repeat year over two academic years, they can be permitted to register for fewer credits than the shortfall. However, this is usually only for medical reasons. The student requires special permission to do this and it is important that they liaise with the Fees and Grants Office as there are serious fee implications to this course of action. It is not something that is permitted very often.

Can a student register for more credits than the shortfall?

Yes, in some cases a student may wish to register for more credits than the shortfall. This might arise for example:

- a) When the student plans to switch to different subjects and needs to earn additional credits.
- b) When the student wants to repeat a module which was passed by compensation in order to improve the result.
- c) When a student wants to repeat a module which has been passed in order to improve the result. See the section on repeating passed modules below.

Students who have progressed with a deficit

- a) If a student has a deficit and IS continuing with the subject, they do not always have to take the extra credits in that subject, but they must earn sufficient credits to meet the minimum required for graduation (see table below), and the Department may impose additional restrictions.
- b) If a student has a deficit and is NOT continuing with a subject, there is no need to make up the deficit in that subject (even if compulsory modules were not passed). The only exception might arise in a degree which required a pass in one subject in order to progress in another (e.g. you need first year maths to do second year statistics).

Normal minimum credit requirements for a subject within an undergraduate degree (Marks and Standards, 2016, p. 7)

| | Three year degree | Four year degree |
|------------------|-------------------|------------------|
| Double major | 70 credits | 90 credits |
| Major with minor | 70 credits | 90 credits |
| Single major | 90 credits | 120 credits |
| Minor | 50 credits | 60 credits |