



**University of Plymouth International College**  
**UPIC QS9 Appendix D: Retake and Referral Policy for Domestic/EU Students**  
**Version 2.18**

## **Introduction**

This document sets out the Plymouth University International College (UPIC) policy and procedure for the provision of re-assessment (or 'referral') and module retake (with attendance) opportunities for Domestic/EU students. The forms referred to in this document may be downloaded from the Documents Moodle page available within Axis for Students or through contact with Staff at UPIC

## **2. Purpose and scope**

- 2.1 The provision of referral and retake opportunities reflect the commitment of Plymouth University International College, the University of Plymouth and Navitas UK to the optimisation of the student experience. CPRQS9 states:

*"8.13.2 At the panel's discretion and only in exceptional circumstances a candidate who has not passed the assessment of a module at his/her first or second attempt may undertake a repeat assessment, that is, to take a re-assessment opportunity in a given module, in the following situations:*

- i. Where a student has failed to achieve the relevant pass mark in his/her final summative examination, the Panel may recommend that the student be granted the opportunity to take a repeat examination, where this is not feasible the student will be required to repeat the module in full, as a second attempt (Sections 8.13.7, 8.13.10).*
- ii. In exceptional circumstances and at the boards discretion, where a module is based on coursework assessment alone and a student has failed the major piece of coursework, then the Panel may recommend that the student be granted the opportunity to take a referred assessment within a specified period of time to be submitted no later than Week 4 of the following semester. Where this is not feasible the student will be required to repeat the module in full, as a second attempt (Section 8.13.7, 8.13.10).*
- iii. Where a student has been allowed a referred examination or referred final piece of coursework as set out in sections 8.13.2 (subsections a and b) and if the student is successful then the final aggregate mark will be capped to the pass mark of the module regardless of the actual mark achieved."*

*"8.13.7 A student may be provided the opportunity to repeat a module or modules for which they may have previously failed at a first or second attempt. In recommending re-take of an entire module, the College Module Panel or CTLB may consider that the student requires substantial further study in the module/s and that it is obligatory for that student to repeat all assessment elements irrespective of their overall performance. A student who repeats a failed module will be placed on the Student in Jeopardy Programme to facilitate monitoring of academic progress."*

*8.13.10 Where an undergraduate stage of study is delivered by the College as part of a SDM, a student may have a maximum of three attempts to complete the module before progression to the next stage or semester is barred, a postgraduate student will be allowed two attempts at a module. If a FHEQ Level 3 undergraduate student has failed less than 60 credits in a stage then a repeat of the module in full will be*

*the preferred route. Referred final examinations/re-submitted coursework are only available in exceptional circumstances for a repeat at a second attempt. In general the student must be available to take any referrals before the start of any subsequent semester. If this is unfeasible then the student may be expected to re-take the failed modules in full before progression to the next stage of study is allowed.*

- 2.2 This document outlines the application of tuition fee regulations to retake and referral procedures for UPIC enrolled Domestic and EU students whose main programme fees are paid by the UK Student Loans Company (SLC). These students are distinct, by virtue of the rules governing funding, from the procedures relating to International students.
- 2.3 Module retakes and referral assessments are overseen by the College Director/Principal (CDP) and Director of Academic & Support Services (DASS), and managed by the Manager of Academic Services.

### 3. Core Principles

- 3.1 Access to retake and referral opportunities at UPIC will be equitable for UK, EU and International students, regardless of the fee status of the student. However, the fees levied for referral and retake opportunities will vary according to fee status. Not all modules are delivered every trimester, therefore retake opportunities for all students will fall in-line with the main UPIC timetable.
- 3.2 The opportunities for referral and retake follow the principles and procedures outlined in CPR QS09, with the distinctions in Section 4 (below).

### 4. Distinctions for Domestic/EU Fee Status Students

- 4.1 A Domestic/EU student may not be charged any additional tuition fees to retake a module or modules for which they may have previously failed at first or second attempt, providing the retake falls within the same academic year as the previous attempt and the student is enrolled for a maximum of two trimesters in the academic year. Retake fees will be covered by the tuition fees paid for that academic year, subject to a 125% study load.
- 4.2 Should module retakes fall within a subsequent academic year, the retake fees will be covered by the tuition fees charged for the subsequent academic year. An exception will be made for students with a single, 15-credit module retake required in a subsequent academic year. These students will be permitted to retake this module with no additional tuition fee payable. They will then progress as described in Section 5 below. Students with 30 or more retake credits required in a subsequent academic year will retake these at the full semester cost, as funded by the SLC.
- 4.3 Domestic/EU students are enrolled for two academic trimesters per year. As such, a Domestic/EU student may not be able to claim SLC payment to retake a module(s) in the trimester immediately following failure. In this instance, if delivery is planned for the failed module(s), a student may elect to retake the module(s) in the trimester immediately following failure, however the full tuition fee is due in line with UPIC's current published module fees. Furthermore, if a Domestic/EU student selects to undertake study at UPIC not covered by the two trimesters paid through SLC, then s/he will be responsible for payment of all associated fees. These fees will be payable before enrolment, unless a Financial Agreement is signed by the student, a guarantor and the College Director/Principal/Director of Academic and Student Support.
- 4.4 If a student elects to enrol on an accelerated course that incorporates academic delivery spanning three trimesters in an academic year, s/he will be responsible for all associated costs not paid for by the SLC. Additional fees above two trimesters are not generally covered by SLC funding.
- 4.5 If a student enrolls for one or more SLC-funded module retakes in any given trimester the full trimester fee for that trimester will be charged.
- 4.6 There will be no charge for referral tuition or exams for Domestic/EU students studying in SLC funded trimesters.

## 5. General terms for progression of Domestic/EU Fee Status Students

- 5.1 If a student enrolls to retake one or more SLC-funded modules, hence delaying progression to a subsequent stage of study, s/he will progress at the next available progression point. If progression is delayed by a single trimester the student will, in most cases, be able to articulate to the subsequent stage of study in the January intake. Where there is no established January intake point the student will be advised to defer until the September intake point.
- 5.2 Availability of retake opportunities in the trimester immediately after failure will depend on the College timetable. Where a module required for retake is not being delivered the student will retake the module at the next delivery point. This may impact on the student's progression point, following the principle outlined in 5.1 above.
- 5.3 Students with delayed progression to a stage of study, who enrol in a repeat trimester as described in 5.1, will only be able to enrol on one additional funded trimester within the relevant academic year, as stipulated in 4.1 above. Students wishing to enrol in a third trimester in the academic year, in order to avoid delayed progression or graduation, will be required to self-fund for the third trimester comprising the academic year in question.