



an Associate College of



Anglia Ruskin
University
Cambridge & Chelmsford

Does this policy apply to you?	
Undergraduate students (<i>Commencing pre September 2019</i>)	Yes
Undergraduate students (<i>Commencing post September 2019</i>)	No
Post Graduate Students	Yes

Cambridge Ruskin International College CPR QS9 Appendix B: Retake and Resit Policy for Domestic/EU Students Version 1.15

1. Introduction

This document sets out the Cambridge Ruskin International College (CRIC) policy and procedure for the provision of re-assessment (or 'resit') and module retake (with attendance) opportunities for Domestic/EU students. The forms referred to in this document may be downloaded from the Navitas SharePoint Learning and Teaching folder.

2. Purpose and scope

- 2.1 The provision of resit and retake opportunities reflect the commitment of Cambridge Ruskin International College, Anglia Ruskin University and Navitas UK to the optimisation of the student experience. CPRQS9 states *"9.9: A student may be provided the opportunity to repeat a module or modules for which they may have previously failed at first or second attempt. In recommending retake of an entire module, if the College Progression Board considers that the student requires substantial further study in the module/s it is obligatory for that student to repeat all assessment elements irrespective of their overall performance."* CPRQS9 Appendix A states *"2.2: Resit opportunities will be provided to eligible students on CRIC Stage 1 Standard Delivery Modules in the period between Progression Board meetings and the close of enrolment in the following semester."*
- 2.2 This document outlines the application of tuition fee regulations to resit and retake procedures for CRIC 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 resit 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 resit opportunities at CRIC will be equitable for UK, EU and International students, regardless of the fee status of the student. However, the fees levied for resit 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 CRIC timetable.
- 3.2 The opportunities for resit and retake follow the principles and procedures outlined in CPR QS9 and its Appendices, with the distinctions in **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 CRIC's current published module fees. Furthermore, if a Domestic/EU student selects to undertake study at CRIC 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.
- 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 resit 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 (subject to availability – see <http://www.anglia.ac.uk/january-courses>). 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.

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