

Section 15 Module repeats policy

15.1 Purpose

- 15.1.1 This policy outlines the principles, processes, general rules, and conventions relating to repeating teaching of a module.
- 15.1.2 The procedure to be followed in relation to programmes delivered by a validated partner organisation (validated provision) will be set out in the programme documentation provided by the validated partner.

15.2 Policy

- 15.2.1 Where a student studying at Level 4 or Level 5 has failed up to 40 credits, they will normally be given the opportunity to study those modules in full as a part time student the following year (refer to [section 31.9](#)). Any ability to study part time must be in accordance with an external requirement placed on the student by bodies other than the University.
- 15.2.2 Except for **section 15.2.1** there is no automatic right to repeat a module. Any other recommendation to repeat a module(s) will normally be related to:
 - a) Approval of a suspension of studies.
 - b) Approval from the Special Cases Panel or Appeals and Conduct Committee or School Assessment Board for a student to restart their programme at either Level 3 or Level 4 (refer to [section 31.10](#)).
 - c) Approval from the Special Cases Panel or Appeals and Conduct Committee for a student to repeat some or all of a level of their programme.
 - d) A study abroad (exchange) student returning from their host institution, where the student has multiple reassessments to complete to meet level progression requirements.
- 15.2.3 Where approval has been granted for a student to restart their programme at either Level 3 or Level 4, or to repeat a higher level, the student is given the opportunity to change their optional module choices in the normal way at the start of the academic year.
- 15.2.4 Repeating a module involves attending classes and tutorials and receiving the full range of academic guidance as well as resubmitting assessments. For more information regarding attendance/engagement monitoring and requirements, please refer to our [Programme Engagement Regulations](#), our [Report an Absence page](#) and our Student Engagement Policy (refer to [section 18](#)).
- 15.2.5 There is a cost to repeating a module. For more information on repeat module fees, please refer to our [Reassessment page](#). Students repeating a full level (100 to 120 credits) will be charged the annual year's fees.
- 15.2.6 It may not be possible to repeat the same module due to programme changes. Where this is the case, a suitable alternative module will be proposed by the Associate Head/Dean of School or nominated representative.
- 15.2.7 It may not be possible to repeat the same module at the same period it was initially studied in due to programme changes. Where this is the case, the repeat module will be undertaken in the new period or, if the programme allows, a suitable alternative module will be proposed. For example, a module originally studied in semester 1 may have moved delivery to semester 2. Students would need to repeat the module in semester 2, or if the module is optional undertake an alternative module in semester 1.
- 15.2.8 Students repeating modules should note that they may use their previously submitted work for their own learning and reference, in the same way they would use third-party information, but students **may not rework and/or resubmit their previous work for assessment when repeating a module**. This would be treated as academic misconduct and considered as self-plagiarism (refer to [section 27](#)).