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1	26 May 2015	Jess Hutchings		Initial Creation
2	07 Feb 2018	Debbie Toseland		Initial Creation

Higher Education Repeating Studies Procedure

1. Purpose

- 1.1 To ensure that students enrolled on Office for Students designated programmes receive appropriate support and fee entitlement when they repeat studies.
- 1.2 To notify the Awarding Body and other interested parties.

2. Applies to

- 2.1 All students enrolled on a Office for Students designated programme who repeat their studies due to academic failure.

3. Responsibility

3.1 HE Assistant Registrar (HEAR):

- a. Producing a repeating student list after the Award Boards and forwarding it to the Site Administration Office.
- b. Notifying the Awarding Body that the student has re-enrolled to repeat studies.

If the student is enrolled with Plymouth University, and appear on the Returning Student Spreadsheet, the HEAR will need to updated the RSS. They will also need to send Plymouth University an enrolment coversheet for the student.

If the student is enrolled with an alternative Awarding Body, the HEAR should contact the Awarding Body to confirm what paperwork is required.

- c. Linking previously completed modules to the new programme offering on Prosolution.

3.2 Site Administration Office (SAO) i.e. Camborne, Newquay, Stoke Climsland and Bicton College:

- a. Pre-enrolling students onto their new programme code before enrolment. The start date should be the date they are due to resume studies in September.
- b. Keying the repeating fee in the appropriate area.
- c. Printing the re-enrolment form for the student.
- d. Making the learner active on their new programme offering on Prosolution after enrolment.
- e. Transferring the student off the original programme offering on Prosolution. The actual end date should be the date of the Award Board, at which the repeat studies were noted.

3.3 Administration Finance Officer, Camborne

- a. Informing Student Loans Company of students who are repeating studies.

4. Processes and Documentation

- 4.1 After the Award Board the HE Operations Departments will create a Repeating Student List and send this to the Site Administration Office.
- 4.2 On receipt of the Repeating Student List the Site Administration Office will pre-enrol the students onto the correct programme code and key the fee against the programme stage in preparation for enrolment.
- 4.3 In late August the HE Re-enrolment form will be printed by the Site Administration Office and forwarded to the Programme Manager. In line with the HE Collection of Fee and Outstanding Debt Procedure, if a student has outstanding fees, the Re-enrolment form will be retained by the Site Administration Office.
- 4.4 If the student wishes to repeat the failed modules, they must attend the first day of term in order to check and sign the re-enrolment form. The HE re-enrolment form should then be forwarded to the Site Administration Office.
- 4.5 The Site Administration Office will:
 - change the students Prosolution enrolment status on their new programme offering from pre-enrolled to active
 - change the status of the original programme offering to transferred
 - key the actual end date as the date of the Award Board
 - put a notification on Prosolution stating that the learner is repeating studies
- 4.6 The HEAR will notify the Awarding Body that the student is repeating studies. For Plymouth University students, this will involve sending an enrolment coversheet and possibly updating the returning student spreadsheet. For other Awarding Bodies, the HEAR will ensure any required paperwork is completed.
- 4.7 The HEAR will link the previously completed modules to the new programme offering on Prosolution.
- 4.8 If the student does not attend the first day of term, they have until 31st October to contact the Programme Manager and sign the re-enrolment form. Students that miss this deadline should be suspended or withdrawn from the programme by the Programme Manager, as per the HE Withdrawing and Suspending Studies Procedure.
- 4.9 If a student informs Student Finance England that they are repeating studies, Student Finance England will contact the Administration Finance Officer, Camborne who will

then be required to key the relevant details directly onto the Student Loans Company portal.

5. Related Documents and Data

ProSolution

Determination of Higher Education Programme Fees

HE Collection of Fee and Outstanding Debt Procedure

HE Withdrawing and Suspending Studies Procedure