



## Foundation Year Repeating Papers and Programmes

### Rationale

This policy provides information and guidelines when students are repeating papers or a whole programme so as to ensure that their programme of learning is valid and meets requirements for either the Foundation Year Certificate or the Certificate in University Preparation.

### Principles

1. This policy applies to all Foundation Year students.
2. Students may repeat papers or an entire programme. This is not as of right; in doing this the guidelines below must be followed.
3. The integrity of the qualification is the over-riding concern in applying this policy and guidelines.
4. A student's course of study must be realistic and appropriate for that student.
5. The Academic Deans will implement this policy and make final judgements, consulting and taking advice as they see fit.

### Outcome

Students will, where appropriate, have the opportunity to repeat papers or programmes of study.

### Guidelines

#### **Background**

1. 1A student will not study more than five papers concurrently.
2. Calculation of the GPA for the award of the Foundation Studies Certificate requires students to have completed 10 different papers from the approved range. Two of those ten papers must be FOUN001 Academic English I and FOUN002 Academic English II, with an average grade of C or better in both, ie.  $(\text{FOUN001 mark} + \text{FOUN002 mark}) / 2$  is less than or equal to 55%.
3. Calculation of the GPA for the award of the Certificate in University Preparation requires students to have completed 5 different papers from the approved range. Two of those five papers must be FOUN020 Academic English III with a grade of C or better, and FOUN027 Computing and Study Skills.
4. The student's best 10 papers (FSC) and 5 papers (CUP) are used in GPA calculations.
5. A paper must only count once towards the GPA.
6. Students who repeat or replace papers follow the usual enrolment/admission timeline for that programme. Note that this means that a student may not join another intake (or paper) after the first teaching week of that intake (or paper).

### **Repeat or replacement papers**

1. This applies to students who wish to take one or more repeat or replacement papers. It does not apply to students who wish to repeat an entire programme.
2. Any student wanting to take a repeat or replacement paper must have the approval of the Academic Dean. The Academic Dean will look at the student's academic performance, attendance, and also any other circumstances that may affect the student's performance. This approval may take place via email, phone, or in person.
3. A student who has completed the programme who has:
  - a GPA below 6.5, and/or
  - a final Academic English grade below C,will have the option of applying to study one or more papers in order to attempt to improve their GPA.
4. Fees will be calculated according to the Fees Policy.

### **Repeating an entire programme**

1. This applies to students who wish to repeat an entire programme, such as the Foundation Studies Certificate, the Certificate in University Preparation, or Bridging Programme.
2. Any student wanting to repeat an entire programme must have the approval of the Academic Dean. The Academic Dean will look at the student's academic performance, their attendance, and also any other circumstances that may affect the student's performance, and also consult with the Divisional Manager before making a decision. This approval may take place via email, phone, or in person.
3. A student must have a GPA of 5.5 or better before consideration will be given to a student repeating a programme.
4. If a student gains a GPA less than 5.5 then they may not repeat an entire programme within the next 12 months. This may be waived in exceptional circumstances, at the discretion of the Academic Dean.
5. As a condition of repeating an entire programme, the student is required to agree to fulfil certain conditions. These will be clearly explained in a written agreement signed by the student and Foundation Studies Limited.
6. Fees will be calculated according to the Fees Policy.

### **Building on Success**

In some cases a student who has achieved a GPA of less than 6.5 and an Academic English grade of less than C may wish to repeat one or more papers, take other papers, or take an entire programme. An example may be a student who wishes to consolidate understanding in a particular area before entering university. This type of study is possible, and students in this situation must discuss their situation with the Academic Dean.

### **Transfer to another intake**

1. A student can apply to transfer from one intake to another intake if the Dean of Students gives approval. The student must apply in writing to the Academic Dean explaining why they wish to transfer to another intake. Where appropriate, documentary evidence should be supplied to support the application. There is no guarantee that approval will be given.
2. Fees will be calculated according to the Fees Policy.