

# Registry

## Learning Recovery Contract - Application to Defer Supplementary Assessment(s) For Undergraduate Students

Normally, supplementary assessments are taken in the supplementary examination period. For some students, particularly where they have a large number of such assessments, it may be academically advisable to defer some or all of those assessments. If you wish to do so, you must first discuss the matter with your Personal Tutor or the Welfare Tutor in your School or Department.

This form should **not** be used where you wish to apply to defer assessment due to extenuating circumstances. In this instance, please see the Code of Practice on Extenuating Circumstances and Fit to Sit procedure: <https://intranet.birmingham.ac.uk/as/registry/policy/extcircs/index.aspx>

Following discussion with your tutor please complete this form and return it to your School or Department for approval.

After approval, it is your responsibility to ensure that the form is sent to [tsa@contacts.bham.ac.uk](mailto:tsa@contacts.bham.ac.uk)

The form will be passed to a member of the Taught Student Administration (TSA) team who will then process the application and notify the Finance Office and Student Finance England (if applicable). You will receive email confirmation from TSA confirming your change of status.

Until email confirmation is received from this office stating the application has been successful, you must assume that your supplementary assessments will still be taken when originally scheduled.

Name:	Student ID number:
Programme of study:	Year of Study:
Email Address:	
Modules to be taken during the Supplementary Examination period:	Banner Module Code:

Modules to be deferred-Module Title:	Banner Module Code:

Please mark any of the above modules with a \* if you have arranged to sit these overseas

State your reasons for the application below:

Please sign the option that you wish to apply for:

**I am applying to defer my examinations from the Summer of 2019/2020 to the 2020/21 academic session, and I will be taking them as an External student.**

You will not be required to attend teaching for the modules you are re-sitting, you will only be required to attend scheduled examinations or take assessment as specified by your School or Department (NB. The overall mark achieved in each module is capped at the pass mark for degree classification purposes unless you are repeating the module due to accepted extenuating circumstances.)

As an external student you are required to register for the forthcoming academic year and you will have access rights to the library, library e-resources and access to Canvas if required. You will be able to register online from 8th July 2020 by clicking the Online Registration link in the my.programme tab in my.bham.ac.uk

NB. You will not be exempt from Council tax while you are an External student.

***If you are a visa national student, the change to being an External student will affect the status of your student visa. You are strongly advised to seek further advice from the International Students Team (IST) prior to submitting your request. You should log an enquiry at [www.studenthelp.bham.ac.uk](http://www.studenthelp.bham.ac.uk) When your enquiry has been received the IST will send you an email outlining next steps.***

***You should also contact the IST via the email address above 2-3 months before you are due to return to take your exams and they will advise you on your visa options. When you return to the University following your period of registration as an External student, you are required to have your visa checked to ensure that you have the correct permissions to study in the UK. You should visit the Student Hub to have your Right to Study check. You will not be permitted to recommence your studies until this has been done.***

**Student Signature:**

**Date:**

**I am applying to defer my examinations from the Summer of 2019/2020 to the 2020/21 academic session, and I will be taking them as an Internal student.**

If you become an Internal student you will need to register for the academic session you are repeating. You will be required to pay a pro rata tuition fee, based on the number of credits being repeated. For information on your fee liability please email [tsa@contacts.bham.ac.uk](mailto:tsa@contacts.bham.ac.uk) You will be required to attend all teaching and take all assessment for the modules being repeated. (NB. The overall mark achieved in each module is capped at the pass mark for degree classification purposes unless you are repeating the module due to accepted extenuating circumstances.)

As a registered student, you will have full access to University facilities.

If you are classified as Home/EU for fees you will need to contact Student Finance England to confirm that they will continue to provide you with financial support during your repeat year.

**Student Signature:**

**Date:**

**I am applying to defer my examinations from the Summer of 2019/2020 to the 2020/21 academic session, and I will be taking a mixture of some modules as an Internal student and the remainder as an External student.**

If you apply for this option you will be classified as an Internal student.

If you become an Internal student you will need to register for the academic session you are repeating. You will be required to pay a pro rata tuition fee, based on the number of credits being repeated **internally**.

For information on your fee liability please email [tsa@contacts.bham.ac.uk](mailto:tsa@contacts.bham.ac.uk) You will be required to attend all teaching for the modules being taken **internally** and take all assessment for **all** modules being repeated.

(NB. The overall mark achieved in each module is capped at the pass mark for degree classification purposes unless you are repeating the module due to accepted extenuating circumstances)

As a registered student, you will have full access to University facilities.

If you are classified as Home/EU for fees you will need to contact Student Finance England to confirm that they will continue to provide you with financial support during your repeat year.

Modules to be taken internally during 2020/21

Banner Module Code:


Modules to be taken externally during 2020/21

Banner Module Code:


**Funding Information**

Do you receive a: (please tick)

Student Loan

Tuition Fee Loan

University Award

**Student Support Number (SSN):**

(e.g. BRMM01234567X)

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**Loans:**

Are you in receipt of a federal loan (Stafford or Plus)?

YES/NO (\* delete as appropriate)

**Sponsorships**

Do you have a sponsor?

Yes

No

Sponsors may require information regarding the need to repeat any part of your course.

Please provide the name of an academic member of staff who is able to give the academic information sponsors/SFE may require.

**Student Visa**

**Please note:** If you are a visa national student, your deferral of assessment could affect the status of your student visa. You are strongly advised to seek further advice from the International Students Team (IST) prior to submitting your request. You should log an enquiry at [www.studenthelp.bham.ac.uk](http://www.studenthelp.bham.ac.uk) When you email us tell the IST all the key elements of your enquiry and include a scan of your current visa. When your enquiry has been received the IST will send you an email outlining next steps.

Do you currently hold a Student Visa?

Yes

No

Not Applicable

**For School/Department use only:**

On behalf of the School/Department I hereby approve the deferral of assessment on academic grounds for this student as an *(tick as appropriate)*

Internal Repeat

External Resit

The modules will be assessed in 2020/21 as resits/repeats (2<sup>nd</sup> attempt )

or as sits (1<sup>st</sup> attempt )

Signature:	Position:	Date:
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Comments:
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If rejected, please state reasons:
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