

FACULTY OF SCIENCES**Supplementary Information for Students Recommended to Repeat**

Please inform your School Administrator, using the attached form, not later than 1 September 2010 whether:

- you wish to take up the opportunity of repeating failed modules, or
- you wish to resit in May/June 2011, or
- you have decided to leave the University without completing your studies.

Repeating Modules

Repeating the module will mean attending all lectures, seminars and other classes and following the full assessment requirements. Any marks already obtained for individual elements of assessment will **not** be carried forward.

You may choose to take different module(s) provided that the requirements of the programme of study are still met. If you take an alternative module in place of a module you have failed the marks for the alternative module will be treated in the same way as the marks for a module failed and repeated (see below).

Fees

If you choose to repeat modules that you have failed, or to take replacement modules, you will be required to pay tuition fees for each module on a pro-rata basis ie one-eighth of the tuition fee per 15-credit module. The Finance Office can provide further information on fees.

If you choose to withdraw from the University and resit the modules in May/June 2011, you will have to pay the reassessment fee which is in force at that time. Details of fees and further information are available on the Student Records and Examinations Office website: <http://www.kent.ac.uk/registry/student-records/exams/>

If you are an overseas student

If you were required by UK Borders Agency to hold a visa, then registration as a part-time student is not an option open to you. In these circumstances, students may be permitted to repeat modules they have passed or to take additional extra-curricular modules in order that they may repeat the whole year of study. Please note that a full year's tuition fees will be required and no pro-rata payment will be allowed.

If you have any queries regarding visa issues, please contact the Advice Centre at the Students' Union <http://www.kentunion.co.uk/pages/support/advice/index.html> e-mail advice@kent.ac.uk.

Any funding support you receive may be affected by this result, and you should clarify the situation with your funding body.

Note that it is not possible to offer overseas resit examinations in May/June 2011.

Your marks so far

Marks already obtained for elements of assessment which you are not required to undertake again will be carried forward and used again at resit. For the purpose of determining whether you have qualified to progress to the next stage of the programme you will be credited with the higher of the first attempt module mark and the re-assessed module mark. Re-assessed module marks, including any replacement modules, will be capped at the minimum pass mark of 40% for all other purposes, including your transcript. Where the mark contributes to your classification the mark is capped at the minimum pass mark for calculation of your classification.

If your letter informs you that you are being allowed to sit the examination as for the first time you will be credited with the higher of the first attempt module mark and the re-assessed module mark for all purposes.

Any further opportunity of re-assessment will be at the discretion of the Board of Examiners only.

Advice on study skills

The Student Learning Advisory Service would be pleased to assist you with your study skills during the summer vacation; telephone: 01227 824016. You can also find advice at the following web addresses:

<http://www.kent.ac.uk/uelt/learning/learning-resources/sldr/online.html>

(Kent's Student Learning Advisory Service. Select 'Revision and Exams')

<http://cs3.brookes.ac.uk/student/services/health/>

(Locate the site. In the drop-down box, select 'Exam Anxiety and Panic')

Appeals

Your rights within the University's regulations to appeal against the recommendations of the Board of Examiners are set out at:

<http://www.kent.ac.uk/uelt/quality/credit/creditinfoannex9.html>

The means by which any appeal must be submitted is set out at:

[http://www.kent.ac.uk/stms/faculty-](http://www.kent.ac.uk/stms/faculty-office/adminprocedures/exam_appeal_procedures.html)

[office/adminprocedures/exam_appeal_procedures.html](http://www.kent.ac.uk/stms/faculty-office/adminprocedures/exam_appeal_procedures.html)

If you would prefer to have a paper version of these documents, please contact the Faculty Office at the address below, or email stms-enquiry@kent.ac.uk or telephone 01227 823913.

Any appeal must be made in accordance with the procedures and received within 21 days of the publication of your results on the University website (even if the results were subject to confirmation). Appeals should be addressed to the Faculty Officer, Faculty of Sciences, Room 3, Marlowe Building, University of Kent, Canterbury, Kent CT2 7NR. Appeals must be accompanied by the form at:

<http://www.kent.ac.uk/stms/documents/forms/appealsform.pdf>

Late appeals will not be considered.

Leaving the University

If you decide to leave the University without completing your studies, you must inform your School Administrator in writing.