

### **Advice to students who have failed under the 50 credit rule**

The University has had a regulation in place for some years that requires all students who have not gained sufficient credits to progress to the next stage of their course to have achieved a minimum of 50 credits in order to return and repeat failed modules in the subsequent session.

Internal course transfers are not open to students who have failed their course as a result of this regulation.

If you are in the position of having failed your course through lack of credit and you wish to begin another course in the following session, you will need to make a formal application for admission to your chosen course. If you are unsure who to make this application to or how to go about submitting it, please contact the School Office in which your chosen course is based. You must declare your failure on your original course as part of that application.

Before making your application, you should be aware of the following:

If you wish to join your new course in the next available academic session, the University will only consider applications where a student has been able to:

- a) to demonstrate very good reasons for poor performance (such as illness) and
- b) to explain why these circumstances could not have been managed via an EC claim

If you cannot satisfy both of these criteria, your application will be turned down. Additionally any recommendation by the Admissions Tutor to admit you must be countersigned by the Dean of the School (or his/her nominee) before a formal offer of a place can be made.

Alternatively you may choose to delay an application to your new course for one academic year. At that point you would need to submit a formal application to your chosen course. Your application would be considered provided that you can demonstrate that:

- a) you have reflected on the reasons why you were unsuccessful on your original course and
- b) have now addressed any related weaknesses.

Should you apply for a subsequent course (whether immediately or after a delay) and you omit to declare your failure on your original course as part of that application, any related offer or course registration will be immediately rescinded with no acceptance by the University of liability for any costs or fees incurred by or on behalf of you.