

07: ADDITIONAL MODULE(S), RETAKES AND REPEAT CHARGES

Academic Year 2018/19

Academic Session:	2018/19
Document Reference	Annex 07
Period of registration commencing:	Between 01 August 2018 and 31 July 2019
Duration of enforcement:	2018/19 academic session
Teaching Level(s):	Undergraduate Taught Postgraduate Taught Postgraduate Research
Student Groups:	All new and returning students studying at UWE and registering solely as UWE students
Income Group(s):	Home and European Union Offshore International
Related Documents:	TFP 1718 – Tuition Fee Policy SDP1819 – Student Debt Policy FWP1819 – Fee Waiver Policy ANNEX 01 – Deposits, Scholarships, Discounts And Bursaries ANNEX 02 – Payment Of Fees ANNEX 03 – Student Finance Funded Students ANNEX 03a – Postgraduate Loans ANNEX 04 – International Students ANNEX 05 – Studying Away From The University ANNEX 06 – Additional Charges ANNEX 07 – Additional Modules And Retake Charges
Further Information:	www.uwe.ac.uk/money

Date of Publication:	21/03/2018
Current Version:	V1.0
Previous Version:	V0.0
Last updated:	01/09/2017
Document Owner	Student and Academic Services

Contents

Introduction	4
Undergraduate students	4
Charges for undergraduate courses	4
Maximum credits per year	4
Standard duration	5
Courses with placement years	6
Maximum years	6
Standard fee coverage	6
Repeat fees	6
Resit fees	6
Retake fees	6
applied to full time students	6
applied to part time students	7
Exceptions where additional charges may apply	8
Charges on course transfer	8
Failing the placement year	9
Additional modules and retakes relating to placement years	9
Mode shift and module credit fee charging	13
Fee variation for alternative study patterns on standard undergraduate courses	14
Postgraduate taught students	14
Charges for additional credits for full time students	14
Charges for additional credits for part time students	14
Postgraduate research students	15

INTRODUCTION

The tuition fees paid entitle students to a first attempt and one resit at all of the modules necessary to complete the academic year of the course. Additional modules and retakes often incur an extra charge; this annex to the tuition fee policy gives detailed guidance on how, when and at what level charges will be made for additional modules and retakes.

UNDERGRADUATE STUDENTS

CHARGES FOR UNDERGRADUATE COURSES

Full time students are charged fees on an annual basis for each year and for the durations of their course, from academic year 2017/18 these fees will rise annually based on the statutory fee cap determined by the UK Government the University applies the principle that there is a standard charge for a course.

Part time students may be charged either on an annual or per module basis, however the same principle applies and a part time student should expect to pay fees equivalent to the full time version of their course. Part time fees will continue to be matched with the statutory fee cap as determined by the UK Government. Charges will be higher if fees continue to rise and where the durations for part time study are considerably in excess of durations for full time study

Fees will rise for all students commencing study after 01 August 2017 in line with the statutory fee cap. For students commencing earlier fees are fixed for the duration of study at the rate set for the initial intake.

MAXIMUM CREDITS PER YEAR

A **full time** student is permitted to take credits in excess of the standard annual credits for a course, usually 120, up to the maximum permitted under the academic regulations. The maximum credits a student could take in an academic year would be 150 and may include additional modules and/or retakes of previously failed modules without incurring any additional tuition fee charges.

Only where permitted by an award board of the University a student may take more than the maximum credits outlined above. In these exception cases student are permitted retakes of previously failed modules without incurring any additional tuition fee charges.

A student therefore has the opportunity to complete retakes and therefore their course within the standard recognised duration without incurring additional tuition fee charges.

A **part time** student is permitted to take up to a maximum of 90 credits per year, flexibility in the module programme means that this can be varied. Students will be charged for all credits taken in a year subject to standard fee coverage above.

STANDARD DURATION

All courses have a standard duration within which it is possible for all students to complete their courses. Courses offered by the University are of varying duration and therefore overall cost:

Table 1: Full Time Durations

Course 'type' (Illustrative only, actual course duration details are available via the UWE website: http://www1.uwe.ac.uk/study/courses/coursesa-z.aspx)	Standard recognised duration
Foundation degree	2
Foundation top up	1
Bachelor's degree	3
Bachelor's degree with placement	4
Bachelor's degree with foundation year	4
Bachelor's degree with foundation year and placement	5
Integrated masters	4
Integrated masters with placement	5
Integrated masters with foundation year	5
Integrated masters with foundation year and placement	6

Part time duration will vary depending on the number of credits a student takes in each year of study. Based on a 50% study intensity the maximum durations would be as follows.

Table 2: Part Time Durations

Course 'type' (Illustrative only, actual course duration details are available via the UWE website: http://www1.uwe.ac.uk/study/courses/coursesa-z.aspx)	Standard recognised Full time duration	Part time equivalent (based on studying 50% of a full time year in each year)
Foundation degree	2	4
Foundation top up	1	2
Bachelor's degree	3	6
Bachelor's degree with placement	4	8
Bachelor's degree with foundation year	4	8
Bachelor's degree with foundation year and placement	5	10
Integrated masters	4	8
Integrated masters with placement	5	10
Integrated masters with foundation year	5	10
Integrated masters with foundation year and placement	6	12

COURSES WITH PLACEMENT YEARS

Courses with placement years are charged in line with standard full time equivalent courses, the placement year and the final year of study being charged cumulatively in most cases not exceeding the maximum fee cap. This means that a placement year and a final year will

normally be charged at the same maximum fee rate as a single standard study year. See annex 5 for details of placement fees, where the fee cap increases between the placement year and final year of study the fee calculation will be based on the full fee for the final year less the charge for the placement year.

MAXIMUM YEARS

Sometimes it may be necessary for a student to take an additional year to complete their course. The additional year could be part way through the course or may be an additional year at the end of the course. In either case the additional year will incur a tuition fee charge, usually for the modules taken and in line with university definitions and charging policy for full time study (see TFP1819 – Tuition Fee Policy, Undergraduate student section).

In cases where additional years are required to complete a course the overall charge will rise above that for completion within the standard recognised duration.

STANDARD FEE COVERAGE

The standard fee will cover a student for a first sit and one resit at all modules necessary to complete an academic year of a course.

Full Time Students

Students are not charged fees specifically for retaking modules, however fees will be charged for further periods of study as follows.

1. Fails module(s) and is able to recover module(s) in the next academic year in addition to credits normally studied in that year

New credits	Retake credits	Fee charged
120	30	Full annual fee

2. Fails module(s) and is able to recover module(s) in the next academic year but is required to complete retake(s) before progressing on to some or all module(s) normally studied in the next academic year. Student is likely to require an additional year overall to complete the course.

Some new credits some repeat credits in the year

New credits	Retake credits	Fee charged
90	30	Full annual fee

or

Some new credits, some repeat credits in 17/18 but less than 120 overall

New credits	Retake credits	Fee charged
60	30	Partial annual fee (for 90 credits)

3. All retake credits in the year

New credits	Retake credits	Fee charged
0	120	Full annual fee

4. 120 retake credits and up to 30 new credits in the year

New credits	Retake credits	Fee charged
30	120	Full annual fee

Students repeating an academic year or unable to progress to the full 120 new credits in the next academic year are likely to need an extra year (beyond normal course duration) to complete their course. Fees are charged in all years of study regardless of the mix of new or repeat credits being studied therefore students will pay for 4 years of study rather than 3 (where ordinary course duration is 3 years and student takes an extra year to complete).

[All credit values are illustrative.]

Part time students

Part time students are charged either by year or by module. For part time courses charged an annual fee, it is assumed that the standard number of module credits taken in a year would be 60 (unless otherwise stated).

Students on part time undergraduate courses are permitted to study up to a maximum of 90 credits each year, student will normally be charged for all credits studied each year up to a maximum of 90 credits.

Where a part time course is charged per module a student will be charged for the modules studied each year, up to the maximum 90 credits regardless of the mix of new and retake credits.

Where a part time course is charged at a set annual fee as with full time study there is no charge for a retake when it is taken as part of a standard academic year i.e. within the standard 60 credits. If a module retake is in addition to the standard credits and up to the maximum 90 credits, students will be charged the annual fee plus a fee for the retake module.

Fees are charged in all years of study regardless of the mix of new or repeat credits being studied therefore students will pay for 7 years of study rather than 6 (where ordinary course duration is 6 years and student takes an extra year to complete).

EXCEPTIONS WHERE ADDITIONAL CHARGES MAY APPLY

Module charging for enforced change between qualifying and non-qualifying courses

Students registering on courses with professional or qualifying recognition are often required to meet certain standards or complete certain modules or additional assessments (such as skills and competencies testing). In some instances where failure of a key requirement of the professionally recognised courses occurs and this failure is on a non-modular/non awarded assessment, such as skills and competencies testing, the student in question may be required to transfer to a non-qualifying version of the course.

In such cases, if there are modules that count towards the qualifying degree but not to the non-qualifying course a student may switch the modules without incurring a further fee charge.

Students electing to switch between a qualifying and non-qualifying course where the professional or qualifying recognition has either been passed or not taken and therefore changing from the qualifying to non-qualifying modules a charge will be made for the additional module in accordance with the additional module charges outlined in Annex 07; Additional Modules and Retakes Charges.

CHARGES ON COURSE TRANSFER

When transferring between courses or between targets within a course where some or all credits may be transferred the following additional module charges will be made;

Student transfers pathways on the same Primary Award and is permitted to take some or all of the credits across. <i>Student takes across 120 credits and requires 0 additional credits.</i>	Progress as normal. Pays full fees for subsequent year.
Student transfers pathways on the same Primary Award and is permitted to take some or all of the credits across. <i>Student takes across 90 credits and is required to take an additional 30 credits from the new pathway.</i>	Student does not pay for the module as the maximum number of credits in the year is under the maximum permitted.
Student transfers pathways on the same Primary Award and is permitted to take some or all of the credits across. <i>Student takes across 75 credits and is required to repeat the academic level on the new pathway.</i>	Student to pay for the repeat year. Charge will depend on the number of credits taken.
Student transfers on to a new Primary Award and is permitted to take some or all of the credits across. <i>Student takes across 120 credits and requires 0 additional credits.</i>	Progress as normal. Pays full fees for subsequent year.
Student transfers on to a new Primary Award and is permitted to take some or all of the credits across. <i>Student takes across 105 credits and is required to take an additional 20 credits from the new primary award.</i>	Student will not pay for the module.
Student transfers on to a new Primary Award and is permitted to take some or all of the credits across. <i>Student takes across 75 credits and is required to repeat the academic level on the new primary award.</i>	Student to pay for the repeat year. Charge will depend on the number of credits taken.

FAILING THE PLACEMENT YEAR

Students failing the placement year and who are unable to redeem the failure through retakes or other academic processes will usually be required to complete the full time version of their course rather than the 'with placement' or sandwich version.

As this is a different course, the full final year course fee will apply for the 120 credits taken in the final year

Illustrative example – Placement 15 Credits included in the 360 taught credits required for the course (no additional modules taken) placement module failed, student required to complete the Full Time course in the final year of study AFTER the placement year;

Year	Credits	MoA	Fee	Outcome
1	120	SW	£9,250*	Passed
2	120	SW	£9,250*	Passed
P (placement)	15	SW	£1,156*	Failed
3	120	FT	£9,250*	Passed

*actual fee will vary by year of entry, please refer to the fee check facility on the UWE website for details

For the purposes of statutory funding however, students will be considered to have studied on but failed the placement year and will continue to be recorded as on the version of their course that includes the placement.

ADDITIONAL MODULES AND RETAKES RELATING TO PLACEMENT

The University has designed its placement provision to be flexible and responsive to student and employer needs, the application of charges for additional modules and retakes during or after a placement year is complex as it needs to take into account the variable nature of the academic offer and the variety of options open to students.

- This is not a definitive list of possible scenarios; students may fail/retake/take additional modules at credit levels other than those used in the examples below.
- Standard credits for placement course study years are;
 - Year 1 – 120 Credits
 - Year 2 – 120 Credits
 - Placement – 15 – 30 credits depending on the placement module
 - Year 4 – 90 – 105 credits varies according to the placement module applicable to the award.

or

- Year 4 – 120 If Placement module is in addition to the 360.
- When determining if a module should be classified as 'additional' the additional module credits are any credits in excess of the standard for that course and course year. Therefore the credit thresholds vary across courses and course years.
- The fees used in the examples below are for Home/EU students. The charging principles apply to international students although their fees will vary.

Illustrative example A

- Completes all levels of study first time and takes no additional credits/retakes at any point.
- Placement module taken from year 3 credits.

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Pass	
2P	3	SW	15	1156	Pass	
3	4	SW	105	7875	Pass	

			360	27750	Pass	
--	--	--	------------	--------------	------	--

Illustrative example B

- Completes all levels of study first time and takes no additional credits/retakes at any point.
- Placement module in additional to standard credits.

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Pass	
2P	3	SW	15	1156	Pass	
3	4	SW	120	9250	Pass	
			375	28906	Pass	

Illustrative example C

- Completes all levels of study first time and takes an additional 15 credit module during the placement year.
- Placement module taken from year 3 credits.

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Pass	
2P	3	SW	15+ 15	1156 0	Pass	No additional charge
3	4	SW	105	7875	Pass	
			375	27750	Pass	

Illustrative example D

- Completes all levels of study first time and takes an additional 15 credit module during the placement year.
- Placement module in additional to standard credits

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Pass	
2P	3	SW	15+ 15	1156 0	Pass	No additional charge
3	4	SW	120	9250	Pass	
			390	28906	Pass	

Illustrative example E

- Completes all levels of study first time and takes an additional 15 credit during the placement year.
- Placement module taken from year 3 credits.

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Pass	
2P	3	SW	15+ 15	1156+ 0	Pass	Standard placement module
3	4	SW	105	7875	Pass	Standard final year fee
			375	27750	Pass	

Illustrative example F

- Completes all levels of study first time and takes an additional 15 credit module during the placement year.
- Placement module in additional to standard credits

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Pass	
2P	3	SW	15+ 15	1156+ 0	Pass	
3	4	SW	120	9250	Pass	
			375	28906	Pass	

Illustrative example G

- Fails placement year module first time and re-takes the module in final year.
- Retakes are always charged for but as the credits are in excess of the standard 105 for the final year the additional module discount applies (up to 30 credits)

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Pass	
2P	3	SW	15	1156	Fail	
3	4	SW	105+ 15	8094+ 0	Pass	15 credit retake
			360	27750	Pass	

Illustrative example H

- Passes placement year module first time.
- Opts to take an addition 15 credits in excess of the standard 105 for the final year.

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Pass	
2P	3	SW	15	1156	Pass	
3	4	SW	105+ 15	8094+ 0	Pass	15 credit additional module, no charge
			375	27750	Pass	

Illustrative example I

- Fails placement year module first time
- Transfers to the full time version of the award required to take the full 120 credits of the full time programme.
- Student remains on the SW award with Student Finance as they have legitimately taken, and failed, the placement year.
- As the final year is effectively a transfer to a new award the 120 Credits to be paid in full.

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Pass	
2P	3	SW	15	1156	Fail	

3	4	FT	120	9250	Pass	
			360	28906	Pass	

Illustrative example J

- Fails year 2 module first time
- Retakes module during placement year in addition to placement module
- Retakes are always charged for but as the credits are in excess of the standard 15 for the placement year the additional module discount applies
- Student completes rest of course without further fails/retakes

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Part Pass	Fails 15 credits
2P	3	SW	15+ 15	1156+ 0	Pass	
3	4	SW	105	8094	Pass	
			360	27750	Pass	

Illustrative example K

- Fails year 2 module first time
- Takes and completes placement
- Retakes module during final year in addition to other modules
- Retakes in excess of the standard 105 for the final year.
- Student completes rest of course without further fails/retakes

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Part Pass	Fails 15 credits
2P	3	SW	15	1156	Pass	
3	4	SW	105+ 15	8094+ 0	Pass	
			360	27750	Pass	

Illustrative example L

- Fails year 2 module first time
- Retakes module during placement year in addition to placement module.
- Passes retake module, fails placement module
- Transfers to the full time version of the award required to take the full 120 credits of the full time programme.
- Student remains on the SW award with Student Finance as they have legitimately taken, and failed, the placement year.
- As the final year is effectively a transfer to a new award the 120 Credits to be paid in full.

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Part Pass	Fails 15 credits
2P	3	SW	15+ 15	1156+ 0	Fail	
3	4	FT	120	9250	Pass	
			360	28906	Pass	

Illustrative example M

- Fails year 2 module first time
- Takes and fails placement
- Transfers to the full time version of the award required to take the full 120 credits of the full time programme.
- Required to retake failed year 2 module
- Student remains on the SW award with Student Finance as they have legitimately taken, and failed, the placement year.
- As the final year is effectively a transfer to a new award the 120 Credits to be paid in full.
- Retakes are always charged for so as the retake credits are in additional to the new standard credits required for the full time year the additional module discount applies

Level	Year	Course	Credits	Fee*	Pass/Fail	Note
1	1	SW	120	9250	Pass	
2	2	SW	120	9250	Part Pass	Fails 15 credits
2P	3	SW	15	1156	Fail	
3	4	FT	120+	9250	Pass	
			15	0		Retake 75% discount
			360	28906.	Pass	

*All fee amounts shown are illustrative and students should check actual fee information for confirmed fee details.

MODE SHIFT AND MODULE CREDIT FEE CHARGING

Sometimes students on full time courses may be required to transfer to a part time equivalent. Students changing their mode of attendance in this way, rather than transferring between courses, can defer the charges for any module(s) not taken (but paid for as part of a whole course or year fee) until they are able to take the module(s) as part of the part time course. Where this is not possible, students will be charged according to the stage of the course, duration and credits to be undertaken.

If it is the case that a student is, taking more modules than originally expected and therefore accounted for in their fee a further charge will be made for the new credits.

FEE VARIATION FOR ALTERNATIVE STUDY PATTERNS ON STANDARD UNDERGRADUATE COURSES

Sometimes it will be necessary for students to change how they study on their course either by taking fewer modules or by taking more. Depending on the mode of attendance and course of study, this may result in additional fee charges or a reduction in fees.

If a change results in a student studying more than the standard number of credits:

- If the original charge is per course or per year, the added credits will be charged for at the appropriate modular rate for the course and student cohort.
- If the original charge is by credit, the additional credits will be charged for.
Students in receipt of designated part time funding from student finance the maximum charge is capped at 75% full time equivalent fee.

In all cases where students have commenced study on a module and withdraw from it as part of the change in mode of study, a partial charge for the withdrawn module may be levied, see annex 8.

POSTGRADUATE TAUGHT STUDENTS

The full course tuition fee for postgraduate students on full time courses covers a standard of 180 credits for the whole course. Postgraduate students taking additional modules above the standard 180 credits or retaking modules will be required to pay an additional module charge.

CHARGES FOR ADDITIONAL CREDITS FOR FULL TIME STUDENTS

'Additional Credits' refers to a module that has not previously been attempted, which is taken in excess of the 180 credits normally required for the whole course where the course is studied across 1 or 2 years

The credits will be charged for at the full applicable credit rate appropriate to a student's cohort.

CHARGES FOR ADDITIONAL MODULES FOR PART TIME STUDENTS

'Additional Credits' refers to a module that has not previously been attempted, which is taken in excess of the 180 credits normally required for the whole course where the course is studied across 2 or more years.

The credits will be charged for at the full applicable credit rate appropriate to a student's cohort. Discounts do not apply to the charges made in respect of retakes.

POSTGRADUATE RESEARCH STUDENTS

PhD/MPhil/DPhil

The full course tuition fee for PhD/MPhil/DPhil research students covers a standard of 120 credits for the whole course. PhD/MPhil/DPhil students taking additional modules above the standard 120 credits or retaking modules will be required to pay an additional module charge.

CHARGES FOR ADDITIONAL CREDITS

'Additional Credits' refers to a module that has not previously been attempted, which is taken in excess of the 120 credits normally required for the whole course.

The credits will be charged at the full applicable credit rate appropriate to a student's cohort.

PROFESSIONAL DOCTORATE

The full course tuition fee for Professional Doctorate students covers the standard as outlined in the appropriate programme specification. Professional Doctorate students taking additional modules above the standard credits or retaking modules will be required to pay an additional module charge.

CHARGES FOR ADDITIONAL CREDITS

'Additional Credits' refers to a module that has not previously been attempted, which is taken in excess of the standard credits normally required for the whole course.

The credits will be charged at the full applicable credit rate appropriate to a student's cohort.