



Repeat Teaching frequently asked questions (FAQs)

The Student Advice and Engagement team works within a code of confidentiality. You can find out more about the team and our confidentiality policy [here](#).

Here are a few questions we get asked regularly, if you can't find the answer to your question please complete the [enquiry form](#).

1. What is repeat teaching?

Repeat teaching allows students the opportunity to receive tuition where they have previously been unable to engage.

2. Is repeat teaching only for undergraduate students?

There are a small number of postgraduate taught students who apply for repeat teaching each year, on the whole it's undergraduate students who apply for repeat teaching. It's not a suitable option for exchange students or executive MSc students.

3. When are the deadlines?

There are two application windows for repeat teaching:

- the Spring break application period is available for students who have missed the deadline for Winter Term interruption. Students must apply for all AT and WT courses (full year). The deadline is always the Friday of week one of Spring term.
- the July application period is for students who have attempted or deferred Spring exams/assessments and can't progress to the next year of their programme. Students can apply for a minimum number of units as follows:
 - Student visa holders must apply for a minimum of 2 units of teaching to be eligible to continue their studies as a full-time student
 - Non-student visa holders must apply for a minimum of 1 unit of teaching
- the July application period is open from the July publication of results day to the Friday of the following week.
- the deadlines are short because the repeat teaching must be put in place before the Spring exams or IRDAP (August) exams start.

4. Can I change courses (not the whole programme)?

Not usually, but if the course is not going to be available next year students should request a course change, for example;

FM213 was a full unit course that is no longer running, students selected FM214 and FM215 (both half unit courses) in place of FM213.

It's very unlikely that a course change will be approved for any other reason, therefore, if you want to change a course, but not for the reason above, you should discuss it with your department who will be able to guide you.

You can let the RT Panel know about course change requests in the course selection table on the RT form. Make sure you:

- discuss the course change with your Departmental Tutor and get their approval,
- make a note of the 'old' course and the 'new' course as directed on the form,
- and provide a reason for the course change in section 5 of the form.

The RT Panel consider course changes during the RT application process; the course change is not guaranteed.

5. Can I change my mind and cancel my application?

Yes, you can change your mind at any point in the process up to the start of Autumn Term.

You can cancel your application after this but there may be a fees implication and, if you're a student visa holder, it may impact your visa.

6. Can I speed up the application process and decision making?

No, we're sorry, it's not possible for us to speed up the process.

We do our best to get the answer to you as soon as possible after the deadline closes and we'll get an answer to you before that if we can, it depends on when you submitted the application and how complex your case is.

7. Can my repeat teaching be withdrawn?

We monitor attendance and engagement in Autumn and Winter terms to give us an idea of how students are engaging. We do this for all students but especially for RT students who we know are re-taking teaching because they've faced difficulties previously.

The whole point of RT is to support students to achieve their degree. We will meet with the student to discuss options when we can see that a student is struggling with attendance or if the Department let us know that the student isn't engaging. If the student doesn't engage with us we will consider withdrawing the repeat teaching approval. If RT is withdrawn it is likely to impact the following:

- students on student visas (speak to the Visa Advice Specialists for guidance)
- exams/assessments and syllabus years. i.e. it's likely the syllabus year will revert to the previous teaching the student received
- no further in-person teaching will be allowed for the academic year or until Winter term if you are returning from interruption
- access to Moodle may change
- no oyster travel card until teaching resumes
- no right to stay in LSE halls

For information:

When we talk about attendance, we mean classes that have registers. We'll generate a report that will show us which students are being marked absent on the registers and how often the absences occur.

When we talk about engagement, we mean how students keep in touch with the Department and the School – for instance - attending appointments with your academic mentor, meeting with the Departmental Senior Student Advisors /Departmental Support teams/Wellbeing team, responding to emails from the Department and the School, handing in coursework, and so on.

8. How do I select courses?

You don't select courses; we'll do that for you. We will add them for you in September.

If you requested a full year of repeat teaching, you cannot request a course change unless you did so on the RT form and it was approved by the RT Panel.

If you are returning from a Winter Term interruption and have requested repeat teaching in Autumn Term, we'll add all the courses. Any Winter Term [course changes](#) can be made via the course change form during the Winter Term course change period.

To note, if you were expected to return from interruption in Winter Term we don't consider the Winter Term courses to be part of the Repeat Teaching.

You cannot ask to make a change to the courses for the

repeat teaching Autumn Term courses unless you did so on the RT form and it was approved by the RT Panel.

9. What's the difference between repeat teaching and 5th unit repeat teaching?

Repeat teaching – a student can request RT if they can't progress to the next year of their programme or finish their programme and if they have attempts available.

5th unit repeat teaching – an undergraduate student can request 5th unit RT if they have progressed to the next year of the programme carrying up to one unit of failed or incomplete assessments.

10. I've completed the repeat teaching form, but it needs a signature from the Visa Advice Senior Advisor. How do I get this signature?

Please complete the [visa advice enquiry form](#), after the Visa Advisor has responded to your enquiry you will be able to send the RT form to them as an attachment, at which point they can add their signature and return it to you to submit.

11. Do I have to re-enrol; how does that work?

We will email after the decision is made to let you know the outcome, we'll do this in May or July depending on when you applied.

In August, we'll email you again with a link to the online enrolment. If you were an enrolled student and are enrolling without a break in your studies, you won't need to campus enrol.

If you are returning from a break in your studies, either from an interruption or a period where you were re-sitting assessments only, you will need to complete the online enrolment and the campus enrolment.

You can find more about enrolling on our '[re-enrolment for continuing students](#)' webpage.

12. Can I ask SFE to cover my RT fees?

That's a good question, the people that can answer this are your student loan awarding body:

<https://www.gov.uk/student-finance-register-login>

<https://www.mygov.scot/student-finance-apply>

<https://www.studentfinancewales.co.uk/>

<https://www.nidirect.gov.uk/articles/student-loans>

The other team that can help with this question are the LSE Fees, Income and Credit Control team via their webpage here:

<https://info.lse.ac.uk/staff/divisions/Finance-Division/Fees-Income-and-Credit-Control/Loans-and-Funding>

Still have questions about repeat teaching? No problem, complete the [enquiry form](#) and we will get back to you as quickly as we can.