

## Application for Repeat Teaching in 2024–25 Academic Year

### Part One: Personal Details

#### Section 1: Student Details

First Name(s):

Last name:

Student ID Number:

Department:

Programme of Study:

Year of Study:

Fee Status:

Home/EU Home

☐

Overseas

☐

Do you have a Student visa?

Yes

☐

No

☐

#### Section 2: Returning from an Interruption:

Are you applying for Repeat Teaching after an interruption of studies?

Autumn Term

☐

Winter Term

☐

Not Applicable

☐

#### Section 3: Student Visa Holders Only (please seek advice before submitting your application)

Visa Start Date:

Visa Expiry Date:

- I understand that I must apply for a minimum value of two full units to be able to keep my Student visa in place.
- I understand that if I am in will exceed the cap on undergraduate degree level studies my repeat teaching will not be approved.
- I understand that if I have not sought advice on my immigration status and repeat teaching from the Student Advice and Engagement Team, my application will not be approved.

Visa Adviser Signature:

Date:

## Part Two: CourseSelection

### How to complete this section.

- Non-Student visa holders must apply for a minimum of one unit of teaching. This can be either one full unit or a combination of half units to cover the full academic year.
- Student visa holders must apply for minimum of two units worth of teaching. This can be either two full units or a combination of full and half units.
- If it is permitted by your programme regulations and approved by your department, you can apply to replace a failed course with an alternative. Any swaps must be of equal unit value.
- You cannot apply for repeat teaching in a course you have already passed or resubmit any assessments you have passed.
- Once repeat teaching in a course is approved, it will not be able to be changed later.
- If a course you took previously is no longer available, you must apply for a suitable alternative.
- You must provide all information requested in this section.

## Section 4: Course Selection

[illegible]

## Section 5: Please outline why you require a course change as part of your repeat teaching?

[illegible]

## **Part Three: Reason for applying for Repeat Teaching**

### **How to complete this section.**

Provide a detailed statement which addresses all the following points (please attach a sheet to continue if required):

- The reasons you were unable to engage fully with your teaching in the previous academic year.
- An explanation for class absences or missed coursework. Attach supporting evidence if available e.g. for longstanding medical conditions.
- If you attended all teaching, provide an explanation of why you require repeat teaching in the following academic year.
- With the help of your Departmental Tutor/Programme Director, explain how you will work with your department to ensure you engage in and take advantage of your repeat teaching next year.

### **Section 6: Personal Statement**

## **Part Four: Applicant declaration**

**By submitting this application, I confirm that:**

- I have submitted the relevant evidence to support my application if required.
- **UG Students Only** - I understand that if my repeat teaching application is approved by the Repeat Teaching Panel, I will be automatically deferred from the Spring Exam and IRDAP assessments (Winter Term applications) and IRDAP assessments (July applications). \*
- Until you receive an outcome from the Student Advice and Engagement Team, you should consider that you will be entered into the next assessment period.
- I will engage with my approved repeat teaching courses.
- I understand that my engagement will be monitored and will respond to any emails regarding my attendance.
- I understand that repeat teaching may be withdrawn if I fail to enrol on-time or attend as expected.
- I will liaise with my Departmental Tutor/Academic Mentor as requested and discuss my plan to re-engage with my studies.
- I will inform the Student Advice and Engagement Team if I wish to withdraw from Repeat Teaching.
- I understand that if I withdraw/have repeat teaching withdrawn, my student status will revert to be 'Resit without Tuition' and I will be expected to take any deferred or failed assessments within the relevant exam period.

**Applicant signature:**

**Date:**

\* In accordance with the new [Deferral Policy](#), once an assessment is deferred this cannot be revoked.

## **Part Five: Department Approval**

To be completed by the [Departmental Tutor](#) (UG) or Programme Director

**Recommendation:** Support

☐

Do not support

☐

**Reason for decision:**

**What additional School support services should the student be signposted to?**

LSE LIFE

☐

Student Wellbeing Service

☐

English Language Support

☐

**Other:**

**Signature:**

**Date:**

### **What do you need to do now?**

- Ensure you have completed all parts of the form and obtained all the relevant signatures for your individual circumstances.
- Send your application to the Student Advice and Engagement Team using the SSC Enquiry Form.
- Applications must be submitted by the deadline (insert here) late applications will not be accepted.

### **What happens after you submit your application?**

- Decisions will not be made until after the deadline. Once your application has been received it will be logged by the Student Advice and Engagement Team.
- You will receive an email to confirm that your application has been received.
- All applications will be considered by the Repeat Teaching Panel –please note that whilst your department supports your application, it is not fully approved until it has been considered by the Repeat Teaching Panel
- The Repeat Teaching Panel has the right to reject any applications submitted.
- In-time applications will receive a response within the following time frames:
  - **Winter Term applications** - End of week one of Spring Term
  - **July applications** - two weeks after the deadline for applications
- Until you receive an outcome from the Student Advice and Engagement Team, you should consider that you will be entered into the next assessment period.
- You will receive an email with the outcome of your application following the meeting of the Repeat Teaching Panel.
- Details of approved applications will be provided to the relevant Student Services Centre Teams to ensure that your record is updated to reflect your new status for the following academic year.
- All communications regarding your application will be sent to your LSE email address.