

## REPEAT TEACHING APPLICATION

Please refer to [lse.ac.uk/repeatteaching](http://lse.ac.uk/repeatteaching) for full information before completing this form.

- You are unable to apply for repeat teaching in passed courses;
- You are unable to apply for repeat teaching if you have submitted an exceptional progression request;
- Students with visas must speak to ISVAT about the implications of taking a repeat year.

Complete this form in full and send it to your Departmental Tutor or Programme Director for initial consideration. Ensure you attach relevant supporting evidence. Applications without evidence will not be successful. Once your Department takes a decision it will be referred to the Repeat Teaching Panel for the final decision. You will be notified of the outcome via your LSE email address.

**Forms need to be submitted to the Repeat Teaching Panel by Departmental Tutors directly.**

### Section 1: Student Details

Last Name

First name(s)

Student ID Number

Fee Status

Home/EU  Overseas

Programme of Study

Year of Study

Signature

Date

### Section 2: Visa Advice

If you are studying at LSE on a visa, you must speak to the International Student Visa Advice Team (ISVAT) about your repeat teaching application. You are advised to do this before seeking academic consent

Visa advice sought  Signature of ISVAT team member

### Section 3: Course Selection

Please list below the courses you are applying to receive repeat teaching in. You must take repeat teaching in all incomplete units. If it is permitted by your programme regulations you may be able to replace a failed course with an alternative one. Once courses are approved by the Panel you will not be permitted to change them at a later date, so ensure you discuss this in advance with your Department, before submitting this form.

Paper Number	Course Code	Course Title	Unit Value (0.5 or 1)	Previous Course Code (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Section 4: Interruption

If you are applying for repeat teaching further to interrupting your studies please tick here

**Section 5: Reasons for applying for Repeat Teaching.**

*Applications that do not cover all points may not be considered. Please continue on separate paper as needed.*

- Explain why you were unable to benefit from teaching in the previous academic year.

- Explain why you were unable to attend class and/or submit coursework. Alternatively, if classes and coursework were not missed, explain why repeat teaching is then needed.

- Detail the steps you will be taking to ensure you are in a position to take advantage of repeat teaching.

- Detail how you will plan your studies next year, and what additional support you will access, to ensure the problems you encountered this year will not surface again, as far as possible.

**Section 6: To be completed by the Departmental Tutor (UG) or Programme Director (PG)**

Name

Signature

Date

Recommendation: Support  Do not support  I confirm sight of the supporting evidence

*Reason for decision, recommendations & other comments:*

**Section 7: To be completed by Undergraduate Students only**

Undergraduate students have access to the In-Year Resit and Deferred Assessment Period (IRDAP) in August. If you want to receive Repeat Teaching before attempting your assessments again, you can opt out of sitting your assessment in IRDAP by indicating this below. If you attempt your IRDAP assessments, Repeat Teaching will only be considered if you have attempts remaining at the respective assessments.

I want to opt out of attempting my assessments in IRDAP  I want to attempt my assessments in IRDAP