

Registry, Academic Services  
**Application for External students to repeat internally**  
For Undergraduate Students

**If you are considering changing your status to internal repeat, you must firstly discuss the matter with your tutor/supervisor in your School or Department.**

If you become internal you will need to register for the academic session you are repeating, and to pay a pro rata tuition fee, based on the number of credits being repeated. Please contact [ugrecords@contacts.bham.ac.uk](mailto:ugrecords@contacts.bham.ac.uk) for advice on the amount of fee payable. You will be required to attend all teaching for the modules being repeated, as well as examinations. (NB. The overall mark achieved in each module is capped at the pass mark for degree classification purposes, unless you are repeating the module due to accepted mitigation.)

**Please note: if you are a visa national student you need to ensure you have a valid visa to cover your period of study. You are therefore strongly advised to contact the International Student Advisory Service (ISAS) in the Aston Webb Building for immigration advice prior to submitting this application form. ISAS can be contacted by email at [isas@contacts.bham.ac.uk](mailto:isas@contacts.bham.ac.uk) or by telephone on 0121 414 8464. Should you decide not to take immigration advice from this specialist service, please be advised that you do so at entirely your own risk.**

As a registered student, there is full access to University facilities.

**You will need to contact your Local Authority to confirm that they will continue to provide you with financial support.**

**Please then complete this form and return it to your School or Department for approval.**

**The approved application must reach the Registry, Academic Services office no later than the relevant dates below:**

- Friday 13<sup>th</sup> July 2012 where the recommendation to re-sit externally was returned via the main June 2012 Exam Board,
- Friday 14<sup>th</sup> September 2012 where the recommendation to re-sit externally was returned via the Supplementary September 2012 Exam Board.

After approval, the form will be passed to a member of the Student Records team, who will then process the application and notify the Finance Office and your LA (if applicable). You will then receive an email confirmation from Student records confirming your change of status.

N.B. Until you receive confirmation by email that your application has been successful, you should assume that your status will be external re-sit for the forthcoming Academic session.

Whether you re-sit the year externally or are accepted to repeat internally, it is expected that you will take your examinations during the main May-June 2013 assessment period.



**Sponsorships**

Do you have a sponsor?

Yes

No

Sponsors may require information regarding the need to repeat any part of your course.

**Do we have your permission to release medical information to your sponsor/LA in response to any questions relating to your change of status?**

Yes

No

Please provide the name of an academic member of staff who is able to give the academic information sponsors/LA may require.

**Signature of the student:****Date:**

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**This application must have the full academic support of the School/Department.**

**On behalf of the School/Department I hereby approve the application**

<b>Signed:</b>	<b>Full name of Authorised Signatory:</b>
<b>Job Title:</b>	<b>Date:</b>

Modules to be repeated in 2012/13 will be

Re-sit (2<sup>nd</sup>)Sit (1<sup>st</sup>)

<b>Signed:</b>	<b>Full name of Authorised Signatory:</b>
<b>Job Title:</b>	<b>Date:</b>

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**To be completed by Student Records:**

**Database amended:**

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**Confirmation email sent to student (if necessary)**

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