
Quick guide

Postgraduate - Repeat Study

When and Why?

You must submit accurate and timely notifications when a student is going to repeat a period of learning. All CoCs must be submitted via the Student Information Service (SIS) except for SAAS and PT Grant students (excluding new Welsh PT Loan and Grant students from AY 2014/15). You should submit changes for SAAS students directly to SAAS and you should request a CoC form for PT Grant students by emailing coc@slc.co.uk.

This guidance will help to show what actions should be taken to avoid payment to the PG student for a period of learning they are repeating, as students that are repeating learning are not eligible for funding.

Access

You must hold CoC Administrator access on SIS to create CoCs. If you need this to be added to your account you should contact the User Administrator at your university or college.

Repeat in learning definition

A repeat in learning is when a student is required to repeat part or all of their course. This could be due to the student having failed modules.

Repeat in learning can also apply if a student switches course. For example, if they complete the first two terms of their first year but then switch to another course. Then they are required to begin their first year again, and so the student would be repeating learning for the first two terms of their new course.

Suspending payments while not in study

Although students may be eligible for financial assistance to while they are engaging in learning, it is important that payments are not made to students while they are not progressing with learning.

To ensure that a student is not paid during a period of repeat learning you will need to use the Suspension CoC, you can find guidance [on the HEP Services website](#), as this will block the student and will allow us to use a Resumption CoC, you can find guidance [on the HEP Services website](#). This will allow payments to begin after the student has completed the repeat learning.

There are different scenarios where a student can be undertaking repeat study, each needs to be understood and handled in the correct way. First, we will look at a student who is repeating some learning while continuing with their course.

Progressing while repeating learning

A student may need to repeat some learning but is able to do so without interrupting their original learning programme. An example of this would be that a student has failed a module and needs to take a few classes but can fit them in alongside their original timetable. This means that the student is repeating some study but because they are undertaking new learning at the same time it would mean that they are can continue to receive funding as planned.

In this example there is no need to submit a Suspension CoC as the student is eligible to receive payment while they are engaged in new learning.

Learning not progressing

In this instance a student must repeat a module but cannot do it alongside any new learning. Since the student has already received funding for this module, they are not eligible for further funding while they are repeating this module and not undertaking any new learning at the same time.

To stop the payments over this period of repeat learning you should submit a Suspension CoC with an effective date of when the repeat in learning began. You should then submit a Resumption CoC with an effective date of when the period has ended or when the student is undertaking new learning.

Transferring to a new course with a repeat in learning

The break in learning may occur when the student is on the same course, but it could happen when a student transfers to another course. If a student transfers to another course, within your university or college or transfers in from another university or college and they need to repeat some learning they will not be eligible for funding during this period.

To ensure the student does not receive funding for the period of repetition you must submit a Transfer CoC as normal and wait for this to be processed. When the Transfer CoC is processed you must submit a Suspension CoC for the student from the date that the period of repetition began. Once the period of repetition in learning is over you can submit a Resumption CoC.

Welsh Grant funding

You should use a Suspension CoC for students who are receiving Welsh Grant Funding if they are repeating learning that they have already received funding for, as explained previously. When you submit the Resumption CoC, please use the date that the student was suspended as the effective date. This is not normal practice for a Resumption CoC and should only be used for Welsh Grant funded students.

This will ensure that the student doesn't miss out on Grant funding as the funding that they have missed will be paid to the student after the Resumption CoC is processed.

Doctoral repeat in learning

For doctoral courses it is less clear when repetition of learning is taking place since it may be necessary to perform a similar test or survey more than once, which would not be classed as a repeat in learning.

Whether a doctoral student is repeating learning will need to be assessed by the university or college at an individual student level.

Payments after Resumption

After we have processed a resumption CoC the student will be eligible to receive payments again. For masters students this will result in the outstanding student loan being rescheduled across the remaining payment dates. If the course has finished, this will mean all missed payments will be made to the student on the next payment date.

When a student has been resumed after suspension on a doctoral course any payments that were missed due to suspension will be made to the student on the next payment date.