

Guidance on the University of Sussex Learning Agreement for repeat year students and students returning to study

SECTION 1: CONDITIONS FOR A REPEAT YEAR OR RETURN TO STUDY YEAR/ SEMESTER

We require you to sign the Learning Agreement if you accept the offer to repeat a stage or semester¹ or the offer to return to study after temporary or permanent withdrawal. It is a condition of your registration that you sign and return your Learning Agreement. If you do not do this, the School has authority to withdraw you.

The University of Sussex Learning Agreement includes conditions on attendance, assessment and engagement. It is to assist you in making academic progress. Learning Agreements may include individual conditions and support arrangements². Please note, if you do not keep to the Learning Agreement, your School Student Panel (SSPP) may exercise academic judgment on whether or not you be allowed to continue in your repeat/return year/semester.

1.1 ATTENDANCE

A key condition is that you attend all monitored teaching events for all your modules, as set out in your Learning Agreement. The School has identified these sessions as critical to the learning outcomes, skills and knowledge in your field/s of study.

If you are absent for less than 6 days due to illness or exceptional circumstances you must notify your seminar tutor and Academic Advisor, on the first day if possible. If you are absent for more than 6 days due to illness or exceptional circumstances, University regulations state that you must provide a medical certificate. This will allow your School to recalculate your attendance. Please note: you should not make a formal claim for Exceptional Circumstances related to this absence unless the circumstances impact on your engagement with module assessments. Information on Exceptional Circumstances is available at: <https://student.sussex.ac.uk/assessment/exceptional-circumstances>

If you are absent for a significant period we may require you to take temporary withdrawal.

¹ A repeat year is a single cycle of assessment (one first attempt and if necessary and available one resit attempt, on each module).

² The Learning Agreement may be amended to include referral and engagement with University support services or with workshops/online courses, for example, on study skills or time management.

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1.2 DISABILITY, LONG-TERM CONDITIONS, SPECIFIC LEARNING DIFFERENCES

If you have a known disability or long term condition (pre-existing or newly diagnosed physical disability, mental health or autistic spectrum condition), or specific learning difference (such as dyslexia) you should make initial or renewed contact with the Disability Advice (DA). DA may recommend reasonable adjustments to support you during your study. Further details are available via the following web pages: <https://student.sussex.ac.uk/disability/>

1.3 ASSESSMENT

A further condition is that you will complete all required module assessment on time (or within the late submission period, where this applies). If you miss an assessment due to exceptional circumstances you may lodge a claim for exceptional circumstances on-line. See the Exceptional Circumstances information available at:

<https://student.sussex.ac.uk/assessment/exceptional-circumstances>

1.4 ENGAGEMENT

It is a condition that you demonstrate a positive and responsible attitude towards engaging with the demands of your academic studies during your repeat/return year/semester. This includes reading the recommended texts, engaging and contributing to classes as appropriate to the discipline, including contributing to group work and taking part in group presentations. You must attend meetings with your Academic Advisor as set out in your Learning Agreement. Your level of engagement will form part of the discussions. You are responsible for raising any problems that prevent you from full participation in academic activities. You can also talk to the School Director of Student Experience or the Student Centre.

SECTION 2: MONITORING OF CONDITIONS FOR ALL REPEAT/RETURN YEARS

2.1 REFERRAL TO SCHOOL STUDENT PROGRESS COMMITTEE

If you fail to meet and sustain the conditions in your Learning Agreement related to attendance, assessment and engagement you may be referred to your School Student Progress Panel (**SSPP**). The SSPP may refer you to support services or may impose further conditions. The SSPP also has the authority to impose temporary³ or permanent withdrawal from the University. A student may appeal a SSPP decision. However, there is no right of appeal against the academic judgment underpinning the attendance and assessment requirements in the Learning Agreement.

OTHER SOURCES OF SUPPORT

(a) Academic Advisor

³ Students on a repeat stage cannot normally be given temporary withdrawal.

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Your Academic Advisor for all academic advice in relation to your repeat/return year/semester. If you wish to discuss changing Academic Advisor please speak to your School Office.

(b) Student Centre

The [Student Centre](#) (SC) provides information on University services to support student general well-being and provides non-academic advice on a wide range of matters, with referral to other University specialists as appropriate to individual needs.

(c) Students' Union

The [Students' Union](#) offers a wide range of support to students. In relation to repeat years the [Students' Union advice and representation service](#) offer a range of relevant independent support services, including advocacy on behalf of students.