

Quality Handbook

In-year Referrals

The Academic Regulations allow for the possibility of an in-year referral (5.1.2-5.1.3). (The Academic Regulations, a student guide to the Regulations, and flowcharts can be found on the [Academic Quality Handbook](#))

For an in-year referral to take place, the following conditions must be met:

- the Assessment Board must have agreed that it wishes to offer an in-year referral for a particular module;
- this in-year referral must be available to all students taking that module;
- a Module Assessment Board must have met to confirm the marks for the module;
- the module must have been completed in full and all marks be available.

If those conditions are met, and an in-year referral opportunity is given:

- this opportunity is the referral opportunity for that module for the student(s) in question. There will be no additional referral later on that year;
- if a student fails the in-year referral, he or she must repeat the module with attendance as their next attempt, either as a trailed fail if allowed under the regulations or as a 'same-stage must change mode' student (which may mean the student becoming part-time to catch up);
- referrals that take place in mid-year are governed by the same regulations (4.3.1) as those at the end of year. Attention is drawn to the capping of any and all referred elements at 40%;
- if the mark is between 35% and 39% it may therefore be eligible for compensation at the end of the Stage - depending on the marks obtained in all the other modules and on any programme-specific regulations. If a student opts to take an in-year referral he/she should recognise that the referral may prove later to have been unnecessary if compensation is awarded. The student is advised to seek advice on this from the programme leader.

If the student takes the in-year referral, and does not pass it:

- if the student achieved less than 35% in the module overall in both first attempt and the referral, he or she has failed the module;
- compensation may be given at the end of the Stage under the usual regulations (see regulation 5.2 and any relevant programme-specific regulations) on the basis of an overall mark between 35% and 39% in **either** the referral **or** the first attempt;
- if compensation is granted on the basis of marks gained at the first attempt the original module marks will be recorded as the final outcome.

If the student does not wish to take an in-year referral, due to workload, or because he or she wishes to wait until a PAB has made decisions on compensation between modules at the end of the Stage, or for any other reason:

- he or she may make a request to take the referral at the normal end of year point;
- such a request must be granted;
- this request must be made on the form “In-year referral: request for delay” which is on the back of these notes;
- the student must always be given these notes with the form.

University of Sunderland
In-year referral: request for delay

Student name:

Registration number:

Programme of study:

I have been offered an in-year referral in the following module(s), but wish to defer this until the standard referral opportunity:

Module Code	Reason for request for delay	Date of standard referral

I understand that this means that I will take the referrals at the next standard referral opportunity. I have checked with my Faculty Office or programme leader when this referral point is. I have read and understand the notes attached to this form.

Signature:

Date:

Office Use only:

Received date:

Processed date:

Processor: