

Updated – 10:00 BST 31/03/2022

## **Extraordinary Academic Regulation 2021/22: Invoking Fully Remote (UK) Study by Exception**

This extraordinary regulation applies to programmes of study at RQF level 3 (SCQF 6) upwards (and their equivalents in Scotland) except A-levels (Bellerbys College and other excluded courses) across Study Group UK as listed in this document. It is in line with Covid-related UK Government advice and guidance<sup>1</sup> in relation to the provision of on-campus delivery of education and is to be understood in the context of local, regional and national public health authority guidance and instructions, particularly in the context of keeping students and staff safe and well.

*Note: Following the announcement on 2 March 2022 by the UK Home Office Policy team confirming the extension to the concession around online and blended learning for students with CAS (that had been due to end on 6 April 2022 and has now been extended to the 30 June 2022) students at eligible centres whose programme finishes before 30 June 2022, may not need to follow the process of application set out below, instead informing the centre or college directly of their intention to complete their programme online from home. Students will be advised directly by their centre or college. The below applies only where application is necessary.*

### **Part A: Extraordinary regulation on studying fully remotely by exception**

Where an *individual* student registered on a Study Group blended delivery approved programme indicates that they are unable to take up face-to-face learning and teaching (delivery) in their study centre (ISC or College) where this is required or offered, a process of application (see Appendix 1) to continue and complete studies remotely is triggered.

List of applicable programmes – applications will not be considered for programmes not appearing on this list.

### **All eligible programmes commencing prior to 01 March 2022 at the below centres:**

- Lancaster University International Study Centre
- Durham University International Study Centre
- Royal Holloway, University of London, International Study Centre
- University of Strathclyde International Study Centre
- University of Sussex International Study Centre
- Cardiff University International Study Centre
- Leeds International Study Centre for progression to the University of Leeds
- The University of Sheffield International College
- University of Surrey International Study Centre

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<sup>1</sup> <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses>

## **Foundation and International Year One programmes ONLY at:**

- Bellerbys College Brighton
- Bellerbys College London

Note: application is open only to registered students who:

- a) are on a Study Group sponsored CAS/Visa
- b) either are unable to travel to the UK or no-longer wish to study in the UK
- c) are on a programme of study that begins *at least two weeks prior* to 6<sup>th</sup> April 2022, or date specified by individual centre or college.
- d) have undertaken a minimum of two weeks' study on their Study Group course (whether on-campus or online), and are deemed to be engaging in their studies at an acceptable level
- e) Application is also not available for students studying an International Year One in Biological Sciences at Leeds International Study Centre for progression to the University of Leeds, and International Foundation Year in Dentistry at The University of Sheffield International College.

Further, if approval for continuing studies remotely is granted, this cannot be reversed; that is, studies must be concluded remotely.

When considering an application, the Head/Director of the Centre/College (or nominee) must determine whether or not the applicant is able to demonstrate meeting 100 per cent of the programme's learning outcomes. This is demonstrated by meeting all the module-level learning outcomes via summative assessment.

If a claim for remote study is refused or a student refuses to continue their studies through on-campus delivery in the UK, then alternative regulations apply.

### **Part B: Process and Decision-Making**

Consideration of the case will be undertaken by the Head of Centre / Centre Director (or nominee), taking into account each of the points in Part B, below. The decision will take no longer than two working days (in a UK context) from the receipt of application.

The decision must be recorded on the form, confirmed by signature and communicated to the applicant. Where the application is rejected, the student must be advised of:

- the reasons for the rejection;
- alternatives available to the student, for example deferred study; and
- a record of the case logged and stored locally, to be reported to Academic Office on a cycle of reporting determined by Academic Board.

### **This regulation applies only to the 2021/22 academic year.**

Students when applying will need to evidence they meet one of the following exceptional criteria:

- Confirmed and sustained lack of SELT testing facilities in your location that prevent visa applications

- Confirmed and sustained lack of TB testing facilities in your location that prevent visa applications
- Confirmed and sustained delays to UKVI processing performance that prevent or delay visa applications
- A Travel ban that prevents entry to the UK, or departure from a specific country/region
- Confirmed lack of flights (or affordable flights) from your country for the foreseeable future
- Evidence of significant other personal circumstances that would prevent travel to the UK

**Head of Centre / Centre Director discretion will be applied in terms of any decision-making, with each case considered on its own merits.**

*Appendix 1 is included on following page*

**APPENDIX 1: Below is an example of the application form for reference**



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**STUDENT REQUEST TO CONTINUE STUDIES REMOTELY**

This form is for a student to request to continue studies remotely ('at distance') from the student's home country (i.e., explicitly outside of the UK).

Instructions: the applicant must complete the sections below, sign and date the document and return it to the ISC / College by email. The Head of Centre / Centre Director (or nominee) will consider the application against the criteria set out in the regulation.

|  |                             |
|--|-----------------------------|
| <b>Applicant's Name:</b>   |                             |
| <b>Programme of Study (Course):</b>  |                             |
| <b>Study Centre or College:</b>  |                             |
| <b>Current Address:</b>  |                             |
| <b>Email address:</b>  | <b>Telephone:</b>           |
| <b>Student Number:</b>   | <b>Date form submitted:</b> |
| Please set out your reasons for applying to complete your studies remotely from your home country: |                             |

**Signature**

I, the applicant, declare that the information on this form is correct. Further, I accept that if my application is successful, Study Group visa sponsorship will be withdrawn and so in-person teaching cannot be reinstated.

Student's signature:..... (type name if no electronic signature available)

Date:.....

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*For Office Use Only*

Decision:

Please tick  as appropriate.

Request approved

Request denied. If denied, explain the reason(s) below:

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Signature of Head of Centre / equivalent (or nominee):

..... (type name if no electronic signature available)

Date: .....

*Please indicate reasons for rejection of request or set out the impact on acceptance, e.g. potential ability of the applicant to meet all module- and/or programme-level learning outcomes.*

*Centre / College staff to forward the completed form with individual approval or rejection details to the relevant Central Student Support mailbox.*