

# Exceptional policy on Covid-19 (Limited) remote study

Quality Manual text - Pre-December 2021

## Overview

The policy has been reviewed and amended from the previous version, and is with effect from 10 November 2021.

The University has reviewed the policy in light of recent Covid-19-related developments and decided that remote study will only be offered on a limited number of Undergraduate, Postgraduate Taught Masters, and Research Masters programmes ("Taught Programmes") and for Postgraduate Research students. Unless you are notified otherwise by your School or Department, you should assume that you will not be permitted to undertake remote study from Semester 2 onwards.

This policy does not apply to degree programmes marketed as distance learning and is only applicable to Covid-19-related remote study during the 2021-22 academic year.

The revised policy is applicable to students enrolling, new and returning, at the University of Nottingham in the UK and not the overseas campuses, from the start of session in January 2022.

The process for approval of remote study for Taught Programmes refers to Undergraduate, Postgraduate Taught Masters, and Research Masters students. The Postgraduate Research students are directed to a different process, as outlined in the "For postgraduate research students (PGRs)" section below.

This policy provides the process and guidance to be used to decide whether a student request to study remotely as a consequence of Covid-19 should be approved.

This policy is set in the context of existing regulations for voluntary interruption of studies, as well as existing routes for short term sickness reporting. The policy is based upon the premise that very few students are expected to study remotely outside of those degree courses designed exclusively for distance learning.

Applications to study remotely will only be approved on a semester by semester basis. The policy will be reviewed by the Deputy Registrar regularly, should the course of the pandemic require this.

## Conditions of the policy

- Only those students who are notified by their School or Department that they will be permitted to study remotely for Semester 2 can apply for remote study.

- Requests for remote study can only be made on the grounds that, as at the date of the request, a student's travel to England is legally prohibited, either by the UK Government (through its Red List or otherwise) or the Government of the student's country of domicile.
- From a UK Government perspective, you will not be permitted to enter England if you have been in or travelled through a country or territory on the Red List in the 10 days before you arrive in England, unless you are a British or Irish national or have residence rights in the UK (see Red List Country guidelines).
- All students, whether overseas nationals or British and Irish residents who are domiciled overseas, who do not meet the criteria set out in the first and second bullet points above will be expected to study in person on the UK campus from the start of Semester 2 (31st January 2022) . If you are unable to travel to the UK for the start of Semester 2, you should interrupt your studies and resume at the appropriate time – usually the following academic year if you are able to come to Nottingham and attend teaching sessions in person at that point.
- For more information about interrupting your studies, please consult the following:
  - [Voluntary interruption of study](#)
- The maximum period of remote study in total will be one year and will not, unless the University decides otherwise, extend beyond the end of academic year 2021/22

## Remote study

Remote study of a programme designed to be undertaken in person will mean that students will not have the opportunity to engage in face-to-face contact with their peers and tutors or physically access resources such as the library. Whilst the University will, wherever possible, provide suitable alternatives, some students may, in such circumstances, find it harder to remain engaged. In addition, depending on a course and its requirements, some forms of assessment may not be capable of being conducted remotely (for example, group presentations or lab work).

It is important students carefully think through all issues related to remote study - for example, they may also find they remain liable for contracts they have signed (such as landlord accommodation). The option to study remotely should not be considered lightly. Students should explore what measures, if any, can be put in place to ensure they have the opportunity to meet the learning outcomes. In the rare cases where remote study is agreed, it will be on a semester-by-semester basis, up to a maximum of one year during the 2021/22 academic year.

## Interruption of studies

- This is through the normal route, using the normal guidance. For more information, please consult the following:

[Services for Students - Transfer, interrupt or withdraw from your studies](#)

- Other adjustments

Exploring other adjustments to study unrelated to disability might be possible. The Programme Director may be able to identify some simple changes that enable a student to still attend. Adjustments for disability should be considered in the normal way, outside the scope of this policy.

### **Process to study remotely (taught programmes)**

1. Eligible students should complete and submit a request via the online form which has been sent to each student individually.
2. Registry and Academic Affairs will receive requests and where possible will provide a response to the student. The majority of programmes have been classified as unavailable for remote study by Schools or Departments and outcomes will be made in line with the academic requirements of the programme of study.
3. Registry and Academic Affairs may forward on specific cases to Programme Directors in Schools or Departments (or their nominees) for consideration.
4. Programme Directors will consider cases, liaising with students as appropriate.
5. Decisions will be communicated to students and Registry and Academic affairs by email.
6. Registry and Academic Affairs will update the student record to note whether Remote Study has been approved or declined.

### **For postgraduate research students (PGRs)**

For research degree programmes, the supervisors and the PGR Director should discuss the options with the PGR student, confirming any agreement in writing to the PGR student and Student Services.

Where a PGR student has no current requirement for physical access to on-campus research facilities and the supervisors and School PGR Director are satisfied that satisfactory remote supervisory and other arrangements are, or can be put, in place to ensure the PGR student's research progress and enable them to engage in relevant training and research activities (for example, seminars, workshops), remote study can be facilitated.

### **General points (including finance)**

- Activities are scheduled for UK time and, whilst the University will endeavour to support students studying within different time zones, there is no expectation that any staff members would provide support outside of normal UK hours of work (that is, the timetabled teaching times).

- Full tuition fees will be payable regardless of any period of remote study and students are responsible for any costs they incur as a result of the University enabling their request to study remotely.
- Studying remotely may also have an impact on any applicable Student Loan Company (SLC) (or other provider) funding. Students are responsible for exploring and subsuming any reduction in funding that might occur as a result of studying remotely.
- The student would remain liable for any contractual obligations they hold and it is important to note that arriving in January or later may restrict their accommodation options and/or increase their costs. Students should consider the financial aspects of remote study carefully.
- For students who are subject to immigration control, visa requirements will still need to be met even if a student is studying remotely; there is a possibility that, in such circumstances, the University would have to cancel the visa sponsorship and in turn require a student to reapply at their own cost for a new visa when returning to campus-based study. There is no guarantee that a subsequent visa would be issued by the UK Government.
- Studying remotely will not in and of itself constitute grounds for academic appeal.
- A School will nominate a co-ordinator to help the consideration of requests and may also nominate alternates to the Programme Director or Senior Tutor as appropriate.
- Already having an agreement in place for remote study does not constitute grounds to have it extended beyond the 2021/22 academic year. Unless the policy is extended to cover the 2022/23 academic year and a student's application for further remote study is accepted, students will be required to return to campus-based study when their period of remote study ends, unless they seek and are granted a period of voluntary interruption.
- In all cases, the approach is to ensure students attend in person as soon as possible so that they can benefit from the full richness of an in-person experience at the University of Nottingham.