

Exceptional (COVID-19 specific) Limited Remote Study Policy

Updated December 2021

Overview

This policy does not apply to degree programmes marketed as distance learning and is only for use in responding to the COVID-19 pandemic during the period 3rd December 2021 to Friday 13th May 2022.

The policy is applicable to those students currently registered at the University of Nottingham in the UK and not the overseas campuses.

This policy is not applicable to:

- new students enrolling on programmes in or after January 2022;
- exchange students starting modules in the UK in January 2022; or
- current registered students who are not studying remotely in semester one of 2021/22.

However, in exceptional circumstances, the University may consider applications from the above categories of students.

The process for approval of remote study refers to Taught Programmes including Undergraduate, Taught Masters, and Research Masters students. Post Graduate Research students are directed to a different process.

This policy sets out the process for considering applications for COVID-19-related remote study and the grounds on which such applications may be granted, along with relevant guidance.

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.

The policy has been reviewed and amended from the previous version. It will be reviewed by the Deputy Registrar periodically and before the close of 2021/22 academic year.

Conditions of the policy

- Applications for remote study can only be made on two grounds, either that, as at the date of the request:
 - a student's travel to England is legally prohibited due to COVID-19, either by the UK Government or the Government of the student's country of domicile. For information, if travel is permitted subject to quarantine and isolation requirements being observed on departure and/or arrival, then that travel is not legally prohibited and requests for remote study will not be granted on this ground; and/or
 - a student has an underlying health condition that places them at greater risk of health complications arising out of COVID-19.
- Even if made on the above grounds, applications for remote study will only be granted if a student's School or Department (Engineering) agrees that it is possible from an academic point of view for a student to continue studying remotely.

- Unless you are legally prohibited by a relevant Government, or a relevant health condition prevents you, from travelling to the UK, you will be expected to study in person on the UK campus from the start of Term 2 or Semester 2, as applicable.

Options for long term absence

- Interruption of studies

This is through the normal route, using the normal guidance.
<https://www.nottingham.ac.uk/academicservices/currentstudents/change-of-circumstances/changeofcircumstances.aspx>

- Other adjustments

Exploring any other adjustments unrelated to disability that might be possible. The Director of Education & Student Experience in a student's School or Department (Engineering) 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.

- Study remotely

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 learning 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 of their course.

Process to study remotely (Taught Programmes)

- Students complete and submit application online.
- Student Services receive requests and where possible will provide a response to the student.
- If required, and in exceptional circumstances only, Student Services will forward requests on to Directors of Education & Student Experience or their nominees in Schools or Departments for consideration.
- Directors of Education & Student Experience or their nominees will consider cases, liaising with students as appropriate.
- Decisions communicated to students by email.

For Post Graduate Research Students (PGRs)

Postgraduate research students should refer to the university's policy on [Studying Away from the University](#).

The Studying Away from the University policy exists outside of any Covid-related adjustments to university policy and, as such, should not be subject to regular change.

Together with the support of the supervisor, a research student will need to complete and submit a short request form, available in section 1 of the [Studying Away from the University](#) policy.

Important points (including finance) which need to be considered:

- 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) funding (or other provider). Students are responsible for exploring any reduction in funding that might occur as a result of studying remotely.
- The student would remain liable for any contractual obligations they hold. Students should consider the financial aspects of remote study carefully.
- It is important to note that arriving in January and May could restrict accommodation options and/or increase costs.
- For students who are subject to immigration control, visa requirements will still need to be met which could require the University to cancel the visa sponsorship and in turn require a student to reapply at their own cost for a new visa when returning to normal study. There is no guarantee that a subsequent visa would be issued by the UK Government.
- To note that the UKVI deadline to be in the UK is 6 April 2022 if students want:
 - To maintain immigration sponsorship of their student visa and/or
 - to retain eligibility for the Graduate Immigration Route where they are on a course of 12 months or less (e.g. Masters programme).
- Studying remotely will not in and of itself constitute grounds for academic appeal.
- Already having an agreement in place for remote study for semester one of the 2021/22 academic year does not constitute grounds to have it extended. If remote study is not extended, then students should expect to return or to interrupt their studies as the next step.
- 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.