

Guidance on external students

Eligibility to resit assessments as an external student

Students are eligible to resit assessments as an external student in an academic session if:

- a. they have not met the progression requirements for their programme of study; and
- b. they have resit opportunities remaining for failed modules; and
- c. they are within the time period allowed by University regulations to complete their programme of study; and
- d. they apply online no later than the published deadline.

The deadline for applying to be an external student can be found here:

http://students.leeds.ac.uk/info/10121/marketing_results_and_resits/820/external_candidate_resits.

Resitting as an external student

- External students must take the exam for the failed module the next time it is offered by the school where the module is taught. (*For example, if they are resitting a module which is taught in Semester One, they will take the exam in the Semester One exam period and if they are resitting a module which is taught in Semester Two, they will take the exam in the Semester Two exam period.*) External students will be informed by the teaching school if there are any changes to this practice i.e. if a module is assessed in a different semester from that in which it is taught.
- If the module is no longer taught, or there are changes to the learning outcomes or the content of the module, external students will be set an assessment which enables them to meet the learning outcomes and covers the content of the module they originally studied.
- External students will receive a personal copy of their exam timetable via Minerva on being enrolled by the University to resit the assessment.
- If an external student is resitting assessments other than examinations, the work the student will need to complete will be sent to them by the teaching school where the module is taught with an appropriate deadline.

Student status as an external student

External students can:

- use University computing facilities;
- access the University Library;
- keep their Student Identification Card;
- access Minerva;

- access content on the VLE for their original Year of study. If additional access is required to enable the external student to resit assessments, this will need to be agreed and facilitated by their teaching school;
- apply for the [Access to Learning Fund](#) at the University if they experience unexpected financial hardship and meet the fund's residency criteria;
- seek support and help from [Leeds University Union Student Advice](#) (but do not have access to other LUU membership benefits);
- access support for up to one month from Student Mental Health and Wellbeing support, to discuss needs and liaise with support services external to the university;
- access support for one month prior to your re-registration from the Student Mental Health and Wellbeing support, to discuss needs in relation to returning to university;
- make a complaint under the [University Student Complaints Procedure](#) in relation to services received as an external student; and
- appeal against the results of University examinations and assessments under the [University Student Appeals Procedure](#).

External students cannot:

- be liable for tuition fees, though they are liable for resit fees;
- attend lectures, laboratory work, classes, tutorial periods or any other timetabled teaching activity;
- resit assessments in a different module from the module failed;
- access funding or support through Disabled Students Allowance (DSA). An external student does not qualify for funding or support through Disabled Students Allowance (DSA) but may be still be able to access support funded by the University. The funding/support may not be like for like the support they had via DSA, and each student's needs will be looked at on a case by case basis, but being external will not in itself be a barrier to support;
- receive financial support from Student Finance, including tuition fee loans, maintenance loans and maintenance grants as the University is unable to confirm attendance or registration;
- receive Leeds Financial Support (LFS); and
- claim exemption from paying Council Tax (though they may be eligible for discount or support, via the local authority, depending on their circumstances).

Tier 4 International Students

Tier 4 international students are required to **return home** whilst registered as an external student. Their current visa will be curtailed. If they successfully pass their modules as an external student, they will need to make a fresh visa application. Full details can be found

here: <http://students.leeds.ac.uk/info/21506/your visa/855/applying for your visa outside the uk>.

A tier 4 student may in some circumstances be able to apply for a new visa before their results are known. The immigration advice team who are based in [International Student Office \(ISO\)](#), can provide guidance on new visa applications.

Further advice and guidance for External students

External students can also ask for further advice/help from their School Student Support Office, [Student Education Service](#), [Leeds University Union](#), the [Library](#), [Funding and Finance](#) and the [International Student Office \(ISO\)](#). Students are strongly encouraged to make use of this support.

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