Interruption of Studies Student Guidance

Scope
All taught programmes leading to an award of City University London.

Senate Regulations
Part of Senate Regulation 19 - Assessment Regulations

To be read in conjunction with
• Interruption of Studies Regulation
• Interruption of Studies Policy
• Guidance relating to Interruption of Studies
• INT1 & INT2 form
• Any relevant School/PSRB guidance

Related information:
• Personal Tutoring Policy
• Extenuating Circumstances Policy and Guidance

Version 1.1
October 2015

Contents

Student Guidance................................................................................................................... 2
Interruption of Studies - The First Steps................................................................. 3
Notifying the University ......................................................................................... 3
Returning from an interruption of studies........................................................ 4
Financial implications .......................................................................................... 4
Funding ...................................................................................................................... 4
Fees and Refunds .................................................................................................... 5
Bursaries and Scholarships .................................................................................. 5
Maintenance Grants and Maintenance Loans.................................................. 5
Student Guidance

From time to time you may experience personal difficulties that affect your studies. The University has a range of student services available to support you throughout your time at City and you can seek support from your Personal Tutor or contact one of our specialist services directly for advice.

Our advisors can provide you with guidance on financial, health, disability and other matters and access to student counselling and mental health support. You can find details of the services available and how to contact them through the Student Portal at:

https://www.city.ac.uk/portal

If ill-health, bereavement, or other personal issues which were unexpected and out of your control have affected your preparation for an assessment or performance during the assessment itself, you can submit an extenuating circumstances application (no later than 7 calendar days of the assessment). If your application is accepted you may be able to have a further attempt at the assessment. Details of how to make an application can be found at:

http://www.city.ac.uk/student-administration/if-things-go-wrong/extenuating
circumstances

If your difficulties continue to affect your ability to study, you may decide that the best option is have a break, or interrupt, your studies.
**Interruption of Studies - The First Steps**

If you are experiencing long-term personal, financial or health problems, and this directly affects your ability to study, the University will work with you to review and assess your situation. You should make an appointment with your Programme Director/Course Director, Personal Tutor or one of our support advisors to discuss your personal circumstances or concerns. Student Support details can be found at:

http://www.city.ac.uk/current-students/health-wellbeing-sport

If you notify members of University staff about your issues, they will treat your personal information in accordance with City University's confidentiality policies. Where appropriate, they will do their best to direct you to the relevant team to discuss any concerns further. In some cases the University may make a recommendation to you to initiate an interruption in your studies. This is so that you can have some time to deal with the issues you are experiencing and can return to complete your studies once they have improved.

**Notifying the University**

If you decide that you wish to interrupt your studies, you will need to seek permission from the School you are enrolled in. You should speak to your Programme/Course Director and/or Personal Tutor about your reasons for requesting to interrupt your current studies, whether this might be allowed, and if so, when would be the best time to return. You should complete your application to interrupt your studies in advance of the final assessment period of term.

If you interrupt your studies after teaching has been completed but before the final assessment period of the term you would be able to apply to attempt your assessment(s) during the period of interruption. However, this is only when you and your Programme Director/Course Director agree the interruption will not affect your academic performance and all assessments must be attempted for those modules.

Sometimes, you may find that you have resit assessments to complete during your period of interruption. If you and your Programme Director/Course Director agree that you are able to complete your resit assessments provided that your interruption will not affect your academic performance, you may be able to complete your resit assessment(s). However, please note that all your outstanding resit assessment(s) must be attempted.

Once your Programme Director/Course Director and the University have agreed that you should interrupt your studies, you will need to complete the **Interruption of Studies Form (INT1)** which is available online through the Student Portal to initiate the formal processes:

http://www.city.ac.uk/__data/assets/word_doc/0008/289646/interruption-of-studies-form-INT1.docx

The fully completed form should be signed by you and the other relevant signatories before it is submitted to the Course Office. If you need help with completing the sections on
assessment and modules for next term/year, please contact your Course Officer or Programme Director/Course Director.

You will normally be informed of the outcome of your interruption request within one week of submitting the Interruption of Studies Form.

The Course Officer will log the details provided in your Interruption of Studies Form in compliance with the University’s Data Protection Policy and the Interruption of Studies Staff Guidance notes.

Returning from an interruption of studies

You will be required to complete the Return to Studies (INT2) Form at least six weeks before you are due to return to studies. The form is available from:

http://www.city.ac.uk/__data/assets/word_doc/0009/289647/interruption-of-Studies-form-INT2.docx

This form will capture relevant information to enable the University to complete the appropriate processes in preparation for your return to study. You should also ensure that your contact details remain up to date and that the University is notified of any change in your circumstances as soon as possible.

When you are due to return to study as per the approved agreement with your Programme Director/Course Director and approval at School level, your return will normally be at the beginning of an academic term so that you do not miss any taught sessions. However, as an exception you may be able to return to studies mid-term only where you have resit assessment(s) without attendance to complete provided that there is sufficient time for the resit assessment(s) to be completed.

The University in liaison with you as a student will make appropriate arrangements for your return to studies. This may include attending sessions to update your knowledge, informing you on any changes to the programme and how this might affect you, changes to the infrastructure of the University’s physical and hierarchical structures and any other relevant changes that may impact on your studies. Depending on the extent of change, you may need to return on a ‘Special Scheme of Studies’ to complete your programme.

If you have not completed the INT2 form three weeks prior to your agreed return date, you will normally be sent a second reminder to complete the form.

Despite these reminders, if you have not returned the completed form and no communication has been established before the agreed return date, you will be withdrawn from the programme of study.

Financial implications

Funding

Where you have concerns about financial support during your Interruption of Studies period, you should contact the Student Services team in the Student Centre for
information and ways you may receive help. If you find that you are unable to receive help from the Student Centre, you may opt to utilise the Union Support Services who may have the expertise to assist in more detailed matters.

**Fees and Refunds**

If your tuition fees are paid by the Student Loan Company (SLC) or any other means such as the US Financial Aid scheme, the paying authority must be informed about your interruption of studies. If you are an SLC student, you are able to notify the ‘change in circumstances’ through your online account normally before the start of the academic year. During the year, the University will notify the relevant authority of the change. This notification from the University will be generated by Student and Academic Services once the interruption of studies commences.

Please note that the University’s Student Records Team only notify the Student Loans Company/Student Finance England when an NTW (Notification of Transfer or Withdrawal) has been processed and submitted by the School. The University does not routinely notify other funding authorities.

You should expect that your funding would be suspended during an interruption of studies. Please visit the University’s Finance Office for more details:

http://www.city.ac.uk/study/postgraduate/funding-and-financial-support
http://www.city.ac.uk/study/undergraduate/funding-and-financial-support

Before resuming your studies, you should make contact with your paying authority to notify them that you are ready to return. This should be done well in advance your return so that the payment is issued to you before your return to the University.

You can find details on paying fees and refunds at:

http://www.city.ac.uk/study/undergraduate/fees/paying-fees-and-refunds

**Bursaries and Scholarships**

If you are in receipt of a bursary or scholarship, please contact your bursary or scholarship provider to discuss the implications of your interruption of studies. Your award letter should include details of how to make contact. If you need assistance, please ask at the Student Centre for advice.

**Maintenance Grants and Maintenance Loans**

During a period of interruption, you will not normally receive any maintenance grant or loans. However, in some cases, there may be an exception applied. For example, a health related interruption may entitle you to continue to receive the grant or loan.

At the time of interruption, you might find yourself in a situation where your grant or loan has been overpaid. This may occur:
• If the interruption of studies occurs part way through the term, as maintenance grants and loans paid in advance for the entire term would have been overpaid.

• If the interruption of studies is backdated, due to exceptional circumstance, there will have been an overpayment as the maintenance grant or loan would have been paid for the time you are not in attendance

• If the interruption is close to the SLC payment date, you might still receive payment although the SLC was notified.

For health related interruption of studies, the SLC may agree to extend the Student Loans eligibility period. You should contact the SLC for details and advice.

**Council Tax**

You should check with your local Council whether you will continue to be eligible for Council tax exemptions during your interruption.

**Student Oyster Cards**

As part of the University’s terms and conditions with Transport for London (TfL), if you are on an interruption, we must advise TfL that you are on an interruption. As such you may lose the right to use the student Oyster Card. For more information on your student oyster card, please visit:


**NUS Extra Card and National Railcard**

During an interruption of studies, you should not cancel your NUS Extra Card or National Railcard. You are able to use the cards as normal. However, applications for new cards may not be possible as confirmation of attendance may be requested from the University at the time of application. You will incur additional charges if you want a new card upon your return to studies.

**Immigration implications**

If you hold a Tier 4 Visa there will be implications for your visa if you wish to interrupt your studies.

**Tier 4 visa implications during interruption of studies**

If you hold a City University Tier 4 visa and you interrupt your studies, the University will be required to report this to UKVI (UK Visas and Immigration) which will result in your visa being curtailed. The report to the Home Office will be actioned by the Visa Compliance Team within 10 days of the interruption of studies being confirmed. When you wish to return to studies as a Tier 4 sponsored student, you will need to be issued with a new CAS and make a Tier 4 visa application before you can re-commence your studies.

If you are a Tier 4 visa bearing student wishing to interrupt or are returning after an interruption, please contact the International Visa Advice Team (visadvice@city.ac.uk) for further information and support.
Student Support and Services available to you during an approved interruption of studies

The University understands that it is important that you are able to keep in contact with us during your interruption of studies. You will be able to have limited access to support and services to maintain contact and make preparations for your return as explained below:

**School and Academic Staff**

During the interruption period, you will have limited contact with the School and staff members. This is so that you are able to focus on resolving the issues that have caused the interruption. Some students may be worried about keeping in touch. It is advisable that you discuss a plan with your Programme/Course Director on keeping in touch and the way this would work best for you both so that you can prepare for your return.

**Library**

During your interruption of studies, your access to the University Library services will change to a non-student member. This will mean you will have limited access for using the library facilities. However, if you are completing a resit assessment whilst on an interruption of studies or you have a genuine need to make use of the library which is endorsed by your Programme/Course Director, you will be able to have full access for the relevant period.

**IT Services**

Your IT Services should not normally cease during your period of interruption. You should have access to Moodle and your University email. However, if you have difficulties in accessing one or more of the IT services please contact the Information Services Team to get this resolved.

**Support for students with a disability**

If you have disability needs you may contact the Disability Team during your period of interruption to discuss matters you may need support with.
Appendix 1 – Access to Student Support and Services

The following table highlights the type of access you may have to specific departments whilst you are away.

<table>
<thead>
<tr>
<th>Access to</th>
<th>What you are entitled to during an interruption of studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic staff</td>
<td>You can have limited access but only to make preparations for return to study.</td>
</tr>
<tr>
<td>Accommodation</td>
<td>You will need to liaise with the accommodation provider about your rental agreement. If you need advice, you may contact the Accommodation Team.</td>
</tr>
<tr>
<td>University e-mail</td>
<td>Your e-mail account will remain ‘live’. All students are reminded to access this account on a regular basis or set up auto-forwarding to a regularly used personal account.</td>
</tr>
<tr>
<td>Library</td>
<td>You can have external borrower status - further details can be obtained from library helpdesk. If you are completing assessments you will have full online access.</td>
</tr>
<tr>
<td>Counselling, Disability Support, Careers and</td>
<td>You can access these services for support and advice where relevant to your interruption and return to studies. If you have any other requests, the support available will depend on the department’s capacity to fulfill additional requests.</td>
</tr>
<tr>
<td>Employability Service &amp; Multi-faith Chaplaincy</td>
<td></td>
</tr>
<tr>
<td>International Team</td>
<td>You can access support and advice. Please note that international students who have interrupted or suspended their studies are not normally entitled to remain in the country.</td>
</tr>
<tr>
<td>Course Office</td>
<td>You can contact your Course Officer in relation to suspension, return or transfer.</td>
</tr>
<tr>
<td>Student Centre</td>
<td>You can access the Centre for support and advice, including issues with tuition fees and Student Finance England.</td>
</tr>
<tr>
<td>Students’ Union facilities</td>
<td>You can continue to join or to be on teams and societies.</td>
</tr>
<tr>
<td>Students’ Union Advice Centre</td>
<td>You can access the Centre for support and advice.</td>
</tr>
</tbody>
</table>