

INTERRUPTION OF STUDIES AND WITHDRAWAL POLICY

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

This Policy will apply to partnership provision unless specific alternative arrangements have been agreed between City and the partner institution and included in the Memorandum of Agreement for the partnership and student handbooks.

Senate Regulations:

[Senate Regulation 19: Assessment Regulations](#)

Date approved/re-approved:

Approved by Senate July 2015

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Approved by Senate May 2022

Interruption of Studies and Withdrawal Policy

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Equality and Diversity Statement

1. City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.
2. Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

Definitions

3. Interruption – an interruption of study is where you take a break from your current programme of study with a view to returning in the near future.

Withdrawal – a withdrawal is where you decide to leave your current programme of study and are therefore no longer a student of City, University of London.

Interruption of Studies

4. You may wish to take a break from your studies for a defined period of time if you have medical conditions or personal reasons which affect your ability to continue with your programme of study.
5. Interruptions of Studies are authorised breaks in periods of study and are managed in accordance with Senate Regulation 19. This Policy supports the Regulations by outlining the University's approach to Interruptions of Studies. Guidance for staff and students is also available.
6. You should be aware that taking an Interruption of Studies may have financial and visa implications and should seek further information from the University.

Approach to considering applications for Interruptions of Studies

7. Our approach to considering applications for Interruption of Studies is as follows:
 - a. The University expects you to seek advice and guidance from relevant staff (e.g. Programme Director, Personal Tutor) prior to making an application to interrupt their studies. This is to ensure that you are aware of how a break may impact on your studies, to discuss the options for completing certain assessments during an interruption and to receive advice on whether an interruption is the most appropriate option given your individual circumstances.
 - b. The decision on whether to grant an interruption of studies will be based on your individual circumstances and the potential impact of interruption on your learning experience.
 - c. An Interruption of Studies will not be approved where it would lead to exceeding the maximum period of registration for the programme or breaching any professional, statutory or regulatory body (PSRB) or legal requirements.
 - d. Applications will be considered in a timely manner, normally within 7 calendar days of receipt of an Interruption of Studies Request form.
 - e. The normal period of interruption is 1 year from the start of the term in which the application to interrupt is approved. You would therefore normally return from an interruption of studies at the start of the equivalent term in the following academic year. This reflects that the majority of programmes are delivered once per academic year and it would not normally be possible for you to make up lectures and classes that you have missed if you were to return earlier.
 - f. In exceptional circumstances, a shorter period of interruption may be granted where it is considered appropriate due to the nature of your particular

circumstances and it is considered in your best interests to return earlier. It would remain the intention that you return at the beginning of a term. In such cases, the feasibility of making up the lectures and classes you missed during your period of absence, taking into account your workload, will need to be confirmed and your return to the programme may be dealt with via the Special Scheme of Studies procedure, if appropriate

- g. If a shorter period of interruption is granted, and you re-join a cohort in a term that you have already completed, it would be expected that you re-take all assessments in the term that you return. The relevant Assessment Board would need to approve any such arrangement in line with the Assessment Regulations and an extenuating circumstance and/or academic appeal claim would need to be submitted and approved for the assessments already taken. This should be permitted only in exceptional circumstances and not used as a mechanism to improve grades on assessments.
- h. Standard applications for Interruptions of Study will be considered by a member of academic staff nominated by the Dean of the relevant School.

Access to the University during Interruptions of Studies

- 8. You remain registered with the University whilst you are on period of interruption but as you will not be studying on your programme, you will:
 - a. Not be able to attend virtual and face-to-to lectures, classes or other scheduled contact time;
 - b. Not be able to access the physical and virtual library resources unless prior agreement is given.
- 9. In accordance with legal requirements in force at the time, students studying on a student study route (previously called Tier 4) visa may be required to leave the country whilst on a period of interruption.
- 10. You will normally have limited contact with University staff members whilst interrupting your studies to enable relevant information to be communicated regarding the programme (e.g. programme changes) and to facilitate your return to the programme. You will retain access to your University email account and specific IT services for this purpose during a period of interruption.

Assessments during Interruptions of Studies

11. Where the teaching for a module has been completed or a resit assessment is outstanding at the time the interruption of studies commences, it may be possible for you to complete your assessments during the period of interruption. This is intended to enable assessments to be taken as soon as possible after learning for a module has been completed.
12. You must submit a request to take relevant assessments as part of your application to interrupt your studies. Consideration will be given to whether it is feasible for you to complete the assessments during the period of interruption given the nature of your individual circumstances.
13. If permitted to take assessments during a period of interruption, you are required to attempt all relevant assessments to ensure fairness and consistency with the student body as a whole.

Extenuating Circumstances

14. If you wish to have extenuating circumstances considered for assessments attempted before or during an interruption of studies, you should submit a claim as detailed in the Extenuating Circumstances Policy. You may also wish to submit an Extenuating Circumstances claim for assessments taken, or scheduled to be taken, whilst applying for an interruption of studies.
15. Where you have submitted evidence to support your application for an interruption of studies that relates to extenuating circumstances, this evidence may also be considered as part of a separate Extenuating Circumstances claim.
16. The Extenuating Circumstances Panel may make a recommendation to the Assessment Board for consideration when reviewing your results for any relevant assessments submitted in the period prior to or during your interruption of study.
17. Where you have submitted an extenuating circumstances claim and it has not been considered by an Extenuating Circumstances Panel ahead of an Assessment Board, this may be undertaken after the Assessment Board has met. The Extenuating Circumstances may be applied to the relevant assessment via Assessment Board Chairs' Action.
18. The outcome of an Extenuating Circumstances Panel recommendation is separate from the Interruption of Studies process. An Interruption of Studies decision is not dependent on an Extenuating Circumstances Panel recommendation nor vice versa.

Returning to study

19. Liaison will take place with you prior to your return to the University to confirm the arrangements for the resumption of study. This will include the date of return, elective module choices, where appropriate, confirmation of outstanding assessments and the implications of any changes to the programme or regulations during the period of interruption. Where possible, this should take the form of a face-to-face meeting between you and the Programme Director.
20. If you fail to return to your studies as expected, and do not speak to us to discuss this, then you may be withdrawn from your programme. Failure to formally withdraw from the Programme will mean that later assessments will be recorded as not attempted and therefore failed. This may impact upon your opportunity to return to studies in the future. If you wish to discuss extending your period of interruption then you should notify the University as soon as possible, noting that this may not be possible.
21. If you are an international student and require a student visa, please note that the process will take much longer. You will need to make a new student visa application when you are ready to re-commence your studies. You should ask us for a Confirmation of Acceptance of Studies (CAS) before you apply for a new student visa. Please contact the Visa Compliance Team well in advance of your expected return date.

Students on Apprenticeship Programmes

22. If you are registered on a Higher or Degree Apprenticeship programme, you will need to additionally apply for a Break in Learning to comply with Education and Skills Funding Agency (ESFA) rules. You will need to discuss the decision to interrupt with your employer and your Programme Director and/or Personal Tutor as early as possible. Interrupting from your studies may impact your ability to complete the programme, end point assessment and your funding eligibility.
23. The Education Skills & Funding Agency (ESFA) will not repeat funding. If it is decided that upon your return you need to repeat some aspects of teaching and/or assessment then you must discuss this with your employer and programme lead prior to agreeing your return date. This may have direct funding implications on your employer.
24. If you fail to return to your studies as expected, and do not speak to us to discuss this, then you may be withdrawn from your programme. If you wish to discuss extending your period of interruption then you should speak to your employer and Programme Director as soon as possible. If you fail to request and have approved an extension to your return date then you will be withdrawn from the University.

Withdrawal from Studies

25. Withdrawal from Studies are managed in accordance with Senate Regulation 19. This Policy supports the Regulations by outlining the University's approach to Withdrawal from Studies when you choose to self-withdraw from or leave a programme. It is not intended to apply to students withdrawn for others reasons such as academic misconduct, academic failure, fitness to practice or disciplinary reasons. Guidance for staff and students is also available.
26. If there are circumstances significantly impacting your ability to continue studying on your current programme, and an interruption of studies is not appropriate, then you may choose to notify the University that you wish to withdraw from your programme. The decision to withdraw is final and once completed, you are no longer considered a student of the University.
27. You should be aware that withdrawing from a programme of study may have financial and visa implications and you should seek further information from the University.

Approach to considering applications for Withdrawal from Studies

28. Our approach to considering applications for Withdrawal from Studies is as follows:
 - a. The University expects you to seek advice and guidance from relevant staff (e.g. Programme Director, Personal Tutor) prior to making an application to withdraw from your studies. This is to ensure that you are aware of the implications of the decision, how it may impact upon you returning to study in future (at City or elsewhere) and to receive advice on whether a withdrawal is the most appropriate option given your individual circumstances. It may be decided that an interruption of studies is more appropriate.
 - b. Applications will be considered in a timely manner, normally within 7 calendar days of receipt of a Withdrawal from Studies Request form.
 - c. Applications for Withdrawal from Studies will be confirmed by a member of academic staff nominated by the Dean of the relevant School.
 - d. It is your responsibility to provide the School with the information it needs to process your withdrawal request. Whilst the School will update you, you should ensure that your request has been formally approved. Failure to formally withdraw from your Programme will mean that later assessments will be recorded as not attempted and therefore failed. This may negatively impact upon your ability to return to study at a later date.

Exit Awards and Credit Gained

29. If you withdraw, you will normally be entitled to have any full completed modules and associated credit that you completed prior to your withdrawal awarded to you at the next Assessment Board for your programme. Where you meet the requirements for an exit award, you will be awarded this at the next available Assessment Board.

Returning to Study

30. The decision to withdraw is final and once completed, you cannot be automatically reinstated onto your programme of study. Should you wish to return at a later date, then you will be required to complete the appropriate admissions process subject to the provisions in Senate Regulation 19.
31. Once you have been withdrawn from your Programme, you will be considered as a new student for any subsequent re-registration, except for where allowance is made to top-up to a higher qualification, i.e. from a:
- Certificate or Diploma of Higher Education to Undergraduate degree
 - Postgraduate Certificate to Postgraduate Diploma or Masters degree
 - Postgraduate Diploma to Masters degree

within the maximum registration period of the qualification. Your previous Award must be rescinded.

32. Failure to formally withdraw from your programme will mean that later assessments will be recorded as not attempted and therefore failed. This may negatively impact upon your ability to return to study or top up to a higher qualification but you may follow the admissions process for any alternative programme of choice.
33. You may be able to use any awarded credit and/or exit award to transfer into a higher level of a degree programme at another university as part of its Recognition of Prior Learning process. Please note that this is not always possible and you should check with the specific institution that you wish to transfer to.

Students on Apprenticeship Programmes

34. If you are registered on a Higher or Degree Apprenticeship programme, you will need to discuss the decision to withdraw with your employer and Programme Director/Personal Tutor as early as possible. Withdrawing from your studies may impact your ability to continue your employment.

Policy Title	
Interruption of Studies and Withdrawal Policy	
Policy Enabling Owner and Department	Responsible for Implementation and Department
Student & Academic Services (S&AS)	S&AS
Approving Body	Date of Approval
Senate	May 2022
Last Reviewed & Version	Review Due Date
October 2020 (v2)	May 2025
Publication of Policy (<i>tick as appropriate</i>)	
For public access online (internet)? <input checked="" type="checkbox"/>	For staff access only (intranet)? <input type="checkbox"/>
Website Link: https://www.city.ac.uk/about/governance/policies/student-policies-and-regulations	Intranet Link: https://staffhub.city.ac.uk/student-and-academic-services/policies-and-guidance/quality-manual/student-support
Storage of Policy (<i>Previous versions of the policy must be stored in the drive by the author</i>)	
Drive Address: Z:\QUAD\Quality Manual\5. Student Support	
Queries about this policy should be referred to	
Seán Hogan sean.hogan@city.ac.uk S&AS	