



Interruption of Studies 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 July 2015

Date for review

To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required

To be read in conjunction with

- Guidance relating to Interruption of Studies
- Extenuating Circumstances Policy and Guidance

Equality and Diversity statement

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.

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.

Interruption of Studies Policy

Students may wish to take a break from their studies for a defined period of time if they have medical conditions or personal reasons which affect their ability to continue with their programme of study.

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.

Approach to considering applications for Interruptions of Studies

- The University expects students 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 they are aware of how a break may impact on their 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 their individual circumstances.
- The decision on whether to grant an interruption of studies will be based on a student's individual circumstances and the potential impact of interruption on the student's learning experience.
- An Interruption of Studies will not be approved where it would lead to a student exceeding the maximum period of registration for the programme or breaching any professional, statutory or regulatory body (PSRB) or legal requirements.
- Applications will be considered in a timely manner, normally within 5 working days of receipt of an Interruption of Studies Request form.
- The normal period of interruption is 1 year from the start of the term in which the application to interrupt is approved. A student returning from an interruption of studies would therefore normally return 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 a student to make up lectures and classes that they have missed if they were to return earlier.
- In exceptional circumstances, a shorter period of interruption may be granted where it is considered appropriate due to the nature of a student's circumstances and it is considered in their best interests to return earlier. In such cases, the feasibility of a student making up the lectures and classes missed during their period of absence taking into account their workload will need to be confirmed and their return to the programme should be dealt with via the Special Scheme of Studies procedure.
- 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

Students remain registered with the University whilst they are on period of interruption but as they will not be studying on their programme, they will:

- Not be able to attend lectures, classes or other scheduled contact time
- Not be able to access library resources unless prior agreement is given by the relevant Programme Director

In accordance with legal requirements in force at the time, students studying on a Tier 4 visa may be required to leave the country whilst on a period of interruption.

Students will normally have limited contact with University staff members whilst interrupting their studies to enable relevant information to be communicated regarding the programme (e.g. programme changes) and to facilitate their return to the programme. Students will retain access to their University email account and IT services for this purpose during a period of interruption.

Assessments during Interruptions of Studies

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 a student to complete the 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.

Students must submit a request to take relevant assessments as part of their application to interrupt their studies. Consideration will be given to whether it is feasible for a student to complete the assessments during the period of interruption given the nature of their individual circumstances.

If permitted to take assessments during a period of interruption, students are required to attempt all relevant assessments to ensure fairness and consistency with the student body as a whole.

Returning to study

Liaison will take place with a student prior to their 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 the Programme Director and the student to support the student's return to the programme.