

Interruption and Resumption of Studies Policy

The Interruption and Resumption of Studies Policy provides a set of principles that frame the provisions for the interruption and resumption of academic study. The policy addresses student initiated interruption of studies for current undergraduate, postgraduate and research students who need to pause their studies for a minimum of one semester in order to attend to matters outside of the University, with the intention of resuming their studies in the next semester or academic year. The presumption is against interrupting, since once a student initially enrolls they should study at the expected rate until completion of their intended award.

University staff advising students about their options will discuss the Interruption of Studies alongside other options, e.g. the use of extenuating circumstances arrangements, changing the intensity of study or changing the mode of study. Students will be advised of the academic, financial and other contractual implications of interrupting their studies.

Key Principles:

1. A request for an Interruption of Studies must be authorised before it can commence;
2. A request for an Interruption in Studies will be refused if:
 - a. The reasons for the request are not considered to be exceptional or unanticipated;
 - b. The reason for the request is academic failure;
 - c. The consequences for the student's academic progress outweigh the benefits of the interruption of studies;
 - d. The student's circumstances would be better handled through another mechanism (e.g. a change in their Intensity of Study (study load) or through the use of the arrangements for Extenuating Circumstances.
3. The University will normally only authorise interruptions that are agreed before the start of an academic semester unless the reason for requesting an interruption is unavoidable, exceptional, unanticipated and independently evidenced. Interruptions requested once an academic semester has begun may be authorised, but students should be counselled strongly against this course since the academic consequences may ultimately jeopardise the student's ability to continue on their programme. Students who gain authorisation in these circumstances will also likely face significant financial implications.

4. A student who has assessment activity to complete from a previous semester will be required to submit this work on or before their individualised assessment submission deadlines published on Moodle. Assessments not submitted will be recorded as 'fail' and may have a detrimental effect on future progression. The student will be required to cover the cost of retaking any modules.
5. For Undergraduate and Postgraduate Taught students, an Interruption of Studies will only be approved where a [Return to Study Plan](#) (including a date for a Return to Study interview) has been agreed. Research students will be required to meet with their research supervisor ahead of their resumption of studies.
6. During their period of interruption, a student is not entitled to any supervision, teaching, take any assessments (other than outstanding late or reassessments) or take part in field trips and will not pay tuition fees in accordance with the University's Fee Policy. Students will retain access to their University email account, Student Records Online, library resources and the virtual learning environment.
7. The University is obliged to record the 'Last Date of Attendance' when a student interrupts their studies. This will be reported to external bodies such as Student Loan Company, Student Finance England, and the UK Home Office (e.g Tier 4 students) etc. In addition, a student's fee-liability is calculated using this date. The Last Date of Attendance will be recorded as the date on which the interruption was agreed and processed.
8. The maximum period of registration that applies to the student's course (as defined in the appropriate Academic Regulations) is not altered by an interruption of studies.
9. An interruption will be for a defined period of time which may be up to a maximum of one academic year. If a student wishes to extend their interruption of studies period they will need to submit a new request and this will need to be approved. As part of this process a new Return to Study Plan will be agreed.
10. If, prior to resuming their studies, the University requires a student to provide independent evidence that they are fit to return to academic study, students will be informed that this is a condition of return when their Return to Study Plan is agreed.

Approved: Academic Board
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