

Academic Regulations - Break in Studies, Transfer and Self-Withdrawal

Approved by: *Academic Committee*

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Break in Studies, Transfer and Self-Withdrawal

1. Purpose and Definitions

- 1.1 The purpose of this regulation is to outline the circumstances in which break in studies, transfers and withdrawals may be considered and/or necessary, and to explain the associated procedures.
- 1.2 'Break in Studies' means an extended break from a course either at the student's request or if required by the University. Normally only one request can be granted which will be for a maximum of one academic year.
- 1.3 'Transfer' means a request by a student to transfer from one course to another. An application will be subject to the course specific requirements. An application should be submitted by a student by the end of week 3 and may only be progressed and accepted up to the end of week 4 from the start of the academic year.
- 1.4 'Withdrawal' means leaving a course and ending the student's registration with the University either at the student's request or if required by the University.
- 1.5 Break in studies, transfers and voluntary withdrawals are considered choices which may be considered in specific extenuating circumstances and are determined on a case-by-case basis. These regulations exist to enable a student to take a break or withdraw from their studies in such circumstances.
- 1.6 Applications under this regulation cannot be progressed if a matter is being considered under another regulation or policy, for example Fitness to Practise or Academic Misconduct.
- 1.7 Students will receive the marks for any assessments submitted if they have been presented and approved by the relevant Subject Board. Students will forfeit the marks of assessments submitted in the term by which the break in studies or withdrawal has been applied if the request is approved.
- 1.8 No credit will be awarded for any partially completed modules at the point of break in studies or withdrawal. In the case of a break in studies the student will retain the current number of attempts at the assessment components for that module.
- 1.9 The University is not obliged to permit the student to return to a course or module that has been discontinued or significantly changed during the period of break in studies. The University will try to find a suitable replacement, if unable to do so the University may request that the student withdraws.

2. Principles of Break in Studies

- 2.1 A student may request a break in their studies if they satisfy the following criteria:
 - a. There is an unforeseen and unpreventable change in their circumstances.
 - b. The required length of absence is longer than the University could accommodate by other means.
 - c. The student agrees a return date and any relevant conditions of return.
- 2.2 Conditions of return will normally involve the following (this is not exhaustive):

- a. Evidence of the student's fitness to return to their studies.
 - b. The requirement to attend a meeting with Student Welfare & Support teams to provide support for a student's return.
 - c. Where appropriate, the requirement of a short reflective account in which the student indicates how they have kept up to date with the area of their course.
 - d. Any other conditions that are deemed necessary for a successful return to study.
- 2.3 The deadline to submit a break in studies application is normally up to the end of week 4 of teaching, the University may progress applications submitted outside of this time period if there are exceptional circumstances.
- 2.4 The University will normally only be able to authorise a break in studies for a maximum of one academic year. The University may exceptionally authorise an additional period if the student is able to evidence and demonstrate extenuating and exceptional circumstances. This will be determined on a case-by-case basis.
- 2.5 The University will not grant a break in studies to address academic failure unrelated to other circumstances or to amend the status, for example if the student has been withdrawn by the University.
- 2.6 Prior to submitting a form, a student must seek support from their Personal Tutor or the Student Support team, who may refer the student to other teams to discuss implications of the request, for example Student Finance.
- 2.7 Students studying on a student visa must discuss the situation with the Student Immigration & Compliance team to assess the implications on their immigration status. The University is obliged to inform the UK Home Office of any break in studies for students whom it sponsors, which results in the student being required to leave the UK immediately.
- 2.8 A student must submit a break in studies request form to the Registry team, confirming the basis of the intent along with evidence to support the above criteria.
- 2.9 The Registry team will complete a review of the application and supporting evidence and seek the input from relevant teams for example Student Immigration & Compliance, Finance and Director (Content), or nominated representative. Following a review of this information the Registry team will determine whether the application is accepted or declined. Students will be notified of the outcome within 5 working days of submission of the application.
- 2.10 Students who have applied for a break in studies should continue to engage with their course until they receive an outcome of their application, as per the requirements of the Attendance Policy.
- 2.11 Students on a break will not have their maximum registration period extended on their return.
- 2.12 Students who are on a break in studies are not registered with the University and therefore do not have access to certain facilities. For example, access to the VLE, library resources or access to campus.
- 2.13 Approximately 1 to 2 months in advance of the due return date the student will be invited to a return of study meeting with the Student Support Team(s), the purpose of the meeting will be to review the conditions of return and provide academic and welfare support to support the student's academic endeavours.

- 2.14 Students are responsible for requesting a new visa if necessary and to make any relevant payments of outstanding fees.
- 2.15 If it is determined that a student has not met the conditions of return the student may be withdrawn from the course or be referred under another regulation or policy, for example Fitness to Study.
- 2.16 Students failing to engage with and attend a return meeting or return after the agreed break in studies period will be withdrawn from the course.

3. Principles of Transfer

- 3.1 A student may request to transfer from one course to another, the deadline to apply is up to the end of week 3 from the start of the academic year.
- 3.2 A student must submit an Internal Transfer form to the Registry team, confirming the basis of the request.
- 3.3 The application will take into consideration any course specific requirements and will be reviewed in conjunction with the relevant Director(s) (Content), or nominated representative, and the outcome will confirm whether any credits achieved can be used as part of recognition of prior learning (RPL) or not.
- 3.4 The Student Immigration & Compliance team will review the application and confirm if the request fulfils and meets the visa requirements.
- 3.5 The student will be notified of the outcome within 5 working days of the date of submission of the form.

4. Principles of Withdrawal

- 4.1 A student can request to voluntarily withdraw from a course at the University, students are advised to seek advice from their Personal Tutor or the Student Support & Welfare team in the first instance.
- 4.2 A student may be requested to meet with their Personal Tutor before the self-withdrawal request can be progressed, in order to discuss support provisions and/or the basis of the withdrawal.
- 4.3 Students studying on a student visa must discuss the situation with the Student Immigration & Compliance team to assess the implications on their immigration status. Regent's University London is obliged to inform the UK Home Office of the withdrawal of any students whom it sponsors, which results in the student being required to leave the UK immediately.
- 4.4 A student must submit a Self-Withdrawal Form to the Registry team, confirming the basis of the intent.
- 4.5 Upon confirmation of the withdrawal, students who have achieved the required number of credits to be eligible for an exit award will be notified of the appropriate award.
- 4.6 A student who withdraws from the University immediately ceases to be a registered or enrolled student and the date of withdrawal will be recorded as such. From that date the student will cease to have access to facilities.

- 4.7 Students who wish to apply to return to a course of study within one year of withdrawing will be subject to the Readmission regulations and procedure.