

# LCIBS interruption/Withdrawal Policy & Procedure

Policy Name:	Interruption/withdrawal Procedure
Date Created:	Jan 2017
Review Date:	Jan 2018
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Approved by:	Academic Board Aug 2017

## **1.0 Purpose**

This policy outlines the principles and regulations relating to interruptions to study and withdrawals from study

## **2.0 Scope**

This policy relates to all students registered on all taught programmes at LCIBS

### **2.1 Definitions**

**Interruption of Studies** – a formal break from study for a specific length of time with the intention of returning to studies at a named future date that have been formally agreed by the College

**Withdrawal from study** – means a student has decided to terminate/discontinue study and has no intention of returning

### **3.0 Policy Statements**

Student attendance and participation is vital to student success. If students are unable to attend and participate in their studies, then they are unlikely to achieve their full potential and achieve success.

If circumstances arise that prevent a student from participating and attending, it may be appropriate for students to consider an interruption of studies to attend and resolve the issues that are affecting them.

In exceptional cases a student may need to decide to terminate their studies.

#### **3.1 Advice and support**

A student wishing to take an interruption of studies or to withdrawal from a programme of study should before submitting a formal application seek advice and support from either their Programme Leader, the Academic Advice Centre or Registry.

Students should be made aware of the implication such as funding, visa and assessment timings.

#### **3.2 Interruption of studies**

While a student is on an interruption of studies, their registration on their programme will change and they will not have the same entitlements as fully registered students.

The college has a duty to inform where applicable the UK visa and immigration (UKVI) of their interruption. If this applies to the student they should be made aware that this may require them to leave the UK, even if the interruption is due to personal or medical issues.

#### **3.3 Access to services during the period of interruption.**

Students that are on a period of interruption will still have access to the following to facilitate their return to studies.

Service	Description
IT Services	Student email and Open Campus
Library Services	Access to the reference library (Hardcopies)
Buildings	Main London Campus and Eco Spaces
Teaching staff	Access to programme leader for advice
Student Services	The Academic Advice Centre and the Wellness Coaches

While on the interruption students will not have access to the following:

Taught Classes
Tutorials or supervision
Continue with research
Take any assessments
Access to Moodle

### 3.4 Process

A formal request must be made by the student this can be done via Open Campus or directly with registry if this is not possible then they should make the request in a formal letter which should be sent to the registry department. Student must complete the necessary [form](#) which outlines the reason for interruption the length of time and evidence to back up the request. Student should be aware that an interruption of studies is not a student right and each case will be judge on an individual basis.

#### 3.4.1 Period of Interruption

The period of interruption for students is normally up to one year, for exceptional cases this could be longer should the programme of study be able to accommodate such an interruption

#### 3.4.2 Process for considering and confirming an interruption request

The programme leader for the programme of study that that the student is attending will consider the request for interruption of studies or their nominee.

An interruption of studies is a serious step for any student so all requests are considered on an individual basis. The following are examples of circumstances which may be acceptable circumstances for interruption

- Significant health or wellbeing issues of the student
- Significant health or wellbeing of a close family member or friend
- Death of a relative or close friend
- Caring responsibilities
- Severe family or financial circumstances which have had a considerable impact on a student
- Caring responsibilities

- Jury Service
- Maternity or adoption

The college will treat all requests for interruption of studies application sympathetically

Instances where an interruption may not be possible,

- When programme is about to close
- Before that start of examinations simply as a means of allowing students to avoid (or postpone) failure in a number of modules, as this would grant these students with an unmerited advantage. If there is a situation that prevents the student from completing an exam or assessment, they may need to complete a mitigating circumstances form
- Vacations
- Poor Planning and time management

The college will confirm the outcome of the request in writing, including the start and end dates of the period of interruption. This communication will also confirm the student's academic or assessment position at the point of return including;

- Outstanding assessments which need to be completed in order to complete the relevant level or stage of programme
- Future assessment dates (if known)
- Any relevant supervision arrangements or changes in personal tutoring arrangements upon return
- Whether or not the programme changes may affect the availability of modules on return to study

### **3.4.3 Retrospective Interruptions**

Interruptions cannot normally be submitted retrospectively and will only be considered in very exceptional cases.

### **3.4.4 Last date of attendance and funding for students on interruption of studies**

The last date of attendance before an interruption will be notified, where relevant, to funding bodies and awarding body organisations. If students are in receipt of funding whilst not attending and engaging with their studies, this may be considered as fraud.

### **3.4.5 Communication with students while on an interruption of studies.**

Whilst a student is on an interruption the College will at periodic intervals communicate with students via their college email addresses to provide relevant information. The college will also at around 6 weeks prior to the end of their interruption of studies contact the students to make arrangements for their return to study. This may include arranging a study meeting with the programme leader or their supervisor. Once the student returns they shall receive an appropriate induction. Depending on the programme this may include attending relevant

sessions to update knowledge, an update on programme changes or other issues that may impact on studies. Students will be expected to confirm their intention to return 6 weeks before the expected return date. If a student does not confirm intention to return and subsequently re-register, they will be withdrawn from their programme of study.

## **4.0 Withdrawals**

### **4.1 Process for withdrawals**

A student who wishes to request a withdrawal from their programme of study must formally notify the College as soon as possible through either the online portal, Open Campus or Registry in writing completing the [Withdrawal form](#). Student must seek advice and guidance.

### **4.2 Exit Award Qualification**

If a student has withdrawn, the college will review a student's academic profile to determine if sufficient credits have been accumulated to award an exit award.

### **4.3 Last date of attendance and financial implications for withdrawn students**

The college will use the last date of attendance to determine tuition fee balances.

The last date of attendance will also be notified, where relevant, to funding bodies and awarding body organisations to determine any student loans or bursary overpayments. If students are in receipt of funding whilst not attending and engaging with their studies, this may be considered fraud.

## **5.0 Policy Enforcement**

Students should seek advice as soon as possible if any issues are affecting their studies to ensure that appropriate support can be put in place if required.

By not advising the college of any issues, academic progress and achievement may be affected.

## **6.0 Equality Analysis**

This policy accepts that students may withdraw at any point due to personal choice. The policy seeks to ensure that students do not withdraw for any reason, including those related to a protected characteristics, due to lack of information on the support and guidance which could assist them to continue on their programme to obtain a qualification. The policy applies to all students, however, it is expected that it would be positive regarding equality issues as it would ensure that any student who needs support was directed to the appropriate services, including Disability and Dyslexia and Student wellness services.

## **7.0 Appendices**

Appendix A Equality Assessment

## Appendix A

### Equality Assessment Form

Inclusion and Equality Assessment					
<b>Proposal/Policy Title</b>		Student Interruption and withdrawal Policy		<b>Aims and purpose</b>	The purpose of this policy is to outline the principles and regulations governing interruptions and withdrawals from study.
<b>Committee/Board</b>		Equality and Diversity Committee		<b>Meeting Date</b>	Paper based review undertaken Policy confirmed HoQ August 2017
				<b>Assessment Date</b>	16 August 2017
<p><b>To comply with the Equality Act 2010 LCIBS is required to consider the possible Consequences of decisions the College makes on people from different groups.</b> More information Please refer to <a href="https://www.gov.uk/guidance/equality-act-2010-guidance">https://www.gov.uk/guidance/equality-act-2010-guidance</a></p>					
		<b>Yes</b>	<b>No</b>	<b>Notes</b>	
1.	How likely that the policy under review will affect people who have protected characteristics (age, disability, gender reassignment, religion and belief, race, sex, sexual orientation, pregnancy and maternity and marriage and civil partnerships) who are employees, students, service users or other stakeholders, or the wider community?)	Yes		Students with any protected characteristics may wish to interrupt/withdraw from studies. This policy ensures that there is a framework in place to ensure students make informed decisions and also that appropriate support is offered to students who may be facing issues affecting their studies. The same framework applies to all students	

2.	<b>Could this proposal support the college to meet the following three requirements of the Public Sector Equality Duty?</b>			
	a) Does it support the college to ... <i>eliminate Discrimination, harassment, victimisation and any other conduct that is prohibited under the Equality Act 2010?</i>	Yes		See above
	b) Does it enable the College to .... <i>advance equality of opportunity between different groups of people?</i>	Yes		See above
	c) Does it help the College to... <i>foster good relations between different groups of people?</i>	Yes		See Above
<p><b>To comply with Counter-Terrorism and Security Act 2015 Colleges are under a legal duty to prevent people from being drawn into terrorism.</b> For further information about the duty follow this link.  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799 Revised Prevent Duty Guidance England Wales V2-Interactive.pdf</a></p>				
3.	Is this proposal likely to contain or increase risks that people may be drawn into terrorism?		No	
	Is a separate risk assessment required		No	
4.	Equality Assessor Recommendations and Notes: This policy must be kept under review to ensure that it remains up-to-date and compliant			
5.	<b>Select appropriate Outcome:</b>		✓	<b>Notes</b>
	a) No major change is required:		✓	
	b) The proposal will be adjusted (as above) and submitted for decision:			
	c) The proposal will be continued without change and monitored			
	d) The activity will be stopped and the policy will be removed			
	e) Further assessment is required:			

