



## University of East London

# Student Initiated Intermission and Student Initiated Programme Withdrawal Policy

### Scope

This policy applies to students who are studying a programme at the University of East London (UEL) and relates to student initiated intermission requests (also referred to as Study Breaks or Leave of Absence) and withdrawals only.

It does not apply to students who are taking a UEL short course or students who are studying a UEL programme that is delivered at a partner institution. If you are studying at a partner institution you will need to let them know as soon as possible if you wish to request an intermission or are considering withdrawing from your programme.

This policy applies to student initiated requests only; students may be required to take an intermission in study or withdrawal from their programme. This may occur when a student breaches our programme/assessment regulations, Engagement and Attendance Policy, Terms of Admittance or Fees Policy. In these circumstances, we will write to you to explain our decision and provide you with a copy of the relevant policy.

### Student Initiated Intermission

A student initiated intermission (Study Break; Leave of Absence) occurs when a student requests a suspension from their studies for a specific period of time and they intend to resume studies at UEL at a future date. In the first instance a student can request a break for up to one academic year only. In exceptional circumstances, more than one intermission may be granted. The maximum intermission period allowed from first enrolling on a programme is two academic years (as detailed in [Part 3 of the Academic Regulations, section 4.3](#)), however students can only request a break for a maximum of 1 year at a time (i.e. a student cannot request a break automatically for 2 years).

**It is important that you let UEL know as soon as possible if you wish to request a break in study – simply not attending does not let us know your intentions and does not help us to support you with making such an important decision.**

## Implications of requesting an intermission on your programme

Before making any decision to request to intermit studies, it is important that students access appropriate guidance and support from UEL services and are aware of the following implications::

### Support and Funding

- **UEL is here to help** – if you are struggling with your studies, finances, visa issues, health or personal circumstances we have a wide range of specialist support services (available from [The Hub](#)) that could help you to stay on the programme. More information is available on who to talk to further in this [policy](#).
- **Tuition fees will be due to UEL if you have engaged with the programme after the first three weeks of teaching of your current enrolment year** – please see our [Fees Policy](#) for further information on the fee that will need to be paid and the liability points.
- **If you are in receipt of Student Finance England tuition fee funding and living costs funding, you may not be entitled to continued funding for repeat/extended periods of study.** It is vital that you ensure you have spoken to the [Student Money Advice and Rights Team](#) before confirming your request for intermission
- **If you are in receipt of government benefits your entitlements may change** – please speak to the [Student Money Advice and Rights Team](#) to find out how you may be affected.
- **If you take a break part-way through a programme/module(s), when you return to study you will need to start those module(s) (or an agreed alternative) from the beginning of teaching** – and the full cost of the programme/module(s) will need to be paid for the returning year at the rate applicable for that year.
- **You may no longer be entitled to live in UEL halls of residence** – please refer to your accommodation contract and/or contact [Residential Services](#) for further information on required notice periods and rent due.

### New students

- **If you wish to intermit (take a break) in study within the first three weeks of starting your programme** – an intermission will not apply. Instead, you will need to request to **defer** the start of your studies to a future date by emailing your request to [defer@uel.ac.uk](mailto:defer@uel.ac.uk). If you have been sponsored by UEL under the Tier 4 student visa route, you can only defer within the first three weeks if you have not already travelled to the UK.

### All students

- **We may not be able to agree to your request** – In certain circumstances requests for an intermission may not be possible. This may occur in situations such as;
  - Professional body requirements for your programme may mean that a break cannot be agreed – please speak to your Programme Leader for further information.
  - If you are on a programme that is in the process of being withdrawn, we may not be able to agree to you returning to study on that programme at a future date (but will assist you in enrolling on an alternative programme that you are suitably qualified for). Any change of programme will be done in consultation with your current and future programme leader.

- **There are limitations on how long a student can request intermission** – A student can request intermission for one year. For some postgraduate programmes an intermission of one term can be requested only if the programme module structure allows. The maximum intermission period from first enrolling on a programme is two years, as per the [Manual of General Regulations](#).
- **If the request for intermission occurs after the final tuition fee payment liability date** and a student has attended after this point, you will remain liable for the full tuition fee. (please refer to the [Fees Policy](#) for further information on liability points)
- If the request for intermission is on health grounds, you may be required to produce confirmation that you are well enough to return before resuming studies
- **If you fail to re-enrol on your programme of study when eligible to return the following academic year, you will be withdrawn from your programme of study.**

### Assessments

- **You may lose assessment opportunities depending on when the intermission is requested**– Please see Appendix A - E for further information of cut-off dates. However, if you are in this situation and are prevented from completing module assessment(s) due to unforeseen, unpreventable and serious circumstances you should follow our [Extenuating Circumstances procedures](#) and contact the [UELSU Advice Service](#) for independent advice.
- **Students who intermit are required to complete all outstanding re-assessments if the intermission is actioned after a module has been completed (mainly Term 1 modules)**, as detailed in section [4.3.3, Part 3 Academic Regulations](#). If you are unable to engage with the resit assessments due to unforeseen, unpreventable and serious circumstances you should follow our [Extenuating Circumstances procedures](#) and contact the [UELSU Advice Service](#) for independent advice.

### International Students

- **We will report your intermission to UK Visa and Immigration (UKVI) if you are studying at UEL on a Tier 4 student visa** – please contact the International compliance team via [isa@uel.ac.uk](mailto:isa@uel.ac.uk) if you are an international student thinking of intermitting your studies.

**It is therefore important that you tell us as soon as you are thinking about requesting an intermission.**

### How can I find out more information?

Information and advice about the support we can provide to help you stay on the programme and the particular implications for you of taking an intermission can be accessed in the following ways:

- 1) **Discuss your intended intermission with your Academic Adviser/Programme leader** – they will discuss the academic implications of any intermission/break in studies and refer you to support services for further information and advice if necessary.
- 2) **Contact the Hub by email [thehub@uel.ac.uk](mailto:thehub@uel.ac.uk)** from your UEL student account **or Telephone on +44 (0) 208 223 4444** – have your student number to hand so that we can look at your record and give you the fullest advice possible.
- 3) **Contact the [UELSU Advice Service](#)** who can provide you with impartial advice and guidance and assist you in this process. You can email for support via [studentadvice@uel.ac.uk](mailto:studentadvice@uel.ac.uk) or book an appointment by calling +44 (0) 208 223 7025 or +44 (0) 208 223 4209.

- 4) **Postgraduate Research students should speak to the [Graduate School](#)** as they can offer bespoke advice on the implications of any break in studies for a research degree programme.

### 3.3 I still want to take an Intermission - what do I do now?

If having sought advice you still wish to intermit, you must inform us in writing by completing the “Student intermission Request Form” if you have not done so already.

This must be submitted to The Hub –via email to [thehub@uel.ac.uk](mailto:thehub@uel.ac.uk).

You may be contacted if any further information is required to assist in the decision regarding your request.

It is important that you keep engaging with your programme until your request is responded to. We may not be able to agree to your request and you may need to continue on your programme. If your request is approved, in the first instance we will take your last date of attendance as your final point of engagement, however we will take the receipt date of your “Student Intermission Request Form” as your last date of engagement and charge fees accordingly if you have continued to attend after the date of the original request.

### 3.4 What happens next?

Once UEL has received a formal intermission request and we are sure that we have provided you with appropriate information and advice we will:

- Ascertain your last date of engagement, charge tuition fees in accordance with our [Fees Policy](#) and confirm this in writing to you. For more information of liability points in regards to fees and assessment opportunities, please see Appendix A - E.
- Also confirm in writing when you are due to return to studies, any documentary evidence that you may need to provide (for example if your intermission was for health reasons) and invite you to re-enrol at the appropriate time.
- Inform all relevant bodies of your intermission – this may include UKVI (if you are studying on a Tier 4 student visa) and Student Finance England/other government funding body, any relevant professional body and Transport for London. If you are living in UEL accommodation we will also inform Residential Services that an intermission has been agreed.

In return you are required to:

- Ensure that you pay immediately any outstanding tuition fees or other debts due to UEL.
- Return any books you have to the Library.
- Send evidence of returning to your home country if you are on a Tier 4 student visa to [pbs@uel.ac.uk](mailto:pbs@uel.ac.uk) - e.g.: scanned copy of flight ticket, boarding pass and re-entry stamp in your passport.
- Keep your contact details up to date via [UEL Direct](#) or email notification to [thehub@uel.ac.uk](mailto:thehub@uel.ac.uk)
- Check your email account for further information from us regarding your return to studies – including your bulk/junk folders.
- Formally request any change to your intended return date by submitting a new “Student Intermission Request Form”.

- Comply with any other requests made by UEL as appropriate to your programme and circumstances.

At the next eligible point of return to study when the requested intermission ends, students will receive an enrolment task via email. At this point it is recommended that a student re-enrols on their programme and if needed, contact the Hub and/or programme leader/academic advisor to discuss their return to study and confirm if any support is needed.

## Student Initiated Programme Withdrawal

A student programme withdrawal applies when you have decided to stop studying at the University of East London and are sure that you will not be returning to study with us in the future. If a student withdraws from their programme of study at UEL and wishes to return to study at a later date they will have to re-apply to study at UEL. In certain circumstances students who re-apply may not be eligible to study at UEL again. This may be due to various reasons, such as; previous failures on the programme, changes to admissions criteria, programme no longer running.

**It is important that you let us know as soon as possible if you are intending to withdraw from your programme – simply not attending does not let us know your intentions and does not help us to support you with making such an important decision.**

If you are thinking about withdrawing from your programme, please see “Section 4 – Student Initiated Programme Withdrawal” below.

## Implications of withdrawing from your programme

Before you decide to withdraw from your programme it is important that you understand:

### Support and Funding

- **UEL is here to help** – if you are struggling with your studies, finances, visa issues, health or personal circumstances we have a wide range of support services (available from [The Hub](#)) that could help you to stay on the programme now. More information is available on who to talk to further in this [Policy](#)
- **Tuition fees will be due to UEL if you have engaged with the programme after Week 3 of teaching in your current enrolment year** – please see our [Engagement Policy](#) for information on what constitutes student engagement and our [Fees Policy](#) for further information on the fee that will need to be paid. Further information can also be found in Appendix A - E of this document
- **Funding may be unavailable to you when if you decide to return to study at a future date**– please ensure you have spoken to the [Student Money Advice and Rights Team](#) before confirming your withdrawal
- **If you are in receipt of government benefits your entitlements may change** – please speak to the [Student Money Advice and Rights Team](#) to find out how you may be affected.
- **You will no longer be entitled to live in UEL halls of residence** – please refer to your accommodation contract and/or contact [Residential Services](#) for further information on required notice periods and rent due.

- **You will lose the rights, facilities and services that benefit UEL students** – this includes a UEL email account, UEL Student ID Card, [UEL Scholarships/Bursaries](#) (including free books and tablets which need to be returned) and access to our library and other UEL facilities. If you have a student discount Oyster card then we will also inform Transport for London (TFL) that you are no longer a student at UEL and your discount card will become invalid. We will also inform any relevant professional bodies that you are no longer a UEL student.

### All Students

- **You may not be able to return to study at UEL at a later date** – you would need to re-apply to the programme. We cannot guarantee that we would be able to offer you a place upon re-application or that your programme will be offered at a future date.
- **We may suggest alternative options to withdrawing**– In certain circumstances a request for withdrawal may not be in the best interest of a student. This may occur in situations where the request for withdrawal occurs after the final liability point for tuitions fees and a student has attended after this point, so therefore there is no financial and/or assessment benefit in withdrawing from the programme (please refer to the [Fees Policy](#) for further information on Fee liability points). There may **for example** be a benefit in engaging in some assessments and gaining credit, to then withdraw from the programme at a later point.

### Assessments

- **Students who request withdrawal from a programme are eligible to complete all outstanding re-assessments if the break is actioned after all module assessments have been completed** (mainly Term 1 modules). There may for example be a benefit in engaging in some assessments and gaining credit towards an exit award.

### International students

- **We will report your withdrawal to UK Visa and Immigration if you are studying at UEL on a Tier 4 student visa** – please contact the International compliance team via [isa@uel.ac.uk](mailto:isa@uel.ac.uk) if you are an international student thinking of withdrawing from your programme.

**It is therefore important that you tell us as soon as you are thinking about withdrawing from your programme.**

### How can I find out more information?

Information and advice about the support we can provide to help you stay on the programme and the particular implications for you of withdrawing can be secured in the following ways:

- 1) **Discuss your intended withdrawal with your Academic Adviser/Programme leader** – they will discuss the academic implications of any withdrawal and refer you to support services for further information and advice if necessary.
- 2) **Contact the Hub by email [thehub@uel.ac.uk](mailto:thehub@uel.ac.uk)** from your UEL student or **telephone on +44 (0) 208 223 4444** – have your student number to hand so that we can look at your record and give you the fullest advice possible.
- 3) **Contact the [UELSU Advice Service](#)** who can provide you with impartial advice and guidance and assist you in this process. You can email for support via [studentadvice@uel.ac.uk](mailto:studentadvice@uel.ac.uk) or book an appointment by calling +44 (0) 208 223 7025 or +44 (0) 208 223 4209.

- 4) **Postgraduate Research students should speak to the [Graduate School](#)** as they can offer bespoke advice on the implications of any withdrawal from a research degree programme.

## **I still want to withdraw from my programme at UEL – what do I do now?**

If having sought advice you still wish to withdraw from studies at UEL, you must inform us in writing by completing the “Student Withdrawal Request Form”.

This must be submitted to The Hub –via email to [thehub@uel.ac.uk](mailto:thehub@uel.ac.uk).

It is important that you keep engaging with your programme until your request is responded to as we may recommend other routes for ending your studies. If it is agreed that withdrawal is the best option, in the first instance we will take your last date of attendance as your final point of engagement, however we will take the receipt date of your “Student Withdrawal Request Form” as your last date of engagement and charge fees accordingly if you have continued to attend past the date of the original request.

## **What happens next?**

Once we have received a formal withdrawal request and we are sure that we have provided you with appropriate information and advice we will:

- Ascertain your last date of engagement, charge tuition fees in accordance with our [Fees Policy](#) and confirm this in writing to you. For more information of liability points in regards to fees and assessment opportunities, please see Appendix A -E.
- Inform all relevant bodies of your programme withdrawal – this may include UKVI (if you are studying on a Tier 4 student visa), Student Finance England/other government funding body and Transport for London. If you are living in UEL accommodation we will also inform Residential Services that you have left the programme.
- Award you with the highest qualification to which you are entitled to at the next award board.
- Provide you with advice and guidance from our Employability Team if requested on the “Student Withdrawal Request Form”.

In return you are required to:

- Return your UEL Student ID Card to [The Hub](#)
- Ensure that you pay immediately any outstanding tuition fees or other debts due to UEL
- Return any books you have to the Library
- Return any books or tablets provided to you by UEL under our Scholarship and Bursary schemes to [The Hub](#)
- Send evidence of returning to your home country if you are on a Tier 4 student visa ([pbs@uel.ac.uk](mailto:pbs@uel.ac.uk) - e.g.: scanned copy of flight ticket, boarding pass and re-entry stamp in your passport)
- If you are living in UEL accommodation, contact [Residential Services](#) to finalise your move-out date and rent due.
- Comply with any other requests made by UEL as appropriate to your programme and circumstances.

**Appendix A –Undergraduate Assessment opportunity liability points for September start students (by module). Please refer to section B.8.7 (Home/EU) or C.8.5 (international student) of the fees policy for Fee liability points.**

	Prior to/on first cut-off date 8 <sup>th</sup> January 2019		Prior to/on first cut-off date 9 <sup>th</sup> April 2019.	
	Date prior to/on above date	Date post above date	Date prior to/on above date	Date post above date
<b>Term 1 (Sept – Jan) Module action</b>	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)
<b>Term 1 and 2 (Sept – May) Module action</b>	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)
<b>Term 2 (Jan – May) Module action</b>	<b>NO</b> assessment carried forward*	<b>NO</b> assessment carried forward*	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)

\*If student attempts assessment, it is assumed it was done in error as student is withdrawing from module. When re-registering the module the assessment would need to be taken again and is uncapped (unless student is already on 3<sup>rd</sup> attempt)

**Appendix B –Undergraduate Assessment Opportunity liability points for January start “accelerated” students (by module). Please refer to section B.8.7 (Home/EU) or C.8.5 (international student) of the fees policy for Fee liability points.**

	Prior to/on first cut-off date 9th April 2019.		Prior to/on first cut-off date 21 <sup>st</sup> July 2019	
	Date prior to/on above date	Date post above date	Date prior to/on above date	Date post above date
<b>Term 2 (Jan – May) Module action</b>	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)
<b>Term 2 and 3 (Jan – Sept) Module action</b>	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)
<b>Term 3 (May – Sept) Module action</b>	<b>NO</b> assessment carried forward*	<b>NO</b> assessment carried forward*	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 40% when re-registered if not passed and/or extenuation not granted)

\*If student attempts assessment, it is assumed it was done in error as student is withdrawing from module. When re-registering the module the assessment would need to be taken again and is uncapped (unless student is already on 3<sup>rd</sup> attempt)

**Appendix C – Postgraduate Assessment opportunity liability points for September start students (by module). Please refer to section B.8.8 (Home/EU) or C.8.5 (international student) of the fees policy for Fee liability points.**

	Prior to/on first cut-off date 8th Jan 2019		Prior to/on first cut-off date 9 <sup>th</sup> April 2019		Prior to/on first cut-off date 21 <sup>st</sup> July 2019	
	Date prior to/on above date	Date post above date	Date prior to/on above date	Date post above date	Date prior to/on above date	Date post above date
<b>Term 1 (Sept – Jan) Module action</b>	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)
<b>Term 2 (Jan – May) Module action</b>	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)
<b>Term 3 (May – Sept) Module action</b>	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)

\*If student attempts assessment, it is assumed it was done in error as student is withdrawing from module. When re-registering the module the assessment would need to be taken again and is uncapped (unless student is already on 3<sup>rd</sup> attempt)

**Appendix D – Postgraduate Assessment opportunity liability points for January start students (by module) with Term 3 teaching. Please refer to section B.8.8 (Home/EU) or C.8.5 (international student) of the fees policy for Fee liability points.**

	Prior to/on first cut-off date 9 <sup>th</sup> April 2019		Prior to/on first cut-off date 21 <sup>st</sup> July 2019		Prior to/on first cut-off date 7 <sup>th</sup> Jan 2020	
	Date prior to/on above date	Date post above date	Date prior to/on above date	Date post above date	Date prior to/on above date	Date post above date
<b>Term 1 (Sept – Jan) Module action</b>	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)
<b>Term 2 (Jan – May) Module action</b>	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)
<b>Term 3 (May – Sept) Module action</b>	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)

\*If student attempts assessment, it is assumed it was done in error as student is withdrawing from module. When re-registering the module the assessment would need to be taken again and is uncapped (unless student is already on 3<sup>rd</sup> attempt)

**Appendix E – Postgraduate Assessment opportunity liability points for January start students (by module) with NO Term 3 (summer) teaching. Please refer to section B.8.8 (Home/EU) or C.8.5 (international student) of the fees policy for Fee liability points.**

	Prior to/on first cut-off date 9 <sup>th</sup> April 2019		Prior to/on first cut-off date 7 <sup>th</sup> Jan 2020		Prior to/on first cut-off date 21 <sup>st</sup> April 2020	
	Date prior to/on above date	Date post above date	Date prior to/on above date	Date post above date	Date prior to/on above date	Date post above date
<b>Term 1 (Sept – Jan) Module action</b>	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)
<b>Term 2 (Jan – May) Module action</b>	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)
<b>Term 3 (May – Sept) Module action</b>	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward	<b>NO</b> assessment carried forward*	Assessment carried forward (module capped at 50% when re-registered if not passed and/or extenuation not granted)

\*If student attempts assessment, it is assumed it was done in error as student is withdrawing from module. When re-registering the module the assessment would need to be taken again and is uncapped (unless student is already on 3<sup>rd</sup> attempt)