



## HE Student Postponement and Withdrawal Policy (ABC Validated Programmes) 2023-2025

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. DOCUMENT HISTORY

Date of Issue: 6<sup>th</sup> November 2023

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SLT Owner: HE Academic Registrar

Author: HE Academic Registrar

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### 2. POLICY STATEMENT

2.1. Askham Bryan College is committed to ensure successful outcomes for all its students and offering supportive choices when a student finds themselves unable to engage in their programme of study. This policy should be read in conjunction with the HE Student Postponement and Withdrawal Procedure.

2.2. In the case of this document the College will be referred to as "University Centre Askham Bryan" or the "University Centre".

### 3. PURPOSE

3.1. This policy outlines a student's responsibilities for engagement in their course and what their options are if circumstances mean that they longer wish to continue their studies and withdraw from their programme or if they are temporarily unable to maintain the level of engagement necessary to support success and need to postpone their studies for a period of time.

3.2. The following definitions apply to this policy:

## HE STUDENT POSTPONEMENT AND WITHDRAWAL POLICY 23-25

3.2.1. **Withdrawal from study** means that a student has either decided to discontinue study at the College with no intention of returning or that the College has withdrawn a student's registration for reasons which may include disciplinary action. This does not include Fail and Withdrawal outcomes made by the UCAB Progression and Awards Board. Where at a later point a student wishes to return to the College, they can apply to do so via the usual admission route.

3.2.2. **Postponement of study** means a formal break from study for a specific period of time with the intention to resume study at a future date which has been agreed with the University Centre.

## 4. SCOPE AND LIMITATIONS

4.1. This policy applies to all students who are undertaking a programme of study awarded by Askham Bryan College and delivered by University Centre Askham Bryan.

4.2. This policy does not apply to students who are studying towards an award that is validated by another awarding institution. In those cases, the validating partners policies on withdrawal and postponement/interruption of studies should be consulted.

## 5. STUDENT RESPONSIBILITIES

5.1.1. All students are expected to commit to:

- Attending all timetabled teaching events, including lectures, seminars and tutorials
- whether delivered on-line or on-campus.
- Participating in learning activities as guided by their lecturers outside of timetabled events.
- Attending or submitting assessments.
- Participating in field trips or other activities which are a core element of their programme.
- Accessing MS Teams Pages (the virtual learning environment) and the Library Resources.

### 5.2. Students Unable to Engage in their Studies

5.2.1. If a student experiences circumstances which prevent engagement with their studies, they should seek advice and support as soon as possible from their Module Tutor and/or Course Manager.

5.2.2. Also if attendance and engagement is identified as being below a reasonable level to enable a student's success on the programme, the Course Team will contact the student to explore any issues which are affecting their attendance and engagement. Students may be invited to a 1:1 tutorial to discuss their studies and what support may be available and discuss options.

5.2.3. Students may be referred to the Mitigating Circumstances Policy if they need an extension for specific assessment.

### 5.3. Postponement of Study

5.3.1. In some instances, where the barriers to successful engagement are temporary in nature, a student may wish to request or be advised to take a formal break in learning for a specific period of time.

5.3.2. Postponement is not an automatic process and will be used only where there is a reasonable probability that the issues preventing successful engagement with learning can be addressed prior to the proposed date of return. Before submitting a formal request for postponement, a student should seek advice and support to ensure that course of action is the most appropriate.

5.3.3. It is a student's responsibility to ensure they are aware of any implications for funding, visas or accommodation if they are contemplating an interruption.

5.3.4. The University Centre requires all students to complete their programme within a set period from initial registration, regardless of individual circumstances. The maximum period of registration is outlined within the HE Academic Regulations Section 4 and will be inclusive of postponement of studies.

5.3.5. Unless in exceptional circumstances which have been approved by the HE Academic Registrar, the maximum period of interruption will normally be one academic year. A student's registration for an award of the University will be terminated if two academic years (including standard reassessment periods) elapse without the award of credit. The Progression and Awards Board will confer any interim award to which the student is entitled.

### 5.4. Withdrawal from Studies at the Request of a Student

5.4.1 Before submitting a formal application to withdraw from study, students should discuss their circumstances with their Course Manager.

5.4.2 It is a student's responsibility to ensure that they are fully aware of any implications for funding including student loans, visas or accommodation if they are considering a withdrawal from study.

## 6. RESPONSIBILITIES

6.1. The HE Academic Registrar will have overall responsibility for ensuring compliance with this policy. The Head of HE Academic Services and Quality Assurance will be assisted by Curriculum Area Managers and the HE Academic Services team to ensure compliance with this policy.

## 7. MONITORING AND REVIEW

6.1 The HE Academic Registrar will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed every two years by the HE Academic Registrar and via the Academic Standards and Quality Committee and Higher Education Academic Board.

## **8. SUPPORTING/RELATED DOCUMENTS**

- HE Student Postponement and Withdrawal Procedure
- HE Student Terms and Conditions
- HE Academic Regulations Section 4 Modular Scheme Framework
- HE Mitigating Circumstances Policy
- HE Mitigating Circumstances Procedure
- Tuition Fees Policy
- Academic Refunds Policy
- Student Payment and Collections Policy
- Student Transfer Guidance

## **8. RELEVANT LEGISLATION**

1. In all aspects of this policy the College will comply with the following legislation:
  - Equality Act 2010
  - Data Protection Act 2018
  - General Data Protection Regulations (GDPR)
  - Safeguarding Vulnerable Groups Act 2006