



HE Student Postponement and Withdrawal Procedure (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

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2. INTRODUCTION

2.1. This procedure should be read in conjunction with the HE Student Postponement and Withdrawal Policy

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

2.3. The following definitions apply to this procedure:

2.3.1. 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.

2.3.2. 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a student has either decided to discontinue study at the College with no intention of returning or that the College has withdrawn a student’s registration for reasons which may include disciplinary action.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 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. POSTPONEMENT

3.1. Process to Request a Postponement

- 3.1.1. A formal request for postponement of studies, including the proposed period of postponement must be submitted to your course manager via email along with any relevant evidence of the circumstances relating to the reason for this postponement request.

3.2. Process to Consider and Confirm a Postponement Request

- 3.2.1. Following receipt of the formal request by the student to postpone their studies the Course Manager must submit a change request via ProSolution, where it will be processed by Academic Services.
- 3.2.2. For all students, requests for postponement of studies will be considered and approved by the relevant Curriculum Area Manager or nominee.
- 3.2.3. A postponement of study should be considered as a serious step for any student, so all requests are considered on an individual basis.
- 3.2.4. The following are examples which may be acceptable circumstances for an interruption. This list is not exhaustive and even if a circumstance is listed, it does not mean that a request for interruption will be approved:
- a) Significant changes to health or wellbeing;
 - b) Significant illness of a close family member;
 - c) The death of a close family member or friend;
 - d) Significant changes in a student's caring responsibilities;
 - e) Extreme family or financial circumstances which have had a significant impact on a student's ability to study;
 - f) Elite athletes who are required to attend sporting events/fixtures on behalf of their country;
 - g) Military service including undertaking military service as reservists;
 - h) Jury service, where this cannot be deferred;
 - i) Maternity, paternity or adoption leave;
 - j) Significant changes in work commitments;
 - k) Situations where a student is unable to progress academically such as being unable to find a placement or delays with third party processes such as DBS checks.
- 3.2.5. Postponements would not normally be approved for the following circumstances:
- a) If a programme is being withdrawn and there are no future cohorts for a student to join upon return from an interruption;
 - b) Where an interruption is requested immediately before the start of examinations or submission of assessments, simply as a means of avoiding failure in or postponing assessments. If there is a genuine reason why a student cannot complete an assessment, it may be appropriate to use the Mitigating Circumstances Policy and Procedure;
 - c) Vacations/holidays;

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- d) Employment that does not contribute significantly towards the student's programme of study;
- e) Lack of motivation or to consider future engagement with a programme or subject.

3.2.6. The University Centre will confirm the outcome of the suspension request in writing, including the start and end date of the period of interruption.

3.3. Access to Services During a Period of Postponement

3.3.1. During a period of postponement, a student's registration status changes and they do not have the same entitlements as fully registered students. It is however important that they are able to maintain appropriate contact with the University Centre and Course Team during the period of interruption to allow you to prepare for a return to study and to retain contact with the programme. The nature of this engagement will differ depending upon the circumstances that necessitated an interruption and will be contained in the return to study plan agreed at the point of interruption and reviewed at agreed periods.

3.3.2. Whilst on an interruption of study they will still be able to access the following services to facilitate return to study:

- a) College Email Account
- b) Course team VLE page(s)
- c) UCAB Hub

Access will be dependent on the student maintaining an up to date password and login information.

3.3.3. During a period of postponement, you will not be able to:

- a) Attend classes;
- b) Access tutorial support or project supervision;
- c) Continue with research projects;
- d) Undertake or submit assessments;
- e) Remain in the UK if you are on a Student visa sponsored by the Askham Bryan College and the period of interruption is for 60 days or more.

3.4. Period of Postponement

3.4.1. For students on taught awards, the period of interruption is normally up to one year, in exceptional circumstances you may be able to request a second one-year period of interruption, which must be agreed by the HE Academic Registrar and relevant Curriculum Area Manager.

3.4.2. The final date by which an application for postponement will be considered is prior to the commencement of term three of each academic year.

3.4.3. It is the student's responsibility to ensure they are fully aware of any financial implications with regards to their period of postponement. It is also the responsibility

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of the student to inform their accommodation of their change in circumstances and ensure they adhere to any contractual obligations with their accommodation.

3.5. Returning to a Programme Following a Postponement

- 3.5.1. Students who have postponed will be contacted by the University Centre prior to the end of their agreed period of postponement to discuss arrangements for their return to study.
- 3.5.2. You will be required to confirm your intention to return one month before the expected return date. If you do not confirm your intention to return and subsequently re-register, you will be withdrawn from your programme.
- 3.5.3. Students who have postponed towards the end of an academic year, may wish to return at the start of the next to support their studies. It is important that students make themselves aware of the financial costs of returning “early”, by consulting their student loans company.
- 3.5.4. Programmes are reviewed and updated on a regular basis, and there may be changes to programme when a student returns to study. The Course team will be able to advise you of any changes, where relevant.

3.6. Student Visa Holders

- 3.6.1. The University Centre is required to notify the UK Visas and Immigration (UKVI) of interruptions for students sponsored under the Student Route of the Points Based Immigration System where the College have issued Confirmation of Acceptance for Studies (CAS).
- 3.6.2. Student visa holders who interrupt their studies will be required to leave the UK, even if interrupting because of personal or medical reasons, if your interruption is for a period of 60 days or more. This means a student would need to return home and apply for another Student visa to come back when they were ready to return from their interruption.

4. WITHDRAWAL

4.1. Withdrawal from Studies at the Request of a Student

- 4.1.1. If a student wishes to withdraw from study they must formally notify the Course Manager as soon as possible via email.
- 4.1.2. Following receipt of the formal request by the student to withdraw from their studies the Course Manager must submit a change request via ProSolution, where it will be processed by Academic Services.
- 4.1.3. Requests for withdrawal will be considered and approved by the relevant Curriculum Area Manager or nominee.
- 4.1.4. Once a request has been processed, the University will confirm with the student

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in writing that their withdrawal has been processed and note the last date of attendance/engagement.

- 4.1.5. If a student has been recorded as withdrawn at the Progression and Awards Board, the Chair of the board will review your academic profile to determine if sufficient credits have been accumulated to award you an interim award as per the HE Academic Regulations.

5. LAST DATE OF ATTENDANCE

5.1. Last Date of Attendance for Students Postponing or Withdrawing from Studies

- 5.1.1. The last date of attendance before a postponement or withdrawal should be confirmed prior to a student submitting their application. This will usually reflect the date that the interruption or withdrawal is confirmed and not the first date upon which it was requested. Back-dated interruptions will not normally be considered. Where relevant, that last date of engagement will be notified to any relevant funding bodies.
- 5.1.2. Students should refer to the Tuition Fees Policy regarding payment of any outstanding fees.

6. SCOPE AND LIMITATIONS

- 6.1. 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.
- 6.2. 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.

7. RESPONSIBILITIES

- 7.1. 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 HE Academic Services Officers to ensure compliance with this policy.

8. MONITORING AND REVIEW

- 8.1. 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 annually by the HE Academic Registrar via the Academic Standards and Quality Committee and the Higher Education Academic Board.

9. SUPPORTING/RELATED DOCUMENTS

- HE Student Postponement and Withdrawal Policy
- Tuition Fees Policy
- HE Student Terms and Conditions
- HE Mitigating Circumstances Policy
- HE Mitigating Circumstances Procedure
- Tuition Fees Policy
- Academic Refunds Policy
- Student Payment and Collections Policy
- Student Transfer Guidance