

# THE RECORDING WORKSHOP

---



## Voluntary Interruption of Study

### 1. Introduction

Students may, for a variety of reasons, want to interrupt their studies. Students should make their request to their College, and it is for the College to decide whether or not to recommend the interruption, taking into account the guidance below.

### 2. Effects of Interrupting Study

When a student interrupts their study, their registration with the College will be temporarily suspended and all relevant authorities (where known) will be informed. It is the student's responsibility to ensure that any sponsor or legal requirements are complied with when taking an interruption of study.

A student whose registration is suspended because of voluntary interruption of study is not entitled to attend any teaching or take any assessments and will not pay tuition fees in accordance with the College's fee schedule. In the UK they are not eligible for Council Tax relief nor for student support funding.

### 3. Approval of Interruption of Study

The college should be informed as soon as an interruption has been recommended in order that it can be approved on behalf of Quality and Standards Committee and will confirm the approval and terms of the interruption in writing to the student. Requests to interrupt should be made in advance of the interruption. Retrospective interruptions of study will only be granted in exceptional circumstances.

### 4. Reasons for Agreeing to Requests to Interrupt Studies

The considerations to be applied by the College in making this decision should include:

- whether interruption is inevitable owing to extenuating circumstances such as injury, illness, or unavoidable family commitments

or

# THE RECORDING WORKSHOP

---



- the reasons cited by the student indicate that it would genuinely be in their best academic, financial, or personal interest to interrupt their studies

and

- significant syllabus changes are not likely to occur during the period of interruption such as to make it difficult for the student to resume their studies.

The College may wish to consider or request supporting evidence for instance from medical or counselling services before agreeing to an interruption.

## 5. Implications for the Immigration Status of Overseas Students in the UK

If a student is from overseas and has student leave to remain in the UK, interruption of studies has serious implications for their immigration status and they are not permitted to remain in the UK if they are no longer studying. Students in this position should be advised to consult the principal before submitting their interruption request to Academic Services Division or equivalent office. A student's ability to repeat modules as detailed in paragraph 9 may be limited by immigration policy and this should be taken into account when considering a request for interruption.

## 6. Funding Issues

The College should always remind students of the need to consult their funding body before interrupting their study, and remind them that the College is not able to guarantee the resumption of any external grant or loan. If a student interrupts their study and returns to repeat a stage/semester the student will be charged the appropriate tuition fee for the repeat period of study.

## 7. Timing of Interruptions

An interruption of study may begin immediately in cases where a student's absence from the College is unavoidable or urgently required. In all other cases, the interruption of study of taught course students must begin from the end of a semester (ie after the end of the assessments attached to that semester) so that there is a clearly identifiable point at which a return to studies should occur. The interruption of a research student's study will usually commence at the beginning of a month.

# THE RECORDING WORKSHOP

---



Interruptions should not be granted just before the start of assessments simply as a means of allowing students to avoid (or postpone) failure in a number of modules, as this would provide these students with an unmerited advantage.

## 8. Period of Interruption and Maximum Period of Study from Initial Registration

An interruption should, wherever possible, be for a definite period. Where it would seem insensitive to designate a date of return to studies, the student may be informed that the interruption is for an indefinite period but subject to review. In this case, Academic Services Division or equivalent should be informed by the College on an annual basis whether the interruption is continuing. In some cases, it may be appropriate for the College to require a student to provide medical certification of fitness to return to study before allowing re-registration to occur.

The College requires all students to complete their programme within a set period after initial registration regardless of individual circumstances. The College should refuse to allow a student to interrupt their study if that would result in it being impossible for that student to complete their studies within the defined timeframes or those imposed by external requirements or individual programme specifications.

## 9. Return to Study

Where an interruption is granted the College may require the student on their return to repeat modules already passed where the syllabus for that module has been updated, or to take new modules to replace outdated modules previously passed. In these cases, the marks from the repeated or new modules will replace the marks gained from the outdated modules. Where a student is on an accredited diploma and their normal period of study has been extended it may be necessary for them to undertake additional assessment in order to prove competency prior to conferral of their award.