

## Break in Study Policy

1. The Regulations for Taught Programmes of Study and Regulations for Research Degrees permit any student on a programme of study leading to a College award to suspend studies for a maximum of two years in total during their programme of study. This may be in one period of two years, or non-consecutive shorter periods (see paragraph 4) that add up to a total of two years or less.
2. This Policy defines the processes by which a break in study must be confirmed as well as the possible length of an individual break.
3. This policy does not apply to students enrolling onto individual modules via the College's "open enrolment" process. Such students may discontinue their modules at any time; such students who recommence their modules within two years of their original start date will be considered as "continuing students" and be subject to the fee regulations in place at the time of their original enrolment. Students who do not re-enrol within two years will be considered as having withdrawn from the programme and will need to reapply to enrol on the module; they will then be subject to the rules and regulations in force at the time of any new application.
4. A break in studies for Taught Programmes would normally be for a period of one academic year, but may be permitted for a shorter period of one or two terms depending on the structure of the programme. A break in studies for Research Students must be a minimum of one term. Applications for a break in studies of less than one term will not be considered.
5. Taking a break in studies may have implications on student funding arrangements and students should seek advice as appropriate. Students who do not complete a month of enrolled studies in their first year of registration for a programme, before taking a break in study, will normally be considered to have withdrawn from the programme, and will be required to re-apply to the programme to resume their studies.
6. For a break of longer than one year, the student should re-confirm their intention to return by the agreed date, or apply for a longer break as appropriate. A break in studies will commence on the day following the last recorded date of attendance for taught students, or on the first day of the term in which the break commences for research students.
7. Applications for a break in study should be made by the student in writing to their programme director and/or supervisor. Students applying for an approved break in study should give details of the length of the proposed break and the reasons for the application.
8. Consideration for approval will be by the programme director for students on taught programmes and by the supervisor and PGR director for students on a research programme. If there is any conflict of interest then the decision may be made by a suitable alternative member(s) of academic staff.

9. Once approved, the School will write to the student to confirm the dates of any Break in Study. The School will notify Registry and research student supervisors as appropriate.
10. Students will not be liable for fees while on an approved break in studies. Students who have attended for part of a term will normally be liable for the fees due in that term, unless there are mitigating circumstances.
11. College regulations do not permit a student to take more than two years as a break in study during their programme of study, either as one consecutive period or in smaller non-consecutive periods that total more than two years. Students exceeding 2 years break in studies should discuss this with their programme director/supervisor as appropriate.
12. Students who do not re-enrol after having completed two years of breaks in study will be deemed to have withdrawn from their programme.
13. Any student who wishes to resume their programme after having been withdrawn may be required to re-apply for admission. Schools wishing to accept such students on taught programmes and exempt them from part of the programme previously studied may do so under the College's Accreditation of Prior Learning Policy.

Academic Board  
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