

Academic Regulations: Interruption of Studies, Transfer, and Withdrawal

1. Introduction

- 1.1. Studying for an award at any level requires dedication, compromise, and hard work. You will have other things going on in your life as well as your studies and, at some point in your studies, you may question whether you have chosen the right course or the right time in your life to study. Sometimes, taking time away from your studies can help you figure these things out, and can allow you time to address some of the things that are impacting on your ability to study. This section of the Academic Regulations explains the options available to you, as well as the circumstances in which we might put you on an interruption.
- 1.2. Throughout this section of the Regulations, we refer to courses and modules. However, our collaborative partners may use different terminology such as programmes and/or units. Schedule A details Collaborative Partners exemptions.

2. Interruption of Studies

- 2.1. An Interruption of Studies is an extended period away from active studies. This means you are pausing your studies from a specific point in your academic term and will return within a maximum of one year to resume your studies at the beginning of the term (and/or module) in which your interruption began. Only one Interruption of Studies may be granted during your studies. This means that if you take an Interruption of Studies and then transfer to another course at the same level you cannot request another Interruption of Studies. However, if you take an Interruption of Studies during your undergraduate studies, and then study with us again at postgraduate level, you may request an Interruption of Studies for your postgraduate course. Exceptionally, and where the reason for the request for an Interruption of Studies demands, we can grant an Interruption of Studies for up to 18 months.
- 2.2. An Interruption of Studies is usually taken where:
 - a. There has been a change in your circumstances that you could not predict, and which you could not have prevented.
 - b. You need to be absent from the University longer than allowed by any other process.
 - c. A return date and completion of any conditions of return are possible within usually no more than one year following the first date of the interruption.
- 2.3. We can impose an Interruption of Studies on you with good reason in the following circumstances:
 - a. Your attendance and/or engagement falls below 75% across any single term, academic year, or the duration of your award. Such decisions are made by a Panel taking into account official attendance data, information from your Module Leaders and/or Course Leader, and any information you submit to be taken into consideration by the Panel.
 - b. You are unable to begin a compulsory placement module on a core module by the deadline set.
 - c. You are unable to begin a period of Study Abroad.
 - d. You are due to return from an Interruption of Studies but have no active modules in the next available term.
 - e. As a result of a penalty set by a Misconduct Panel.
 - f. You are found to be temporarily unfit for study.
- 2.4. If you are thinking about Interrupting your Studies, you must consider the following factors:

- a. You remain an enrolled student while on an Interruption, and the following applies:
 - i. You are not able to access support services such as Student Experience & Welfare, Careers, or the library; and you are not allowed to remain in university accommodation. This is because we prioritise active students' need for these services.
 - ii. You must continue to meet our expectations regarding good conduct. This means that if you do something during an interruption that would be referred through the misconduct regulations, we may still refer you, even though you are not an active student.
- b. You cannot take an Interruption of Studies after you have been notified that:
 - i. A misconduct allegation has been made about you and before the matter has been completed.
 - ii. We have referred you for fitness to study and before the matter has been completed.
 - iii. We have Interrupted your Studies already or withdrawn you for any reason.
- c. You will not be awarded academic credit for modules partly completed at the point your Interruption began.
- d. Assessment Boards are held at the end of each term. This means that at the point your Interruption of Studies began:
 - i. You will receive the marks for any assessments submitted if they have been presented and approved by the relevant Assessment Board.
 - ii. Any assessments submitted in the term your interruption began that have not been considered and approved by an Assessment Board are lost. You will have to complete the assessment(s) again when you return to your studies.
- e. When you return from an Interruption of Studies you will have the same number of remaining assessment attempts as you had at the point your Interruption of Studies began.
- f. When you resume your studies, we will not extend your maximum period of registration to include the duration of your Interruption of Studies. If we grant your Interruption of Studies, we will tell you when your expected course end date is.
- g. We may not be able to allow you to return to a course or module that has been discontinued or significantly changed during your Interruption of Studies. Although we will try to find a suitable replacement, if we are unable to do so we may request that you withdraw.
- h. You are not entitled to request a refund for the proportion of the academic year and/or term from the point after your Interruption of Studies began. Up to teaching week 3 of the term applicable to your course, the fees paid for the academic term or year will carry forward when you resume your studies. From the beginning of teaching week 4 applicable to your course up to the end of that term, the fees paid for the academic term or year will not be carried forward when you resume your studies, and you will have to pay for that term again when you resume your studies. However, any partial fees for the remainder of the academic year in which you resume your studies will be due at the fee level in operation when you resume your studies (not the level in operation when your Interruption of Studies began).
- i. Although we do not share the reason, we inform the following areas about all students taking an Interruption of Studies, including the start and end dates:
 - i. Your Course Leader and relevant Director (Content)
 - ii. Student Immigration & Compliance (if a visa-holding student). This will mean that we notify UKVI of your inactive status.
 - iii. Student Experience & Welfare
 - iv. Library
 - v. Careers
 - vi. Accommodation
 - vii. Security

- 2.5. Before submitting a request to Interrupt, you must speak to your Course Leader and a member of the Student Experience & Welfare team. You may also need to speak to a member of our Finance team to understand any implications on your fees and other payments (such as accommodation). If you require a visa to study with us, you must speak to the Student Immigration & Compliance team. We are obliged to inform the UK Home Office of any Interruption of Studies which means you would be required to leave the UK immediately.
- 2.6. To request an Interruption of Studies you must submit an online application. Your application is considered by staff in the Registry team on a confidential basis. This means that we will not share your application – or the reasons for your request to interrupt your studies – unless there is a good or compelling reason to do so. However, we may seek input from relevant teams for example Student Immigration & Compliance, Finance and your Director (Content), or nominated representative. The decision on your application for an Interruption of Studies will normally be made and confirmed to you within five working days. You must continue to engage with your studies and meet any attendance requirements while your application for an Interruption of Studies is being considered.
- 2.7. Where your Interruption of Studies is approved, we will confirm your expected return date and any conditions you must meet before being allowed to return. At least one month before your return date we will invite you to meet with a member of the Student Experience & Welfare team. The meeting is to review any conditions of your return and agree academic and/or personal support as relevant. If you have not met all the conditions of return, we may decide to extend your period of interruption or withdraw you from your studies.

3. Transfer

- 3.1. If you do not think you are on the right course for you, you may be able to transfer. A transfer is a way for you to ask to move to another course at Regent's. You may not transfer to any other course – you will need to demonstrate you meet the entry requirements of the course you want to transfer to.
- 3.2. Transfer applications must be made by the end of the third week of teaching in any academic year. This means that – if successful – you would transfer to the new course by the end of teaching week 4 of the beginning of the academic year. Applications are made using the online form. The application will take into consideration any course specific requirements and will be reviewed by the Registry team in conjunction with the relevant Director(s) (Content) or nominated representative. The outcome will confirm whether any credits achieved can be used as part of recognition of prior learning (RPL) or not. The Student Immigration & Compliance team will review the application and confirm if the request fulfils and meets the visa requirements. You will normally be informed of your transfer decision within five working days of when you submitted the request.

4. Withdrawal

- 4.1. If you decide that you no longer want to continue your studies, you can request to withdraw. This means that, once agreed, you will leave the University immediately and will no longer be an enrolled student.
- 4.2. We recommend you speak to your personal tutor, the Finance team, and the Student Experience & Welfare team, before requesting to withdraw from the University. If you require a visa to study with us, you must also speak to the Student Immigration & Compliance team. We are obliged to inform the UK Home Office of any withdrawals which means you would be required to leave the UK immediately. To withdraw from the University, you must complete an online form. We cannot consider retrospective or backdated withdrawals.

- 4.3. As part of the process of considering withdrawal requests, you will be required to meet with your Course Leader and a member of the Student Experience & Welfare team.
- 4.4. Your academic profile and marks will be considered at the next available assessment board which will determine if you are eligible to receive an exit award.
- 4.5. Once withdrawn, you may be eligible to apply to return to a course of study within one year from the date of your withdrawal, subject to the Readmission Regulations in operation at the point you apply for readmission.
- 4.6. There are other circumstances in which we may decide to withdraw you from the University. These include as a result of poor attendance per the Attendance Policy, because of academic or behavioural misconduct, or academic failure.

5. Schedule A

These Academic Regulations (set out above) apply to Regent's University London provision delivered directly at Regent's University London or through our Collaborative Partners except as detailed below:

Domus Academy

5.1. TBC

Istituto Marangoni (London)

5.2. Paragraph 2.3 (a) above is replaced by:

We can impose an Interruption of Studies on you with good reason and in the following circumstances:

- a. Your attendance and/or engagement falls below 80% across any single term, academic year, or the duration of your award. Such decisions are made by a Panel taking into account official attendance data, information from your module leaders and/or course leader, and any information you submit to be taken into consideration by the Panel.

Istituto Marangoni (Paris)

5.3. Paragraph 2.3 (a) above is replaced by:

We can impose an Interruption of Studies on you with good reason and in the following circumstances:

- b. Your attendance and/or engagement falls below 80% across any single term, academic year, or the duration of your award. Such decisions are made by a Panel taking into account official attendance data, information from your module leaders and/or course leader, and any information you submit to be taken into consideration by the Panel.

MACROMEDIA

5.4. TBC