



1. Introduction

- 1.1. Studying for an award at any level requires dedication, compromise, and hard work. Many of you will be studying alongside other things going on in your life and we understand that many of you will, at some point in your studies, 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 decide these queries, and can allow you time to address some of the things you have going on 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. This section of the Regulations applies to all courses unless otherwise indicated in the relevant Course Specification.
- 1.3. The applicability of these Regulations under the University's Collaborative Provision arrangements is detailed in Schedule A.
- 1.4. Any designated role (e.g. Head of School or Director of Programme) will be taken to include 'or nominee'.

2. Interruption of Studies

- 2.1. An Interruption of Studies is an extended period (minimum of six weeks) 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 18 months to resume your studies at the beginning of the term (and/or module) in which your interruption began.
- 2.2. We allow two types of Interruptions: Voluntary and Required. These are explained below.
- 2.3. The following applies to **Voluntary Interruptions of Study** ('VIOS'):
 - 2.4. Up to 18 months' of VIOS can be taken at undergraduate or postgraduate level of study. This means that if you take 18 months of VIOS and then transfer to another course at the same level you cannot request another VIOS. However, if you take VIOS during your undergraduate studies, and then study with us again at postgraduate level, you may, if needed, request VIOS for your postgraduate course.
 - 2.5. VIOS 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.
or
 - b. You need to be absent from the University longer than allowed by any other process.
and
 - c. A return date and completion of any conditions of return are possible within usually no more than one year (but up to a maximum of 18 months) following the first date of the interruption.
 - 2.6. If you are thinking about VIOS, you must consider the following factors:
 - a. You remain an enrolled student while on VIOS, and the following applies:
 - i. You are not able to access support services such as Student Experience & Wellbeing, 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 while on VIOS that would be referred through the misconduct regulations, we may still refer you, even though you are not an active student.

- b. You cannot begin VIOS 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 placed you on a Required Interruption of Study already or withdrawn you for any reason.
- c. You will not be awarded academic credit for modules partly completed at the point your VIOS request was submitted.
- d. Assessment Boards are held at the end of each term. This means that at the point your VIOS began you will receive the marks for any assessments submitted if they have been presented and approved by the relevant Assessment Board.
- e. When you return from VIOS you will have the same number of remaining assessment attempts as you had at the point your VIOS began.
- f. Dependent on the reason for your VIOS, we may need to undertake a fitness to study review prior to your return to study. We will tell you if this is necessary.
- g. When you resume your studies, we will not extend your maximum period of registration to include the duration of your VIOS. If we grant your VIOS, we will tell you when your expected course end date is.
- h. We may not be able to allow you to return to a course or module that has been discontinued or significantly changed during your VIOS. Although we will try to find a suitable replacement, if we are unable to do so we may request that you withdraw.
- i. Your status as being on an Interruption of Studies and any change to your course end date, is reflected on your student record which is available for University staff to view. If you are a visa-sponsored student, the University's Student Immigration & Compliance team will be informed for the purpose of any statutory reporting obligation to the UK Home Office.

2.7. The following applies to **VIOS requests submitted up to and including week three of term:**

- a. 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 detail of your request – 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 of Programme, or nominated representative. The decision on your application for VIOS will normally be made and confirmed to you within ten working days. You must continue to engage with your studies and meet any attendance requirements while your application for VIOS is being considered.
- b. VIOS requests will be approved and a credit note issued automatically where:
 - i. The period of VIOS does not impact your maximum period of registration.
 - and
 - ii. (If you are on a course that is in 'teach out') we have been able to identify suitable modules for you to study on your resumption of studies.
- c. VIOS requests will not be approved where:
 - i. The period of VIOS would mean you breach your maximum period of registration.
 - or
 - ii. If you are on a course that is in 'teach out' we have been unable to identify suitable modules for you to study on your resumption of studies.
- d. Where VIOS 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 & Wellbeing 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 VIOS or withdraw you from your studies.

2.8. The following applies for **VIOS requests submitted after week three of term:**

- a. Before submitting a request for VIOS you must explore whether:
 - i. A new or amended Student Support Agreement ('SSA') would be sufficient to address the reason for wanting a VIOS (where relevant).and/or
 - ii. Exceptional Circumstances would be sufficient to address the reason for wanting a VIOS (where relevant).
- b. You must submit an online application confirming your understanding that:
 - i. Active module registrations will be removed from your student record and submitted assessments for the relevant term will be deleted unless marks have been approved by an assessment board.
 - ii. You will restart current modules on your resumption of studies.
 - iii. A credit note will not be issued automatically although you may apply for one. This means you remain liable for the current year's fees, including the term that is being interrupted. You may be able to apply for a credit note from the University's Finance team.
 - iv. (If a visa-sponsored student) That you have spoken to the Student Immigration & Compliance team. This is because we do not sponsor students during an interruption and are obliged to inform the UK Home Office of any Interruption of Studies meaning you would be required to leave the UK immediately.
 - v. You are not able to access University services as explained above (2.6.a.i) whilst interrupted.
- c. You should speak to a Student Experience Officer (SEO) on a confidential basis to ensure that taking a VIOS is the best course-of-action given your circumstances. This means that we will not share your application – or the detail of your request – 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 of Programmes, or nominated representative. You may be contacted to discuss your request and alternative courses of action.
- d. If, following review, you decide to continue with your request, your VIOS will be approved (and normally processed within five working days from the point of decision) where:
 - i. The period of VIOS does not impact your maximum period of registration.and
 - ii. VIOS is the most appropriate action in your circumstances.and
 - iii. (If you are on a course that is in 'teach out') we have been able to identify suitable modules for you to study on your resumption of studies.
- e. VIOS requests will not be approved where:
 - i. The period of VIOS would mean you breach your maximum period of registration.or
 - ii. The reason for your request can reasonably be addressed by some other means (e.g. SSA and/or Exceptional Circumstances).or
 - iii. You are on a course that is in 'teach out' and we have been unable to identify suitable modules for you to study on your resumption of studies.
- f. Approved VIOS applications are communicated to Registry to update your student record and confirm the date of your resumption of studies 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 & Wellbeing 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 VIOS or withdraw you from your studies.

- 2.9. The following applies to **Required Interruptions of Study** ('RIOS').
- 2.10. There are circumstances where, with good reason, we can place you on RIOS. The consequences of a RIOS differ based on the reason for it; this is explained below.
- 2.11. Where a RIOS is required, this will be for a minimum of six weeks. The total duration will be determined by the availability of required modules and/or any requirements set by a Panel (see 2.13 and 2.14 below). Dependent upon the reason for your RIOS, we may need to undertake a fitness to study review prior to your return to study. We will tell you if this is necessary.
- 2.12. If you are placed on RIOS for any of the following reasons:
- a. You are found to be temporarily not fit for study.
 - b. You are found to be temporarily not fit for practise.
 - c. You are unable to begin a compulsory placement on a core module by the deadline set.
 - d. You are unable to begin a period of Study Abroad.
 - e. You are due to return from VIOS but have no active modules in the next available term.
 - f. A penalty applied by a General Misconduct panel.
- There will be no impact on the assessment attempts available to you. However, you will complete the teaching for the term again and return to the same assessment attempt for each module that you were taking at the point at which the RIOS began. You may be able to apply for a credit note for the period of the RIOS from the University's Finance team.
- 2.13. If you are placed on RIOS because of a penalty set by an Academic Misconduct Panel, the number of assessment attempts available to you will be impacted as follows:
- a. Active modules for the term(s) covered by the RIOS will remain on your student record.
 - b. Modules with incomplete assessment (either not submitted or marks not yet confirmed by an Assessment Board) at the point the RIOS began will be deemed as having failed the attempt due during the period of RIOS. You will complete these failed assessments on your resumption of studies as resits (with attendance) or retakes (as applicable) with marks capped in accordance with the academic regulations.
 - c. If you were on your final (retake) attempt at an assessment at the point the RIOS began, you will fail that attempt, and in accordance with the Academic Integrity and Misconduct Regulations, you may be withdrawn from the University.
- 2.14. If you are placed on RIOS because of a Panel held in accordance with the [Student Attendance Policy](#), the following will apply:
- a. Where, **exceptionally**, the Panel has determined that there are grounds, supported by independent evidence, to demonstrate significant exceptional circumstances had an adverse impact on attendance, the RIOS will be implemented without impacting the number of remaining assessment opportunities, in line with paragraph 2.12 above.
 - b. If the Panel has determined there is **no evidence of significant exceptional circumstances**, the number of assessment attempts available to you will be impacted as follows:
 - i. Active modules for the term(s) covered by the RIOS will remain on your student record.
 - ii. Modules with incomplete assessment (either not submitted or marks not yet confirmed by an Assessment Board) at the point the RIOS began will be deemed as having failed the attempt due during the period of RIOS. You will complete these failed assessments on your resumption of studies as resits (with attendance) or retakes (as applicable) with marks capped in accordance with the academic regulations.
 - iii. If you were on your final (retake) attempt at an assessment at the point the RIOS began, you will fail that attempt and therefore be withdrawn from the University.
 - c. If, following resumption of studies, your attendance is considered by a further Panel in

accordance with the [Student Attendance Policy](#) you may not be placed on another RIOS, but instead will be withdrawn from the University.

- 2.15. In all cases, if you hold a student visa, we do not sponsor students during an interruption of studies (regardless of the reason for it being implemented) and are obliged to inform the UK Home Office of an Interruption of Studies meaning you would be required to leave the UK immediately.

3. Transfer

- 3.1. If you think you may not be 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 that we deliver. 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 on to. To transfer to the next academic level of a course, you will need at least 100 academic credits: the remaining 20 academic credits may be formed of Recognised Prior or Experiential Learning.
- 3.2. Transfer applications must be made by the end of the second week of teaching at the beginning of your academic year. This means that – if successful – you would transfer to the new course by the end of teaching week 3 of the beginning of your 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) of Programmes, and 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 form submission.
- 3.3. You must continue to engage with your studies and meet any attendance requirements of your current course while your application for transfer is being considered. You must wait until the transfer has been fully approved, and the new modules appear in your timetable, before you begin to attend the new course.

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. No further action will be taken for any assessments that have not been marked, moderated, or confirmed by an assessment board. This means that only marks confirmed by an assessment board held prior to the date of your request to withdraw will be recognised and conferred. Any request to return to your studies at a later date will be considered under the Admissions policy and is not guaranteed.
- 4.2. We recommend you speak to your academic advisor, the Student Finance Team, and the Student Experience & Wellbeing team, before requesting to withdraw from the University. If you hold Student visa sponsorship, you should speak to the Student Immigration & Compliance team before withdrawing. We are obliged to notify UK Visas & Immigration of your withdrawal which will result in the cancellation of your visa.
- 4.3. To withdraw from the University, you must complete an online form. It is not possible to consider retrospective or backdated withdrawals.
- 4.4. As part of the process of considering withdrawal requests, you will be required to meet with a member of the Student Experience & Wellbeing team.
- 4.5. Your academic profile and marks will be considered at the next available assessment board who will determine if you are eligible to receive any interim/exit award.
- 4.6. Once withdrawn, you may be eligible to apply to return to the same 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. If you wish to apply to a different course, you will need to make a fresh application through the normal admissions process.

- 4.7. 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 Student Attendance Policy, because of academic or behavioural Misconduct, or Academic Failure.

5. Schedule A

The applicability of these Regulations (as set out above) under the University's Collaborative Provision arrangements is detailed below.

Where the Regent's University London Regulations apply, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

Cours Florent

5.1. The Regent's University London regulations apply.

DOMUS Academy

- 5.2. Regent's University London's regulations apply, with the following variations:
- Interruption of Studies - will normally be for a maximum period of 6 months.
 - Transfer - The student has the right to change the course within 7 working days from the beginning of the course. If the student wants to request a course change, he/she will have to submit a formal application form and a motivational letter and pay a transfer fee.
 - Internal Transfer requests from the Italian Academic Path to the Dual Award programme should be made no later than the end of the first academic term to the admissions department.
 - Students can withdraw from the Dual Award Programme at any point. They can however choose to continue to finish the Italian Academic path.

Istituto Marangoni (London)

- 5.3. This section of the Academic Regulations is replaced by Istituto Marangoni London's Suspension of Studies, Programme or Pathway Change, and Withdrawal policy.

Istituto Marangoni (Paris)

- 5.4. This section of the Academic Regulations is replaced by Istituto Marangoni Paris' Suspension of Studies, Programme or Pathway Change, and Withdrawal Policy.

Liverpool Media Academy (LMA)

- 5.5. This section of the Academic Regulations is not applicable to students studying at LMA. Students should refer to LMA's Intermittence, Transfer and Withdrawal Policy.

MACROMEDIA

- 5.6. Regent's University London's regulations apply, with the following variations:
- Interruption of Studies – no later than 8 weeks before the end of term.
 - Transfer – To be submitted by 1 February or 15 August.

Nuova Accademia di Belle Arti (NABA) London

- 5.7. This policy is not applicable to students of NABA London. Students should refer to NABA London's Interruption of Studies, Course Change, Withdrawal or Institutional Transfer Policy.