

## **Break-in-Study Policy**

### **Break in Study of Up to Two Years**

1. The Common Awards Scheme regulations permit a student 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 2) that add up to a total of two years or less.

This same regulation also applies to research students.

2. A break in studies 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. Applications for a break in studies of less than one term will not be considered. Students who miss lectures or seminars for ill health or other reasons should discuss ways of catching up with missed work with their supervisors (see also the College Policy on Mitigating Circumstances).
3. 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.
4. Applications for a break in study should be made by the student in writing to their programme director or supervisor, who is responsible for considering the application.
5. Students applying for an approved break in study should give details of the length of the proposed break and the reasons for the application to their programme director or supervisor.
6. Once approved, the School will write to the student to confirm the dates of any Break in Study.
7. The School should then inform the Registry of the dates for the break via the College's Student Amendment Form.
8. 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.
9. A student on a break in studies will not have access to the Library or ITS unless an application is made and the appropriate fee paid to use these facilities. Applications must be made directly to the Library and/or ITS.

### **Breaks in Study for more than 2 years**

10. 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.
11. Any application for a break in studies of more than two years must be made to the Academic Board.
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 and exempt them from part of the programme previously studied may do so under the College's Policy on Accredited Prior Learning.

Academic Board  
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