



## **Suspension of Studies & Withdrawal Policy For UCO Students**

<b>Core Documentation Cover Page</b>					
<b>Suspension of Studies &amp; Withdrawal Policy for UCO Students</b>					
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V2.0	Jun 2013 Academic Council	Annual Review To combine existing related processes which had previously been separate, and to document the procedure to underpin existing practice.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jun 2015
V3.0	Sep 2016 Academic Council	Biennial Review Major Amendment Reviewed further to the School being awarded Taught Degree Awarding Powers; Reference to the University of Bedfordshire removed to reflect School practice.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sep 2018
V4.0	Aug 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy and to update staff role titles.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sep 2018
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<b>Equality Impact</b>					
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)					

Neutral equality impact (i.e. no significant effect)	X
Negative equality impact (i.e. increasing inequalities)	
<b>If you have any feedback or suggestions for enhancing this policy, please email your comments to: <a href="mailto:quality@uco.ac.uk">quality@uco.ac.uk</a></b>	

## SUSPENSION OF STUDIES AND WITHDRAWAL POLICY & PROCEDURE FOR UCO STUDENTS

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## 1. SCOPE

- 1.1 The Suspension of Studies & Withdrawal Policy & Procedure provides University College of Osteopathy (UCO) students with information regarding the process they should follow if they are considering suspending their studies or withdrawing from their course, and the support they can expect to receive.

## 2. INTRODUCTION

- 2.1 Students considering withdrawal or suspension of studies should discuss their situation with a member of the Student Support Team or a Course Leader in the first instance as there may be other options available.
- 2.2 Students are also advised to check the [Tuition Fee Policy](#) to confirm the financial implications to them withdrawing or taking a time out from their course. Further advice can be found accessed from the Student Finance Office if required.

## 3. WITHDRAWING FROM A COURSE

- 3.1 Following on from the informal discussions, if the student chooses to withdraw they should follow the following process.
- 3.2 The Student completes the UCO Withdrawal Form (Appendix 1) and returns this to the Registrar.
- 3.3 The Registrar may also complete the form instead of a student if:
- the student has emailed their intention to withdraw and ceased attending, and the Academic Registrar has sent them a Withdrawal Form to complete, but this is not returned within 15 working days;
  - the student is deemed a “no show” having not completed registration or re-registration within 35 working days of the start of term;
  - the student has been absent, without prior approval, for a period of 15 working days/six consecutive contact days and has been sent an email by the Academic Registrar to their UCO email address but has not responded within 15 working days;
  - the student is on a Tier 4 visa and does not meet visa attendance requirements;
  - the Board of Examiners has recommended that the student be withdrawn due to insufficient academic progress (as detailed in the relevant Course Handbook) and the student has not appealed against this decision within 20 days of the decision being published to them.
- 3.4 On receipt of the completed form, Registry updates the Student Record System and notifies:
- The ICT Team.
  - The Clinic Team and relevant unit leaders
  - The Student Finance Officer – If applicable Student Finance England will also be notified.
- 3.5 For courses not validated by the UCO, the UCO will inform the relevant awarding body

- 3.6 In the case of international students in receipt of a Tier 4 Visa, Registry will also notify the UK Border Agency of a student's withdrawal from a course.
- 3.7 The date of last attendance should be noted as the last recorded interaction at the UCO, usually the date of the last class they attended.
- 3.8 The Academic Registrar will confirm the students withdrawal, in writing, including a copy of the withdrawal form where it has been completed on their behalf and including the fee liability for the year in which the withdrawal occurs in line with the Tuition Fee Policy.
- 3.9 Where a student has withdrawn from the UCO, access to Bone and other ICT systems will be discontinued 30 days following the date of withdrawal.
- 3.10 Where a student has withdrawn from the UCO, the Board of Examiners will, at the end of the Academic Year, consider the student's performance and the credits they have achieved to date and confer the highest award for which the student is eligible. Information on exit awards can be found in the relevant Course Information Form (CIF). Degree certificates will be produced and dispatched at the same time as those for graduating students although students withdrawing before the end of their programme will not normally be eligible to attend the graduation ceremony.

#### 4. SUSPENSION OF STUDIES

- 4.1 The UCO expects students to normally complete their study in a single continuous period. However, the UCO recognises that sometimes students are unable to do this for a variety of reasons.
- 4.2 Students who would like to request a suspension in their studies must first seek advice from the Student Support Department or their Course Leader as to the consequences of this suspension at this point in their studies.
- 4.3 Students do not have the automatic right to suspend their studies.
- 4.4 Suspension of studies will only be granted where good reason can be shown and supporting evidence provided (if applicable).
- 4.5 Students are advised to check the [Tuition Fee Policy](#) to confirm the financial implications of them suspending their studies. In general, students will be liable for the relevant tuition fees applicable to each period of attendance. If required further guidance is available from the Student Finance Officer.
- 4.6 Students studying in the UK on a Tier 4 visa are also advised to check the visa rules as there are limits on the maximum period of study that they can be sponsored, meaning a period of interruption may affect their ability to complete the course.
- 4.7 Students who suspend their studies surrender eligibility to apply for and participate in student schemes or discounts, including Council Tax exemptions and student travel or photocard schemes, for the duration of their suspension of studies.

- 4.8 The following process should be followed by students considering suspending their studies:
- a) The student notifies Course Leader of their intention to suspend their studies. The Course Leader will discuss arrangements for the timeout period, including any rescheduling of any assessments
  - b) The student will complete the Suspension of Studies Form (Appendix 2), attaching any relevant supporting documentation.
  - c) The Course Leader will agree with the Student the period of suspension, dates for any outstanding assessments and the agreed date of return to the UCO. These will be noted on the form.
  - d) The form is signed by the Course Leader and the student to agree the suspension of studies. The form will be given to Registrar who updates the Student Record System and notifies:
    - i. The ICT Team
    - ii. The Clinic Team and relevant unit leaders
    - iii. The Student Finance Officer – if applicable, Student Finance England will also be notified.
  - e) For courses not validated by the University College of Osteopathy, the UCO will inform the relevant awarding body.
  - f) In the case of international students in receipt of a Tier 4 Visa, Registry will also notify the UK Boarder Agency of a student's suspension of studies from a course. If eligible for continued sponsorship following a period of interruption, students will need to apply for a new CAS letter and visa on their return to studies.
- 4.9 Students will normally only be allowed to suspend their studies for the remainder of the academic year, returning either at the beginning of the next academic year or at the beginning of the term in which the student had previously interrupted.
- 4.10 Students should note that there is a possibility that their course may undergo substantial changes or stop running during the period of suspended studies, and that this may affect their ability to return to their current course.
- 4.11 The date of last attendance should be noted as the last recorded interaction at the UCO, usually the date of the last class they attended. The expected return date will either be the beginning of the next academic year or a similar point in the academic year at which the student interrupted, unless otherwise agreed.
- 4.12 The Registrar will acknowledge the students suspension of studies, in writing including the students expected tuition fee liability in accordance with the Tuition Fee Policy. The Student Finance Officer will be in touch separately to discuss any tuition fee liability, if applicable.
- 4.13 Students will be assumed to be returning on their expected return date unless the Registrar is otherwise notified. Students who do not complete their registration in the required period will be withdrawn as above.

- 4.14 The maximum period of time a student is able to suspend their studies for is normally one year (at a time). All courses have a maximum completion time which is detailed in course handbooks.