

The Academic Regulations Appendix 9: Interruption Policy

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Edge Hill
University

The Academic Regulations

Appendix 9: Interruption Policy

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Summary

This policy provides details of the process for students to follow if they wish to take a break in their studies. It explains the conditions that apply, steps to follow and gives details about what students can expect from the University when interrupting their studies.

Glossary of Terms

Term	Meaning
Academic Registry	administrative department that facilitates the student journey from enrolment to award conferral
Appeal	a procedure which allows a student, in certain circumstances, to ask for review of a decision
Interruption	an approved break in learning during which a student's studies are suspended and the student is not normally required to engage with their programme
Last date of engagement	this refers to the last date of active participation with a student's academic programme and includes attendance at scheduled sessions, engagement with the virtual learning environment, submission of coursework and/or attendance at an examination. This is the date used to calculate tuition fee liability
Procedural error	where the University has not followed its own procedures properly, and error or mistake has affected the outcome
Tuition Fee	money that a student pays to the University for their teaching. Eligible students may borrow from the Student Loans Company to pay their tuition fees
Withdrawal	the permanent cessation of study and termination of a student's registration with the University. This may be initiated by the student or the University
Working days	the official days the University is open, normally Monday to Friday and excludes statutory holidays and any concessionary days e.g. when the University is closed between Christmas and new year

Purpose

The purpose of this document is to set out how requests to interrupt should be made and considered. It is for staff so that they are aware of the process to follow, and for students so that there is complete transparency about the University's approach.

Regulations

1. Principles

- (i) 'Interruption of Studies' is defined as an approved period during which a student's studies are suspended and the student is not normally required to engage with their programme.
- (ii) Under ordinary conditions the University expects students to complete their programme in a single continuous period. Any period of interruption is therefore only granted when the University believes there are extraordinary circumstances impacting on a student's ability to study. Reasons for interruption accepted by the University are normally in relation to matters of a serious personal, medical or financial kind. Exceptional professional commitments will also be considered where a student is studying part-time and where they have increased unforeseen work commitments which prevent them from studying. The University may also permit a period of interruption where a student requests to undertake an extended period of work experience that does not form part of a placement integrated to an Edge Hill programme.
- (iii) Inability and/or failure to engage or to progress with studies of itself is not a valid reason for interruption.
- (iv) Interruption is not an opportunity to repeat periods of study or improve assessment already undertaken as this could provide an academic advantage over peers.
- (v) Interruption is an application-based process and students do not have an automatic right to interrupt their studies. The University reserves the right to request that evidence is provided in support of any application to interrupt.
- (vi) There may be circumstances when it is not feasible for the University to allow a student to interrupt their studies. For example, there may be known changes that will impact on the University's ability to offer that named award upon the student's return. In these circumstances students will be

offered advice on the options available so they can make an informed decision before applying to interrupt their studies.

- (vii) All applications to interrupt study must be supported by the student's department and approved by Academic Registry.

2. Scope of the Scheme

- (i) Requests to interrupt are only considered at the whole programme level and are not applied explicitly to individual modules *unless* the student is scheduled at that point to undertake one module only due to stand-alone or part-time study.
- (ii) Students who have reached the end of their scheduled programme of study and have assessments, modules or placements outstanding are not eligible to interrupt their studies. These students should refer to the Personal Circumstances process which can be found in Appendix 7 to the Academic Regulations.
- (iii) Students who wish to interrupt whilst on placement should speak to their personal tutor to understand whether this would be counted as a failed placement.
- (iv) Modules already completed prior to an interruption will not be included in the interruption agreement. Students who have not submitted the assessment but have attended modules in full may need to submit a Personal Circumstances form to defer the assessment.
- (v) Interruption periods are approved for no less than one semester, or equivalent, and for no more than one calendar year. In exceptional circumstances students can request an extension to their interruption period, permission must be granted by the Head of Academic Registry. Where an extension request is not approved students will be advised to withdraw and apply to return to study at a later date.
- (vi) Applications to interrupt are not considered for new students within the first two weeks of their start date. Any new student unable to continue at this stage should contact the Academic Records Team for further guidance.
- (vii) Students are not normally permitted to interrupt after the fourth week of teaching for the term/semester. In exceptional circumstances, the Head of Academic Registry may agree to an interruption after the fourth week

providing it does not give the student an academic advantage on their return.

- (viii) For those programmes that incorporate a placement, it may be appropriate for a student to commence a period of interruption at a different point in the year depending upon the timing of their placement. Interruption start dates are subject to agreement with the department and require authorisation from Academic Registry.
- (ix) Students normally return from interruption to commence their studies at the start of teaching for the semester/term. For those programmes that incorporate a placement, it may be appropriate for a student to resume studies at the equivalent point to their departure. Return dates are subject to agreement with the department and require authorisation from Academic Registry.
- (x) Outstanding referred or deferred assessment will be recorded as part of the interruption agreement so that each student is clear about their overall position as they enter the period of interruption. While the completion of outstanding assessment is not mandatory during interruption, should an interrupted student wish to submit outstanding assessment, the University will facilitate this where practicable.
- (xi) Periods of interruption count towards the maximum time limits for registration. An interruption request may not be approved where it would lead to a student exceeding the maximum registration period. This also applies where interruption may breach any professional, statutory or regulatory body requirements around completion timeframes.
- (xii) Tuition fees are calculated in accordance with the University's tuition fee regulations which correlate to dates of attendance/engagement. Any scheduled bursary or scholarship payment will normally cease during any period of interruption.

3. Interruption Procedure

3.1 Application process

- (i) The University expects students considering a period of interruption to discuss their position with a member of staff. Advice and guidance on whether interruption is the most appropriate option from a personal, academic and financial perspective, can be obtained from a range of staff. This includes personal tutors, programme leaders and head of

departments, the Students' Union, Student Services and Academic Registry.

Students in receipt of Disability Support Allowance should contact the Student Services Inclusion team for detailed advice on funding and support arrangements.

- (ii) Formal applications to interrupt must be submitted via the approved Interruption and Support Agreement application form, available from Academic Registry. Applications must be completed by the student in conjunction with their personal tutor, programme leader or relevant departmental officer. The department must support the application for it to proceed. The University will only accept an interruption application directly from a student and not from someone else on their behalf. In cases where there are compelling mitigating circumstances, the Head of Academic Registry may agree to make an exception.
- (iii) Departments are also responsible for confirming the last date of engagement. Students are encouraged to discuss and agree their last date of engagement with their department before submitting their interruption form. Further guidance on last date of engagement can be found on the [Academic Registry webpages](#).
- (iv) The student is responsible for submitting their completed application form to Academic Registry for final approval. Applications will not be processed if they have not been endorsed by the department. If the student does not meet the criteria to interrupt as expressed in this policy, Academic Registry may reject their application, even where there is departmental support.
- (v) Academic Registry will notify the student of the outcome of their application in writing. Normally this will be done within 10 working days of receipt.

3.2 Interruption and Support agreement

- (i) The personal tutor, programme leader or relevant departmental officer must complete the Interruption and Support agreement with the student. At this meeting they will discuss the details of the interruption, such as the nature and frequency of support contact during the period of interruption. Other matters pertinent to both parties will also be considered, including expectations regarding the student's engagement during interruption and any conditions to be set for their return.

- (ii) The nature and frequency of the University's contact with students will be subject to individual agreements, but there is a minimum requirement for contact to be made every three months.
- (iii) An account of the meeting will be recorded on the Interruption and Support Agreement form which both parties' sign. The department will retain a copy and the student will also be provided with a copy.
- (iv) Where applicable, Academic Registry will notify the Student Loans Company (SLC) and/or the NHS Business Services Authority (or equivalent bodies) that the student is interrupting.

3.3 During Interruption

- (i) The student is not expected to engage with study or the University except as detailed in the Interruption and Support Agreement.
- (ii) The student's personal tutor or named contact within the department will maintain support contact with the student as detailed in the Interruption and Support Agreement.
- (iii) The personal tutor or named contact will notify Academic Registry of any significant changes to the student's circumstances or progress. Where appropriate, relevant action will be taken in line with the academic regulations.
- (iv) The University recognises that during a period of interruption it is important that students maintain contact with the University to ensure a successful return to study. Students will therefore continue to have access to most facilities including:
 - a. network account (including email)
 - b. help and support services
 - c. library facilities/services
 - b. electronic resources
 - f. equipment
 - h. off-campus support
- (v) Students will continue to have access to the virtual learning environment and modules the student is enrolled on at the point of interruption. The student will not be able to access interrupted modules until they return to study and have fully enrolled.

3.4 Returning to Study

- (i) Students will be contacted by Academic Registry to request confirmation of their return to study. When the student has confirmed their intention to return, they will be referred for appropriate clearances where applicable.
- (ii) Students returning from interruption are required to meet the normal conditions of entry to their programme which may include:
 - a. Occupational Health Check
 - b. Disclosure and Barring Service (DBS) clearance

The University may also request medical evidence confirming the student is fit to return to study, if applicable.

- (iii) Students who are interrupted following a Support to Study panel will be required to attend a return to study review panel to ensure they are fit to study and have the appropriate support in place. Further details are provided under Appendix-16-Support to Study procedures.
- (iv) Academic Registry will ensure that all other stipulated conditions to return from Interruption have been met before a student is able to re-enrol onto their programme.
- (v) As part of the Interruption and Support agreement the personal tutor or named contact will discuss a return to study plan with the student.
- (vi) The student is required to re-enrol onto their programme as per the arrangements published by Academic Registry.
- (vii) Once the student has re-enrolled, Academic Registry will notify the relevant bodies (such as Student Loans Company and/or NHS Business Services Authority) of the student's return to study.
- (viii) A support meeting will be held between the student and relevant parties in the faculty. This may include central support services. This will be arranged and documented by the department. The aim of this meeting is to ensure that the student is well supported as they adjust to returning to study. To give returning students the best possible opportunity for success, regular progress reviews will be maintained until deemed necessary by the personal tutor.

- (ix) Students who do not return from a period of interruption will be withdrawn. Further details are provided under Appendix 26: Withdrawal Procedure.

4. Links to other policies and procedures

The Interruption process may also be used by Support to Study panels or as part of the Safeguarding Policy. The specific conditions detailed in this document may be adjusted in line with a Support to Study panel decision or as part of a Safeguarding decision. Further details are provided under Appendix 16: Support to Study Procedures and the Safeguarding Policy.

5. Appeals

Requests for interruption require academic judgement to ensure an appropriate decision for each individual at the specific stage of their particular programme. There is no right of appeal against this local academic judgement.

Where a student believes there has been procedural error in the decision to reject their application to interrupt, the normal appeals process may be followed. Further details are provided under Appendix 22: Academic Appeals Procedures.

Key to Relevant Documents

This policy refers to the following documents, which you may find useful.

<https://www.edgehill.ac.uk/documents/collection/academic-regulations/>

- The Academic Regulations Appendix 7 – Procedures for the submission of Personal Circumstances
- The Academic Regulations Appendix 10 - Repeat Year Policy
- The Academic Regulations Appendix 17 - Fitness to Practice
- The Academic Regulations Appendix 16 - Support to Study
- The Academic Regulations Appendix 26 - Withdrawal Procedures

[Academic Programme Engagement Framework](#)

[Research Degree Regulations](#)

[Safeguarding Policy](#)

Annexes

Academic Registry	https://www.edgehill.ac.uk/departments/support/registry/
Student Services	https://www.edgehill.ac.uk/departments/support/studentservices
Student Support team	https://www.edgehill.ac.uk/students/student-support-team/
Students' Union Student Advice and Representation Centre	https://www.edgehillsu.org.uk/advice

End matter

Title	Appendix 9: Interruption Policy
Policy Owner	Head of Academic Registry
Policy Manager	Assistant Registrar: Academic Records
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