

THE SUSPENSION OF STUDIES (HIGHER EDUCATION) POLICY

1. Introduction

- 1.1. The College is committed to support its higher education students and enable them to achieve the qualification they are aiming for.
- 1.2. To this end the College will consider and, where appropriate, support requests from students who wish to suspend studies for a period of time.
- 1.3. This might enable difficulties to be resolved which are affecting their studies, whether medical, personal or financial.
- 1.4. Occasionally this temporary withdrawal is also used to enable students to undertake some form of work experience not forming part of the programme of study.

2. Policy Statement

- 2.1. This policy will apply to all students on full and part time higher education courses and for those which the validating institutions grant the College the authority to determine suspension of studies

3. Aims

- 3.1. To enable students to ultimately complete their studies where circumstances require their studies be suspended for a period of time prior to completion, subject to approval and compliance with the regulation contained in this policy.

4. Objectives

- 4.1. To specify the regulations pertaining to suspension of studies (intercalation):
 - Permission to suspend study requires the approval of the University on the recommendation of Bishop Burton College and must be supported by appropriate supporting documentation and details of the length of time requested the reasons, and the last date of attendance of the programme. Advice can be sought from the Programme Leader.
 - The grounds for suspension must be deemed to be for sound reason and for good cause. Pressures on study time, missing assessment deadlines or failure in assessments are not, in themselves, either sound reasons or good cause for deferment. Examples of sound reasons for deferment include family bereavement; health problems; financial problems.
 - Any approved suspension of study will not guarantee that a student will automatically be able to resume studies as this will be dependent upon the availability of the course in question.
 - Suspension of study will be granted for a maximum of one year, but can be renewed provided that each stage of the programme must be completed within 3 years, including any period of suspension.
 - A student may also be required to suspend study where it is considered that they are unfit to study by reason of posing a risk to themselves or another, but only provided that a defined procedure has been followed.
 - Where suspension of study from a course has not been approved and the student has decided to withdraw from their studies, future resumption of studies will be at the sole discretion of the College.

Any approved application will be subject to normal Accreditation for Prior Learning (APL) procedures.

- An intercalation form and appropriate evidence of the grounds for suspension must be submitted to the Programme leader.
- A student who suspends study during an academic year is liable for the tuition fees for the part year completed and the remaining tuition fees for the part year completed as per the college Fees Policy, upon return or the additional full year if study recommences from start of that academic year.

4.2. To support the policy through an appropriate Operating Procedure

- OP 1.307 – Student Suspension of Studies from a Higher Education Course

4.3. To monitor and evaluate the policy

- The Operating Procedure refers to the responsibilities and processes for approving such requests and these processes, together with regular student reviews of progress, provide regular ongoing evaluation of the processes and principles of this policy.

5. Criteria for Use

N/A

6. Implementation

6.1. This policy will be implemented by Programme Leaders working through the appropriate Operating Procedure(s) as they apply at the time, and working with and through the Assistant Principal Higher Education.

6.2. The responsibility for ensuring the implementation of this policy across all Higher Education programmes lies with the Deputy Principal working with Programme Leaders and HE Academic Leads.

7. Method of Monitoring

7.1. This policy will be monitored through the College's regular audit arrangements in line with the schedule in place from time to time.

7.2. **Authorship:** Deputy Principal

7.3. **Date:** October 2020

7.4. **Reviewing Officers:** Deputy Principal

This document is available in a variety of formats. Learner Services or main reception will supply guidance on the range.

Policy Approval

Name of reviewing Executive Committee: Strategic Leadership Group (SLG)	Chair: B Meredith
Date of Approval: 2 nd December 2020	Signature of Approver: 