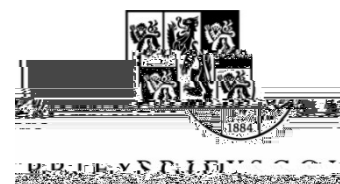


Procedures for Approving Interruption of Studies

Procedure 07: 2022 Version 02

Effective from: 6 October 2022



Date	Supersedes	Description of Change
6 October 2022	2022 Version 01	Minor amendment introducing MyBangor Request Centre.
1 July 2022	2021 Version 01	Minor amendment concerning parental leave criteria for approving interruption of study.
1 October 2021	2018 Version 1.2	Allowing the Senate Regulations and Special Cases Committee the option to approve interruption of studies after a student's registration period ends.

Document Owner	Approved By	Date Approved	Review Frequency
Head of Student Administration.	Senate Regulations and Special Cases Committee.	6 October 2022.	Every three years.

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

at the earliest practicable opportunity, provided that their programme of study or research allows. The length of the period of interrupted study for students on postgraduate research programmes will be recorded to the nearest whole month.

5. During a period of interrupted study, students will not be recorded as registered students of the University and will not pay fees.

How to apply for interruption of study

6. Before applying for interruption of study, students should consult with their personal tutor, senior tutor, course director, supervisor or head of school (or nominee) to discuss the circumstances and the academic implications of interrupting study. Students should also consider any other consequences of interrupting their study (e.g. accommodation contract or financial implications).
7. Students should consider whether interruption of studies is permitted by their sponsor or body responsible for professional registration. Approval of an application for interrupted study by the University does not guarantee that interrupted study will be permitted under a sponsor's regulations, and students may have to apply separately for an extension from the sponsor. Students should also consider whether sponsors will require repayment of a stipend if studies are interrupted.
8. Applications for interruption of study must be submitted by students either in writing, or via the MyBangor Request Centre. The application must include:

Ill Health	Applications must include a medical certificate or its equivalent.
Parental/Maternity/Paternity/Adoption Applications	Applications must include evidence that parental responsibilities will prevent a student from studying.
Sabbatical Office	Normally applies only to a student elected to a sabbatical post in the University's Students' Union.
Work experience	For students on programmes that do not include a defined period of work experience: students must demonstrate that the work experience is relevant to the programme of study and applications must be supported by a statement from the prospective employer, and must be supported by the student's School.

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- Details of any conditions which must be satisfied before the student can return to the University.
 - Revised deadlines for completing the programme (where applicable).
 - Confirmation that:
 - 20 working days' notice of return will be required.
 - The student will not have access to the University's facilities.
 - On their return, University accommodation cannot be guaranteed.
 - That the programme may be discontinued before studies are resumed.
15. Outcomes of applications for interrupted study will be sent to students by letter, normally as an email attachment. Only the official letter may be used to confirm that interruption of studies has been approved.
16. The Student Data Team will normally inform the student's sponsor if an application is approved. In some cases, the student's school will ensure that sponsors and/or other organisations (e.g. professional bodies) are informed.
17. If a student is living in University accommodation, the Student Administration Section will inform the Halls Office that interruption of studies has been approved. Hall fees will be refunded as described in paragraph 22.
18. Applications that include extraordinary or particularly unusual circumstances may be referred to the Chair of the Senate Regulations and Special Cases Committee for consideration.

Restrictions on applications

19. Interruption of study will only be approved for a period of up to 12 months. Students wishing to extend a period of interrupted study must submit a new application.
20. Applications received after the end of a student's registration period will not be considered. Any circumstances affecting completion of a student's studies after discontinuation of registration (e.g. completion of a research dissertation) must be addressed by applying for an extension and/or through School's procedures for mitigating circumstances, unless the Senate Regulations and Special Cases Committee deems it appropriate to grant an interruption of studies at this stage.

Tuition and other fees

21. Tuition fees will normally be refunded on a pro rata basis. Fees paid by a third party (e.g. sponsor, Research Council, or loan company) will normally be refunded to the third party and not to the student.
22. University Hall Fees will be refunded as defined by the terms of a student's residence agreement and associated regulations. Accommodation fees paid by a third party (e.g. a sponsor) will normally be refunded to the third party and not to the student.
23. Any outstanding debts must normally be paid before the start of the period of interrupted study or to a schedule agreed by the University.

Return to study

24. Before a student returns to the University, the Student Services Section must be informed in writing. The letter/email must be sent a minimum of 20 working days before the intended date of return. If a student does not inform the Student

Appeal Procedure

29. Appeals against any decisions made under these Procedures will be considered by a Pro Vice-Chancellor, normally the Pro Vice-Chancellor (Education and Student Experience). Appeals should be submitted in writing to the Head of Student Administration within 10 days of the date on which the student receives notification of the decision.

30. Appeals will only be considered on the following grounds:

- Defects or irregularities in operation of these procedures.
- Exceptional personal circumstances that relate to the decision. The appellant must explain why such personal circumstances were not made known to the University before a decision was made. Whsi2sion was made. Whsi2sion was made. W

date of the Completion of Procedures Letter), and you will normally need to send the OIA your Completion of Procedures Letter.