

# Maryvale Institute



## Policy on breaks from study and withdrawal

1. The nature of part time study is that it needs to fit around other life obligations, such as work and family. The Institute recognises that students may, at times, struggle to keep up with their studies; in such cases, for reasons of ill health or other extenuating circumstances, a student may request an intercalation or study break (see definitions below).
2. Under normal circumstances requests for intercalation or a study break must be submitted in writing and approved by the Programme Director and will only be considered for medical, compassionate or other serious reasons on the provision of corroborating evidence (eg. a medical certificate).
3. **Minimum and maximum length of study**
  - 3.1. The minimum period expected for completion of a part time undergraduate course is 5 years; the maximum is 8 years.
  - 3.2. The minimum period expected for completion of a part time postgraduate course is 30 months; the maximum is 5 years.
4. **Intercalation**
  - 4.1. Intercalation is where a student is admitted to a year of study and, for the reasons given above, does not submit the complete programme of work for the year or sit the examination (if relevant). This student does not intend to withdraw from the programme but works with the Programme Director to devise a timetable for completion of the year's work over the subsequent year; thereby taking two years to complete one year of study.
  - 4.2. The intercalating student is charged an intercalating fee for the additional year. This fee does not include the cost of attendance at study sessions which, if the student chooses to attend, must be paid for separately.
  - 4.3. Intercalation ceases when either all work relating to the study year has been completed, or the student advises the Programme Director that he/she has withdrawn from the programme within the regulations as given in 3.3.10 below.
5. **Study break**
  - 5.1. A study break is where, on completion of a year of study and before the commencement of the next, a student advises the Programme Director in writing that he/she intends to take a break from study for a maximum period of twelve consecutive months.

- 5.2. There is no charge for the study break year(s) as the students will not receive programme materials, will not attend study sessions or submit work to be marked and will not have formative contact with the Programme Director or Tutor.
- 5.3. Once a year of study has commenced the option of a study break is no longer available and the rules of intercalation are applied.

## **6. Limits on intercalation and study breaks**

Students choosing to intercalate or take a study break must complete all work and submit themselves for a final award within the maximum time allowance for the programme; see point 3 above.

## **7. Withdrawal**

- 6.1. Before making the decision to withdraw from a programme students are encouraged to discuss their situation with the Programme Director as other options may be available.
- 6.2. If withdrawal is agreed upon the student must inform the Registrar in writing giving, where possible, the reason for withdrawal.
- 6.3. The student ID card must be returned to the Registrar.
- 6.4. In all cases programme fees are non-refundable.

<b>Name of policy/procedure/document:</b>	<b>Study breaks and withdrawal</b>
<b>Document owner:</b>	<b>Academic Registrar</b>
<b>Date Originally Created:</b>	<b>2004</b>
<b>Last reviewed:</b>	<b>07/01/2021</b>
<b>Reviewed by:</b>	<b>Rita Bannister, Academic Registrar</b>
<b>Audited by:</b>	<i>To be audited by Senior Management Board and Academic Board</i>
<b>Date of Audit:</b>	
<b>Date of next review:</b> (annually unless otherwise agreed)	<b>01/2022</b>
<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	<b>N/A</b>

<b>Version Control</b>			
<b>Version</b>	<b>Author [name]</b>	<b>Date</b>	<b>Brief summary of changes</b>