

Interruption and Withdrawal Procedures

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Ownership	Associate Director (Student Administration)
Approval	Academic Board
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1 Introduction

- 1.1 The policies and procedures set out in this document underpin the regulations which all staff and students are expected to follow. They provide greater details of the principles behind the regulations and the rules and processes that Goldsmiths puts in place to positively impact on the student and staff experience and to ensure compliance with external regulatory frameworks.
- 1.2 The relevant regulations appear in text boxes at the start of each section.
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2 Purpose and Scope

2.2.2 Goldsmiths has the authority to take action for non-attendance including termination of registration.

2.2.3 Authorised periods of absence may be granted where appropriate, and where the necessary steps have been taken by the student to inform their department. Goldsmiths maintains a procedure for interruption and/or withdrawal from studies.

- 2.1.1 This document sets out the principles and procedures governing interruptions to study and withdrawals from study.
- 2.1.2 It applies to all students registered on taught or research programmes.

2.2 Key Contacts

Student Administration/Enrolments and Records: Advice on problems relating to interruptions and withdrawal 020 7919 7215

studentrecords@gold.ac.uk

Associate Director (Student Administration): Advice on Goldsmiths' Regulations and good practice

3 Attendance

2.2.1 Students are expected to attend all scheduled elements of their programme.

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- 3.1 All programmes at Goldsmiths have minimum and maximum periods of study. Periods of study are continuous unless students are formally granted permission to interrupt their studies.
 - 3.2 Students are expected to attend College on all days prescribed for their programme, unless the College is officially closed.
 - 3.3 Where a programme has a compulsory placement element, or other visits and practical components away from the College, attendance at that placement is also mandatory.
 - 3.4 Further detail on the attendance expectations for students on taught programmes and how this is monitored and recorded are set out in the Student Attendance Policy.
 - 3.5 Research students may take up to 8 weeks' annual leave in each year of study, on dates to be agreed with their supervisor.
 - 3.6 Goldsmiths maintains procedures for dealing with students who make unsatisfactory academic progress because of failure to attend.
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4 Authorised Absence

- 4.1 Except in the case of illness, students shall obtain permission from the relevant tutor before absenting themselves from any seminar, tutorial or practical class, or from any field excursion or special visit.
- 4.2 Students who need to be absent from their studies for a short period, for example to return home following a bereavement, should seek 'authorised absence' from an appropriate tutor in their academic Department.
- 4.3 An authorised absence will:
 - 4.4 last no longer than four weeks (and may be shorter, depending on the circumstances); and
 - 4.5 require the student to continue to pay fees for the period of absence; and
 - 4.6 not normally be reported to statutory bodies (except in the case of students requiring a visa to study in the UK, for which other arrangements may be made); and
 - 4.7 permit the student to utilise Goldsmiths' services during the period of absence; and

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- 4.8 only be granted if it will allow the student to complete the programme of study within the original timeframe (with no need to extend enrolment).
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5 Illness

- 5.1 A student who is absent from the College because of illness or other unavoidable cause should inform his or her department(s) on the first day of absence and immediately upon return, or as soon as possible thereafter.
- 5.2 A student must supply a medical certificate showing the cause of absence if this has lasted for one week or more.
- 5.3 A student who is absent from a placement must also immediately inform the contact in the placement concerned and their tutor.
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6 Interruption of Study

- 6.1 A student who wishes to interrupt their study may do so up to 31 March in any academic year for a maximum of two years in total, and should advise the College of their decision within two weeks of their last day of attendance at the College. Interruptions in excess of two years shall be permitted only in exceptional circumstances, with the approval of Academic Board or its delegated authority.
- 6.2 Change – March 2021 - Any period of interruption taken during 2019/20 and 2020/2 should not be counted towards the maximum period normally permitted. This means that no suspension of regulation would be needed to permit interruptions of more than two years where an interruption has been taken in 2019/20 and 2020/21 and a student has exceeded the two-year maximum normally permitted**
- 6.3 Applications for interruptions of study should be made prior to the interruption beginning. Retrospective applications will only be considered if accompanied by a request to suspend regulations which sets out clearly why it was not possible for the student to submit an application prior to that date.
- 6.4 In the first instance, students should discuss their intention to interrupt or withdraw with their Personal Tutor / Programme Leader. The tutor may also refer them to the Student Centre for further advice.

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- 6.5 The College is required to notify the appropriate UK Government Agency if a student holds a Tier 4 (General) Visa at the point they interrupt their studies. This will usually result in the curtailment of their existing visa and students returning from interruption in this instance will usually require a new CAS and a new Tier 4 (General) visa.
- 6.6 International Students with visa requirements must contact the Immigration and Advisory Service before submitting a change request to discuss the implications of the change on their visa requirements.
- 6.7 If it is agreed that a student should interrupt, this should be requested formally by submission of a "Request to Interrupt Studies" form which must be authorised by the Head of Department or Senior Tutor responsible for the relevant programme of study. The request should record the start date of the interruption and expected return date.
- 6.8 Goldsmiths will write to the student to formally acknowledge approval of the request for interruption and will write again to invite the student to re-enrol at the date agreed in the request.
- 6.9 Students interrupting for health reasons must submit a doctor's certificate or medical note with their interruption request.
- 6.10 A student who has interrupted on health grounds should engage with the Student Wellbeing Office prior to their return to study. They will be permitted to re-enrol only on submission of a written confirmation from a UK registered doctor that they are fit to return to the approved programme of study.
- 6.11 Students, for whom DBS and occupational health checks are compulsory, will be subject to further checks at their approved restart date and will be asked to re-apply for a DBS check where the period of interruption exceeds 3 months or extends into the subsequent session.
- 6.12 Students retain access to College services during a period of interruption.
- 6.13 The following requirements apply to research degree students:
- Students may take an interruption of study at any point in the academic year for a minimum of 2 months to a maximum of 2 years, during which time they would not be expected to be working on their thesis or receiving supervision.
 - A student's expected completion date will be adjusted accordingly on their re- enrolment following a period of interruption.
 - Students must be registered for a minimum of 3 months after a period of interruption before submitting their thesis.

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- Interruptions are not permitted in completion and continuation status unless there are extenuating circumstances which will be dealt with on a case by case basis.

7 Withdrawal

- 7.1 A student who wishes to withdraw from their programme of study should discuss this first with their personal tutor or programme leader, who will explore with the student the reasons for their decision, and whether any other course of action (e.g. interruption of studies, transfer to a different programme) may be more beneficial to the student. The tutor may also refer the student to the Student Centre for further advice).
- 7.2 In order to formally withdraw from their programme of study, students must complete a “Request to Withdraw from Studies” form. This should be signed by the Head of Department and submitted to Records and Enrolments within two weeks of the effective date of withdrawal.
- 7.3 Students who have been withdrawn for more than 12 months who wish to recommence studies must apply for admission to the College. Upon admission, such students may be eligible for recognition of their prior learning in accordance with the Goldsmiths Policy and Procedures for the Recognition of Prior Learning (RPL).
- 7.4 The decision to readmit a student who has been withdrawn shall be taken only on the advice of the Head(s) of the relevant Department(s) and is subject to the approval of the Associate Director (Student Administration).

8 Fees

2.10.7. Students who withdraw from their programme of study shall remain liable for payment of fees for the year in which they withdrew, except that Goldsmiths may make provision for the refund of fees in accordance with the agreed policy.

2.10.8. Students who withdraw from a programme of study without informing Goldsmiths in the appropriate way shall not be eligible for a refund of fees.

2.10.9. Students who interrupt their studies without seeking and gaining the agreement of Goldsmiths shall remain liable for payment of fees in full and may not be eligible for any refund of fees paid.

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- 8.1 Students who have formally interrupted their study or permanently withdrawn from their programme, may request a refund from the Fees Office.
- 8.2 Students who have paid their tuition fees in advance will be refunded the amount in excess of the tuition fee charged based on the percentage tuition fee liability described above.
- 8.3 Full details of the rules relating to fee liability and refunds are set out in the Student Fees, Refund and Compensation Policy.