

Interruption, Withdrawal and Reinstatement Procedures 2021-22

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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

- 2.1 This document sets out the principles and procedures interruptions to study and withdrawals of study. It also sets out the procedures for reinstating students following withdrawal.

- 2.2 It applies to all students registered on taught or research programmes

2.3 Key Contacts

Student Administration/Enrolments and Records: : For advice relating to interruptions, withdrawals and reinstatements call 020 7919 7215/020 4509 1005 or email studentrecords@gold.ac.uk

3 Attendance

2.2.1 Students are expected to attend all scheduled elements of their programme. Students are responsible for notifying the College where they are unable to attend and the reasons for non-attendance.

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 the College. Goldsmiths maintains a procedure for interruption and/or withdrawal from studies.

- 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 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. Further detail can be found in the [Code of Practice for Postgraduate Research and Training](#).
- 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:
- 4.3.1 last no longer than four weeks (and may be shorter, depending on the circumstances); and
 - 4.3.2 require the student to continue to pay fees for the period of absence; and
 - 4.3.3 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
 - 4.3.4 permit the student to utilise Goldsmiths' services during the period of absence; and
 - 4.3.5 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 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 registered on a taught programme who wishes to interrupt their study may do so up to the end of Spring term in any academic year. Students are responsible for notifying the College of their decision to interrupt no later than two weeks after their last day of attendance at the College. The maximum period of interruption any student is permitted to take during their programme is two years. Interruptions in excess of two years shall be permitted only in exceptional circumstances with the approval of Enrolments and Records.
- 6.2 **Covid-19 Adjustment – Any period of interruption taken during 2019/20 and 2020/2 will not be counted towards the maximum period normally permitted.**
- 6.3 Wherever possible, applications for interruptions of study should be made prior to the interruption commencing and no later than two weeks after the last day of attendance at the College. Retrospective applications will only be considered in exceptional circumstances.
- 6.3.1 Where a student submits an interruption request that is retrospective, they will be expected to outline the circumstance(s) that prevented them from completing the interruption form in the required timeframe. Retrospective periods of interruption can only be considered and granted where a student has not been in attendance or submitted any assessments during that period and where a student can demonstrate circumstances which prevented them from seeking an interruption at the time. Requests for retrospective interruptions will be considered by the academic department and a decision on them taken by Enrolments and Records.
- 6.4 In the first instance, students should discuss their intention to interrupt with their Personal Tutor/Programme Leader. The tutor may also refer them to the Student Centre for further advice.
- 6.5 International Students with visa requirements must contact the Immigration Advisory Service team before submitting a change request to discuss the implications of the change on their visa requirements.
- 6.6 College is required to notify the appropriate UK Government Agency if a student holds a Tier 4/Student 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 Student Visa.

- 6.7 If the department agrees a student should interrupt, this should be requested formally by submission of a [Change of Status form](#), 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 communicate with the student to formally acknowledge approval of the request for interruption and will communicate with the student to invite them to re-enrol at the date agreed in the request.
- 6.9 Students, for whom DBS 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 (unless they have registered for the Update Service).
- 6.10 Students retain access to College services but are not permitted to submit assignments or attend for examinations during a period of interruption.
- 6.11 Specific requirements apply for PGR students registered on MPhil and PhD programmes, as outlined in the [Code of Practice for Postgraduate Research and Training](#). PGR students may therefore wish to seek advice from graduateschool@gold.ac.uk prior to requesting a period of interruption.
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7 Withdrawal

2.9.5 Students may apply to withdraw from their programme of study and must do so in accordance with the published requirements. Applications must be submitted to the College in advance of the last date of attendance and no later than 2 weeks of the last day of attendance. Exceptional consideration may be given to retrospective applications only where there are exceptional circumstances preventing a student from making an application at the time.

- 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 [Change of Status form](#). This should be signed by the Head of Department or departmental Senior Tutor and submitted to Enrolments and Records within two weeks of the effective date of withdrawal. Retrospective applications will only be considered in exceptional circumstances.

- 7.3 Where a retrospective withdrawal is being requested, the students will be expected to outline the circumstance(s) that prevented them from completing a withdrawal application at the time. Retrospective requests can only be considered and granted where there has been no attendance or completion of assessments during that period, and where there are circumstances that prevented the student from submitting a withdrawal request at the time. Requests will be considered by the academic department(s) and a decision taken by Enrolments and Records.
- 7.4 The College is required to notify the appropriate UK Government Agency if a student holds a Tier 4/Student Visa at the point they are withdrawn from their studies. This will usually result in the curtailment of their existing visa and any students reinstated will usually require a new CAS and a new Student Visa.
- 7.5 Goldsmiths will communicate with the student to formally acknowledge approval of the request to withdraw.
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8 Reinstatement

- 8.1 Students who have been withdrawn for less than 12 months who wish to recommence studies must apply via the [Reinstatement Request form](#).
- 8.2 A student who wishes to be reinstated on their programme of study, after being withdrawn for a period of no more than 12 months, may apply at any point in the academic year. The re-enrolment date must be agreed with the student's department to determine when it is possible to resume their programme of study with a view to completing within the usual time period remaining.
- 8.3 Students who request reinstatement must meet all enrolment conditions prior to making the request, including presenting all relevant qualifications, meeting fitness to study requirements and paying any outstanding monies owed to the College.
- 8.4 The decision to readmit a student who has been withdrawn under this procedure shall be taken on the advice of the relevant departmental academic staff and is subject to approval by Enrolments and Records.
- 8.5 Students who have been withdrawn for academic failure or dismissed from the College will not be permitted to be reinstated under this procedure.
- 8.6 Once a request for reinstatement has been submitted to the Enrolments & Records team, a timeframe of 10 working days must be allowed for the team to process the request.

- 8.7 Students who have been withdrawn for more than 12 months who wish to recommence studies must re-apply for admission to the College where the usual conditions of admission will apply. 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 \(RPL\)](#).
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9 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.

- 9.1 Students who have formally interrupted their study or have permanently withdrawn from their programme, may request a refund from the Fees team.
- 9.2 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](#).
- 9.3 Full details of the rules relating to fee liability and refunds are set out in the [Student Tuition Fee Policy](#).