

The University of Manchester

Principles in respect of interruptions to an Undergraduate or Postgraduate Taught Programme of Study - Guidance for students

These general principles and guidelines apply to undergraduate and postgraduate taught students across the University.

1. Purpose of interruptions

- 1.1 It is the expectation of the University that you will complete your programme in one continuous period of uninterrupted study. It is understood, however, that students may encounter personal difficulties or situations which may seriously disrupt their studies. In such instances, students may be granted a temporary interruption to their studies at the discretion of their School/Faculty. In reaching a decision about such an application your School or Faculty may take into account any previous permission already given to you and/or your academic record since joining the University.
- 1.2 If an application to interrupt a programme of study is approved, it would normally be to assist you to recover from medical problems or problems of a personal or financial nature which are having, or may have, a negative impact on your performance.
- 1.3 Wherever possible applications should be made before the interruption is to start. This would be the expectation in respect of certain predictable medical circumstances such as foreseen surgery and confinement during pregnancy. Such interruptions will usually be for one complete year and will not usually involve any repeat of a period of study.
- 1.4 Some interruptions, however, are not predictable and are sought after difficulties have already commenced. Students are advised to seek the advice of their Personal Tutor, Programme Director, Postgraduate Officer, etc as soon as possible in these circumstances in order to discuss their options.

2. Tuition fees during interruptions

- 2.1 **The University charges tuition fees for any period of study where you are in attendance.** Tuition fees are charged on a daily basis up to and including the date of last attendance. You should fill in this date on the application form for interruption – it will be confirmed by your Faculty. If approval of your application is given before the interruption is to start then the last date of attendance will be the end of the academic year or the date of the start of the interruption whichever is sooner. Otherwise, the date of last attendance will normally be the date on which you complete and sign the form to request the interruption. It may be an earlier date if the Faculty is able to state that your circumstances meant that you were absent from study or you were not able to benefit from the tuition provided. Hence, on encountering difficulties, you should not delay in discussing your problems and in making any resulting application. If your application for interruption is successful and you require a refund for fees paid beyond the date of last attendance you should write to the Student Services Centre.

3. Sources of advice

- 3.1 Advice can be obtained from your personal tutor, programme director, the senior tutor, the Faculty Undergraduate/Student Support Office, the Postgraduate Officer, the University Academic Advisory Service, the University Counselling Service or the Students' Union Advice Centre.

- 3.2 You also need to consider the financial implications in respect of where you are living and, if necessary, you should consult the manager of your Hall of Residence or your landlord.

4. Approval Process

- 4.1 Applications must be made by completing the relevant **Faculty Interruption Approval Form Interruption**. This should be available from your Faculty intranet or from the relevant Faculty Undergraduate/Student Support Office or Postgraduate Office.
- 4.2 You should complete the approval form, sign it and attach supporting evidence, for example, a doctor's note in the case of medical reasons for a request for interruption. You should discuss with the appropriate adviser when your interruption should start and end.
- 4.3 The form and attachments will be treated as confidential. The information will be circulated only as necessary to adjudicate your application and any reporting requirements or statistical data collection will not identify you as an individual. Your Faculty reserves the right to request further information from any source that is already named in your application or in the supporting material without making further reference to you.
- 4.4 Once the application has been considered and decided upon, the Faculty will write to you to let you know their decision.

5. Applications that are approved

- 5.1 If your application is approved you should inform any organisation or person who is funding your education. In particular, you should inform your Local Education Authority and the Student Loans Company if you are a home student and/or any sponsoring body if you are a home or overseas student.
- 5.2 During your interruption you should maintain contact with the appropriate person in the Faculty e.g. your personal tutor, Programme Director, etc. This is your responsibility. In certain circumstances you may be given permission to take examinations during your period of interruption. It is **your** responsibility to find out when and where these examinations will take place and to pay any fee that is required.
- 5.3 It is important to realise that your Faculty may not be able to provide an identical teaching, supervision and assessment experience on your return as would otherwise have been available. Programmes of study and regulations change to reflect developments in the subject, requirements of external bodies and the resources available to the University. While your Faculty will try to make reasonable provision for you following your interruption you need to realise that permission for an interruption is a privilege and not a right. You may need to do additional work in your own time to put you in a position to benefit from your return to study and your return may need to be scheduled to fit the needs of your programme. You will need to abide by any reasonable return date and fulfil registration requirements. If the regulations and requirements of your programme have changed, when you return, you will be subject to the regulations and the requirements that are applicable to the cohort of students that you will then join, whether they are more or less favourable than those which previously applied to you.

- 5.4 At the end of your period of interruption you will need to judge whether your circumstances are rectified, so making a return to study practical and sensible. If you have been given permission for interruption on medical grounds you may be required to produce medical evidence of your fitness to resume study. If your circumstances are not sufficiently rectified you will need to make an application for a further interruption but you should not assume that this will automatically be granted.
- 5.5 During your period of interruption **you will not be a registered student of the University** and your right to be on University premises will be that of a member of the public. You may not undertake work on University premises as you are not covered by our insurance arrangements.
- 5.6 If you are from overseas you will need to fulfil any requirements in respect of visas and you should consult the International Advice Team of the Student Services Centre, in respect of queries relating to visa extensions or temporary employment.

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