

## **Policy on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study**

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### **1. Introduction and Scope**

- 1.1 This document sets out the University's Policy on interruptions to Undergraduate or Postgraduate Taught Programmes of study and applies to Undergraduate and Postgraduate Taught students across the University and staff members working with them. Students on Degree Apprenticeships, including higher apprenticeships, should refer to the Procedure on Break in Learning for Apprentices.
- 1.2 The Policy is accompanied by the *Guidance for Staff on Interruptions to Undergraduate and Postgraduate Taught Programmes*.

### **2. Purpose**

- 2.1 The purpose of the Policy is to prescribe the expectations with regards granting interruptions to taught programmes, to ensure consistency of practice and experience across the University.

### **3. The Policy**

- 3.1 Schools are responsible for following the procedure in order to ensure that student requests for interruptions to a programme of study are handled consistently and students treated equitably, Schools are also responsible for publishing the procedure for requesting an interruption to a programme of study in Student Handbooks and on the School intranet.
- 3.2 In the case of non-EU students in the UK on a Tier 4 student visa, the University is legally required to report to the UK Visas and Immigration any interruption of studies of over 60 days duration. Therefore, Schools must refer Tier 4 students to the Student Immigration Team in the Student Services Centre to discuss the consequences of taking an interruption.
- 3.3 A single period of interruption would not normally be for more than a complete year. After a single and continuous period of interruption of 12 months, the student's circumstances and progression must be reviewed by the School and, following that, an exit award will be issued if appropriate.
- 3.4 Schools must ensure that sufficient measures are put in place to support students returning from interruption, including checking that students are deemed to be fit to

return to study, for medical-related interruptions. Please refer to the [\*Guidance for Staff on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study\*](#).

3.5 If a student's application for interruption is declined by their School, the student has a right to appeal against this decision. In this instance, students should be advised to refer to the University's *Academic Appeals Procedure (General Regulation XIX)*:

- [Academic Appeals Procedures \(Regulation XIX\)](#)

3.6 There is an expectation that all those involved will, where possible and appropriate, respect the confidentiality of the matters concerned; however, there may be circumstances in which confidentiality cannot be maintained such as harm to self/others, criminal activity and issues related to Fitness to Practice.

3.7 The *Guidance for Staff on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study* provides a list of examples of acceptable types of circumstances which may be considered grounds for students applying for an interruption to a programme; however, Schools are able to consider applications for more positive reasons, for example, circumstances that demonstrably enhance a student's employability.

#### **4. Supporting documents**

4.1 The *Guidance for Staff on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study* and the *Guidance for Students on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study* supplement this Policy and are available on the TLSO website:

- [Interruptions to Taught Programmes](#)

Policy on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study Version amendment history		
Version	Date	Reason for change
1.1	November 2015	Creation and approval by TLG and Senate: Replaced version 1.4 of 'Principles for Granting Interruptions to an Undergraduate or Postgraduate Taught Programme of Study'
1.2	June 2019	Review by TLG Policy & Guidance Subgroup, 2018/19; to provide more information to support students' return to study after interruption. (November 2020: Additional sentence about degree apprentices added to the scope section) (February 2021: Addition of the wording "including higher apprenticeships" in paragraph 1.1.) (April 2023: Policy owner and contact details updated in the Document control box)

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Related Procedures and Guidance:	<ul style="list-style-type: none"> <li>• <a href="#">Guidance for Staff on Interruptions to Undergraduate and Postgraduate Taught Programme of Study</a></li> <li>• <a href="#">Guidance for Students on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study</a></li> <li>• <a href="#">Procedure on Supporting Return to Study</a></li> <li>• <a href="#">Procedure on Break in Learning for Degree Apprentices</a></li> </ul>
Policy owner:	Head of Student and Academic Services (SAS)
Lead contact:	Teaching and Learning Manager (Policies and Degree Apprenticeships), Teaching and Learning Delivery, Division of SAS  <a href="#">For any queries or questions relating to this document, please direct your email to teaching-policy@manchester.ac.uk</a>