

University of Manchester

Policy on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study

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1. Introduction and Scope

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.

The Policy is accompanied by the *Guidance for Staff on Interruptions to Undergraduate and Postgraduate Taught Programmes*.

2. Purpose

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 must address cases where students encounter personal difficulties or situations which may seriously disrupt their studies by considering requests for interruptions.
- 3.2 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.
- 3.3 **Please note:** 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.
- 3.4 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.
- 3.5 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 \(Regulation XIX\)](#)

4. Supporting documents

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](#)

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