

CARDIFF
UNIVERSITY

PRIFYSGOL
CAERDYDD

Interruption of study procedure (taught programmes)

1. Introduction

- 1.1. You may need to apply to interrupt your studies for a temporary period of time with the intention of returning at a future date.

This procedure applies to all students on undergraduate and postgraduate taught programmes (including dissertation stages, MRes and taught components of professional doctorates) and details what you must do to notify the University of any absence from your studies.

- 1.2. If you are a disabled student and require adjustments to this procedure to be able to engage fully with the process, please contact the Head of Registry Operations to identify any reasonable adjustments which can be made to support your engagement.

2. Considerations on Applying for an Interruption of Study

- 2.1. If you experience unexpected problems during an examination period, you should use the Extenuating Circumstances Procedure. In exceptional circumstances interruption of study applications will be considered during formal examination periods.
- 2.2. If you are on a Student Route visa and apply for an interruption of study, you may need to return to your home country and reapply for a new visa before your return to study date. The University must notify UKVI of the interruption of study. You are encouraged to seek advice from the Student Support and Wellbeing team before applying for an interruption of study.
- 2.3. If you are an external student – repeating a programme or module(s) externally — you are not required to submit an application for an interruption of study, but you should familiarise yourself with the Extenuating Circumstances Procedure (search Extenuating Circumstances Procedure on the student intranet) to declare your circumstances. You are expected to report ECs in advance of assessment dates, in the majority of situations.
- 2.4. If you are employed by the University and are interrupting on the grounds of ill health, you need to contact your line manager directly and your absence will also be considered by Human Resources in relation to your employment contract under the Sickness Absence Procedure.
- 2.5. If the reason for the interruption is related to pregnancy or parental leave, you should first read the policy and guidance on Support for Pregnant Students and Students who become Parents.

3. Application for an Interruption of Study

- 3.1. If you are absent for a short period of time, less than 14 days in length, you should notify your School as soon as reasonably possible of the absence and reason for absence.
- 3.2. If you are absent for a period of 14 days or more, you must submit an application through SIMS online for an interruption of study and **must provide evidence** for the reason for your absence. The period of interruption should not exceed 12 months.
- 3.3. You are advised to speak to your Personal Tutor to discuss the circumstances which cause you to require an interruption of study.

- 3.4. If you are unable to submit an application for an interruption of study, the Head of School may submit an application for an interruption of study on your behalf.
- 3.5. Your application will be considered by your Head of School, or nominee. If your application is successful, the Head of School will confirm a convenient time to return to study. It may not be possible for you to re-join immediately after the period of absence and you may need to wait until the following academic year.
- 3.6. When your interruption is confirmed, it will commence on either the date you submitted your application or on the commencement date you requested in your application, whichever is the latest. The date of your first recorded absence may be used to calculate any adjustment to your tuition fees. Interruptions of study applications cannot be backdated and the date you apply for the interruption in SIMS online is the earliest date the interruption of study may commence.
- 3.7. The grounds for submitting an application for an interruption of study are as follows:
 - Ill health, mental or physical health concerns.
 - Compassionate grounds: for personal, family, or domestic circumstances.
 - Exceptional financial hardship.
 - Maternity/paternity/shared parental/adoption leave.
 - Exceptional professional commitments (only applicable to part-time students) if a student is on a part-time, distance or blended learning programme, and where they have increased unforeseen work commitments which prevent them from studying.
 - Work experience, professional non-credit bearing placement, or internship. Students who are pursuing a programme with integrated placement learning opportunities will not be granted an interruption of study to obtain further work experience, unless there are exceptional circumstances. Students in the UK on a Student Route visa cannot submit an application on this ground.
 - Academic grounds, when this is in the student's best interest. The student will return to study at an appropriate point in the academic year.
 - Study abroad: students who are pursuing programmes with integrated study abroad opportunities will not be granted an interruption of study in order to obtain further study abroad opportunities, unless there are exceptional circumstances.
 - Sabbatical Office – an interruption of study may be granted to a student who has been elected to a sabbatical post in the Students' Union.

4. Decision Process

4.1. The Head of School will consider:

- the reasons for your request,
- the evidence you have provided in support of your request,
- continuity and currency of programme content,
- how you will be assessed on your return to study for any assessments not completed,
- the date of your return to study, based on the academic requirements of the programme,
- any other periods of interruption previously agreed for you for the same programme of study.

4.2. If your application is approved, your School may request certain conditions to be met before you return to study, e.g. evidence that you are well enough to return to study. Support and advice is available from the Student Support and Wellbeing team.

4.3 An appointment with the [Student Life](#) team may be recommended before returning to study if the grounds for your interruption relate to your health and wellbeing.

4.4. If your application is rejected or the length of the interruption is different from the one requested, you will be notified of the reason for the decision.

4.5. During your programme, you are permitted a maximum period of 12 months' interruption of study. In exceptional circumstances, the Chair of the Academic Standards and Quality Committee may approve longer periods that do not exceed 24 months in total, provided the application is supported by the Head of School in the first instance. If you have multiple short-term interruptions of study, the cumulative amount will be considered and must not exceed the permitted limits stated above.

4.6. Interrupted periods of study, the reasons for interruption, and any conditions attached to return to study will be recorded confidentially on your student record.

4.7. You will be notified of the Head of School's decision of the outcome of your application within 14 days of its submission. If you are applying for an interruption of study which means that you will have interrupted your programme for more than 12 months in total, it may take longer than 14 days to be notified of the outcome of your application.

4.8. If your application for interruption of study is rejected or you disagree with the return date, you can appeal the decision in accordance with the [University Review Procedure](#).

5. Your Rights During the Period of Interruption

5.1. During the period of interruption of study, you remain registered on your programme of study and your student record is updated to reflect that you are not actively engaged with your programme for the duration of your interruption of study.

5.2. During the period of your interruption of study, you are permitted:

- access to your university IT account (including email and SIMS),
- limited access to Student Support and Wellbeing services,
- access to Careers and Employability service,
- public access to libraries and University buildings.

5.3. During the period of your interruption of study, you are **not** permitted to:

- attend programme sessions including lectures, seminars, laboratory sessions, and supervisory meetings;
- access learning materials via Learning Central;
- participate in formal assessments including taking formal examinations or submitting coursework;
- depending on the length of interruption, remain in University accommodation: please seek advice from Residential Services in advance of your application. Your contract will be adjusted without penalty and you will be provided with notice to quit in accordance with your accommodation contract. The [Student Life](#) team will be able to advise you on alternative accommodation should you require assistance.

5.4. Please note:

- **Student card:** if your student card expires while you are on an interruption of study, you will not be issued with a new student card until you complete enrolment to recommence your studies.
- **Transcript:** you will be issued with the decision of the Examining Board for any completed assessments, where the assessment components for an entire module have been completed, in line with normal results release timescales, unless there is an exceptional reason to withhold results.
- **Council Tax certificates:** You will retain access to all Council Tax certificates which have been issued to you before you commence an interruption. Some students on an interruption will be entitled to a new certificate, but this is dependent on the Council Tax regulations in force at the relevant time.

5.5. You will not receive information from the University about employment or volunteering opportunities during your period of interruption.

6. University Action During an Interruption of Study

6.1. The University has statutory and legal responsibilities to notify a number of bodies of your interruption of study. Examples of these bodies include:

- Sponsor or funding bodies;
- UK Visas and Immigration (UKVI);
- Higher Education Statistics Agency and other statutory bodies.

6.2. The University will not charge you tuition fees for the period of your interruption of study, in accordance with the Tuition Fee Policy.

6.3. When you re-commence your study, you ~~may~~will be required to pay tuition fees for any periods of study you repeat or have missed due to your interruption of study.

6.4. The [Student Life](#) team will be able to advise you of the financial implications of taking an interruption of study

7. Return to Study

7.1 Depending on the circumstances, your School or Student Life staff may contact you periodically throughout your absence to maintain contact and plan for your return to study. You will also have the opportunity to discuss returning earlier if

7.2 You will have the opportunity to discuss any action you need to take to meet the conditions of return to study with your School or Student Life staff. You must ensure that you take appropriate action to meet the conditions of return to study in sufficient time in advance of the return date.

- Ill health interruptions: you may be required to provide evidence that you are fit to return to your studies prior to re-enrolling on the programme. In some cases, you may also need to attend an occupational health assessment as part of the return to study plan. Please ensure that you allow sufficient time to obtain the evidence.

- If you require a visa to study in the UK you will need to commence the application process in good time to ensure you can return to your studies promptly. The [International Student Support](#) team in Student Life can assist you with your application.
- 7.3 Where conditions of returning to study are not met, you will not be permitted to re-enrol and may be permanently excluded.
 - 7.4 You will receive a formal notice of your return to study 20 days in advance of your expected return date. This will include an invitation for you to re-enrol for your programme.
 - 7.5 You are required to complete enrolment and collect/re-activate your student card.
 - 7.6 If you do not re-enrol by the expected date of return, your late enrolment will be considered under the Non-engagement with Study Procedure.
 - 7.7 You are encouraged to liaise with the Student Life team on returning to study following health and wellbeing concerns. You can contact staff before you return to study for an appointment.