

# QH Supplement 2A: Requirements when considering requests for a Break in Study

## 1. Introduction

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- 1.1 Students are able to request a break in their studies, in order to ensure that they can continue with their study in, or after, a period of difficulty or to enable them to capitalise on an opportunity that will enhance their studies.
- 1.2 A **Break in Study** is defined as an authorised break in study for a maximum of 12 months in the first instance. A student can apply for a break in study for a medical reason, personal development opportunity or to manage a personal circumstance. If a student wishes to take a break in study, they must apply in advance for permission to do so and provide supporting evidence. Any student can apply for a break in study, however, approval for a period of interruption is not guaranteed.
- 1.3 It is not considered grounds for a Break in Study where the University has put in place extraordinary measures to vary learning, teaching and assessment to address national or international events, for example, industrial action by staff or pandemic.

### Further information

- Stipulations from accrediting Professional, Regulatory and Statutory Bodies (PSRBs) should also be taken into account when considering a request.
- Students studying online learning courses offered in partnership with Wiley are excluded from the provisions of this supplement and should refer instead to Quality Handbook (QH) Section 10E.

## 2. Considerations

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- 2.1 All students requesting a break in study have the responsibility to discuss the implications by accessing support and advice from their Academic School Course team and relevant University departments. Students on a Student Route visa are also advised to speak to the International Student Support Team to understand the

implications of a break in study on their visa. Repeat requests for an additional break in study beyond one calendar year would require a new application.

- 2.2 The decision to grant a break in study is made by the Deputy Dean/Head of Department or nominee. The process by which students may request a break in study must be clear and consistently applied across the University.
- 2.3 Students can appeal the decision through the Appeals process for requests for a Break in Study (see 3.1 and 3.2 below) to the Executive Dean or nominee.
- 2.4 Students on a break in their studies will have access to the appropriate University Systems (Buildings and NTU email). However, they will not have access to the NOW learning rooms. An appropriate plan of contact with their Course team will be agreed prior to the student taking the break in study.
- 2.5 No unfair academic advantage should be gained by the agreement to take a break in study. All awarded grades stand. Passed assessments cannot be repeated.
- 2.6 Each request should be considered on its own merits taking into account the student's circumstances and the University's ambition that students are able to personalise their learning experience where possible.
- 2.7 The agreed break in study should be appropriately recorded on the University's student record system by Academic Registry.

### 3. Appeals

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- 3.1 A student is entitled to submit an appeal on one or more of the following grounds:
  - a. The University failed to correctly follow its own procedures
  - b. The student has additional material information which could not have previously been made available
- 3.2 When submitting an appeal, the student must provide associated evidence/information in support of the ground(s) on which the appeal is being made.

#### Further information

- QH Section 16 notes that the period of absence will not be included for the purpose of calculating students' maximum registration period.

<b>Policy owner</b>
CADQ

<b>Change history</b>			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	New
Mar 2017	14.03.17	14.03.17	Change of decision making authority to Head of Department
Sep 2017	12.09.17	01.10.17	Clarification of maximum registration periods and cross reference to QHS10E for Wiley online learning courses
Sept 2018	12.09.18	01.10.18	None
Sept 2019	11.09.19	01.10.19	None
Mar 2020	01.04.20	01.04.20	Changes to address implications of COVID-19 outbreak. Dean to grant LoA requests, with DVC AQD informed. Appeals to DVC AQD. LoA requests do not apply where the University has put in place extraordinary measures to vary learning, teaching and assessment, during in times of national or international emergency
Sept 2020	16.09.20	01.10.20	None
Sept 2021	07.09.21	01.10.21	None
May 2022	10.05.22		Retitled as "Requirements when considering requests for a break in study" and another supplement QHS2B created for the variation to study rate.
Sept 2022	22.09.22	01.10.22	None
Sept 2023	14.09.23	01.10.23	Minor content changes, including changing to 12 months from one calendar year for clarity, and advice for Student Route students.
Jan 2024	24.11.23	08.01.24	Students on a break in study will not have access to NOW learning rooms.
April 2024	08.04.24	08.04.24	Inclusion of a temporary codicil to reflect the deactivation and withdrawal of international students for non-payment of term two tuition fees.
Sept 2024	19.09.24	01.10.24	None

<b>Equality Impact Analysis</b>		
<i>Version:</i>	<i>EIA date:</i>	<i>Completed by:</i>