



Student Initiated Intermission, Transfer & Withdrawal Policy

Contents

1 Purpose and Scope of the Policy	2
1.1 Purpose	2
1.2 Scope	2
2 Policy Statement	2
2.1 Student Initiated Intermission	2
2.2 Student Initiated Course Withdrawal	3
2.3 Student Transfers	3
3 Links to other regulations and policies	5
3.1 Manual of General Regulations	5
3.2 Policies	5
4 Definitions	5

Policy Owner: Academic Registrar

Academic Registry

Version	Effective From	Amendments	Equality Analysis	Stakeholders Consulted (e.g. Disability & Dyslexia Team, Policy Review Group)	Approval Date	Author	Date for Review
1.0	01/09/2023	1 - Mapped onto new student policy v1.2 template. 2 - Added links to contact teams at UEL for information on process. 3 - Added links to UEL documentation/Policy to support the detail in this Policy. 4 - Amended policy to write using the third person terminology. 5 – Procedure content removed and link to be provided to full process.	22/05/2023	EEC and AB Members Student Services Policies Review Group Members Complaints and Appeals QAE APO	14/06/2023	Sukhie Matthu	01/09/2024

This Policy is reviewed by Education & Experience Committee and approved by Academic Board



1 Purpose and Scope of the Policy

1.1 Purpose

1.1.1 The purpose of this policy is to give the student guidance to how they can change their study post online enrolment.

1.2 Scope

1.2.1 This policy applies to students enrolled (studying) on a course at the University of East London (UEL) and via Academic Partnerships.

1.2.2 This policy applies to student-initiated requests only. UEL may action an intermission or withdrawal on a student's behalf when a student breaches our Regulations, Policies or Terms of Admittance. If this occurs, the student will be contacted within a reasonable timeframe and informed of the decision.

1.2.3 It is important that you let UEL know via the HUB (<https://myportal.uel.ac.uk/>) as soon as possible if you wish to request an intermission in study, withdrawal or transfer. Simply not attending/engaging does not let us know your intentions and does not help us to support you with making such an important decision.

1.2.4 We will report your intermission to UK Visa and Immigration if you are studying at UEL on a Tier 4 student visa – please contact the International compliance team via isa@uel.ac.uk if you are an international student thinking of intermitting, withdrawing or transferring from your course.

2 Policy Statement

2.1 Student Initiated Intermission

2.1.1 A student-initiated intermission (which also can be referred to as a study break or leave of absence) occurs when a student requests a suspension from their continuing studies for a specific period of time and they intend to resume studies at UEL at a future date. To initiate an intermission, see [paragraphs 1.2.3 and 1.2.4](#).



- 2.1.2 In the first instance a student can request a break for up to one academic year only. In exceptional circumstances, more than one intermission may be granted.
- 2.1.3 The maximum intermission period allowed from first enrolling on a course is two academic years (as detailed in the [Manual of General Regulations: Part 3 – Academic Regulations](#)).
- 2.1.4 If a student does not return to study after the intermitting period is completed, they will automatically be withdrawn from their course.
- 2.1.5 Any student-initiated intermission on an apprenticeship course must also comply with the latest version of the [ESFA funding rules](#).

2.2 Student Initiated Course Withdrawal

- 2.2.1 A student course withdrawal applies when you have decided to stop studying at the University of East London and are sure that you will not be returning to study with us on the same course in the future. To initiate course withdrawal, see [paragraphs 1.2.3 and 1.2.4](#).
- 2.2.2 If a student withdraws from their course of study at UEL and wishes to return to study at a later date, they will have to re-apply to study at UEL.
- 2.2.3 In certain circumstances, students who re-apply may not be eligible to study at UEL for a new course of study. This may be due to various reasons which will be made clear to the applicant if the request is denied.

2.3 Student Transfers

- 2.3.1 Student transfer (also known as change of course) applies when a student wishes to change their course of study at UEL to a different course. If you wish to move to an alternative provider, refer to [paragraphs 1.2.3 and 1.2.4](#) and follow the process outlined in the [Student Initiated Course Withdrawal](#).



- 2.3.2 In most cases students will not be allowed to transfer course within UEL after the second week of teaching, as per our [Tuition Fee Policy](#) and enrolment deadlines. Students must complete their modules before transferring if a transfer is requested after the second week of teaching.
- 2.3.3 New entrants to the University are required to apply via the appropriate application method. Students who have already enrolled will need to request a transfer through <https://myportal.uel.ac.uk/>.
- 2.3.4 Applicants for Professional, Statutory and Regulatory Body (PSRB) courses will need to submit a new application via the course page on the UEL website.
- 2.3.5 All prospective students are expected to meet the entry requirements for their course as published on the course page on the UEL website.
- 2.3.6 Approval to transfer to a course within UEL as a current student, or new applicant, may be dependent on previous qualifications, modules completed (including learning outcomes achieved) and marks/outcomes achieved on modules previously taken.
- 2.3.7 You will need approval from the course leader of the new course you wish to transfer your study to.
- 2.3.8 Any request to transfer with advanced entry will work in conjunction with university's [Accreditation of Prior and Experiential Learning Policy](#). Some courses may not accept advanced entry due to accreditation and/or professional body requirements.
- 2.3.9 It is recommended that before transferring, applicants contact the relevant academic course leader for any clarification on professional body requirements. [Refer to paragraph 1.2.3.](#)



3 Links to other regulations and policies

3.1 Manual of General Regulations

[Part 2 – Admission of Students](#)

[Part 3 – Academic Regulations](#)

3.2 Policies

3.2.1 Internal Policies

[Admissions Policy](#)

[Accreditation of Prior and Experiential Learning Policy](#)

[Tuition Fees](#)

[Maternity, Paternity & Adoption Policy](#)

[Engagement & Attendance Policy](#)

3.2.2 External Policies

[Education and Skills Funding Agency \(ESFA\) Funding Rules for Apprenticeships](#)

4 Definitions

4.1.1 Definitions of acronyms or phrases used within the policy.

Intermission: A student-initiated intermission (which also can be referred to as a study break or leave of absence).

Withdrawal: A student course withdrawal applies when you have decided to stop studying at the University of East London and are sure that you will not be returning to study with us on the same course in the future.

Transfer: Student transfer (also known as change of course) applies when a student wishes to change their course of study at UEL to a different course.