



University of
East London

Pioneering Futures Since 1898

University of East London

Student Initiated Intermission, Withdrawal and Transfer Policy

Scope

This policy applies to students who are enrolled (studying) on a course at the University of East London (UEL).

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 course/assessment regulations, Engagement and Attendance Policy, Terms of Admittance or Fees Policy. If this occurs the student will be contacted within a reasonable timeframe and informed of the decision.

Student Initiated Intermission

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 studies for a specific period of time and they intend to resume studies at UEL at a future date. 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.

The maximum intermission period allowed from first enrolling on a course is two academic years (as detailed in part 3 of the [Manual of General Regulations](#)), however students can only request a break for a maximum of 1 year at a time (i.e. a student cannot request a break automatically for 2 years). If a student does not return to study after the intermitting period is completed, they will automatically be withdrawn from their course.

It is important that you let UEL know as soon as possible if you wish to request a break in study – simply not attending does not let us know your intentions and does not help us to support you with making such an important decision.

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 from your programme.

Student Initiated Course 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 in the future. 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. In certain circumstances students who re-apply may not be eligible to study at UEL again. This may be due to various reasons, such as (and not limited to); previous failures on the course, changes to admissions criteria or course no longer running.

It is important that you let us know as soon as possible if you are intending to withdraw from your course – simply not attending does not let us know your intentions and does not help us to support you with making such an important decision.

We will report your withdrawal 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 withdrawing from your programme.

Student Transfers

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, or, withdraw and apply for study at another institution. 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. It is expected that students complete their modules before transferring if a transfer is requested after the second week of teaching.

Applicants wishing to transfer to study at UEL are required to apply via the appropriate [application method](#). All students applying to study at UEL will be expected to meet the entry requirements for their course as published via the UEL Website.

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 achieved on modules previously taken. Any request to transfer with advanced standing will work in conjunction with university's policy on [Accreditation of prior certificated and experiential learning](#). Some courses may not accept advanced entry due to accreditation and/or professional body requirements. It is recommended that before transferring that applicants contact the relevant academic course lead for any clarification on professional body requirements.

If a student wishes to study at another institution, they will need to withdraw from their current UEL course and apply directly to the new institution.

It is important that you let us know as soon as possible if you are intending to transfer or withdraw from your course – simply not attending does not let us know your intentions and does not help us to support you with making such an important decision.

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 thinking of changing course. It may not be possible to do so under UK Visa and Immigration rules and the International compliance team will be happy to advise on options and implications on changing course.

Useful Policies and Regulations

This Policy has been written in conjunction with, and follows UEL's policies and regulations which can be found under our [student policies](#) and [Manual of General Regulations](#) webpages:

- [Admissions Policy](#) and Part 2 of the [Manual of General Regulations](#)
- Part 3 [Manual of General Regulations](#)
- [Tuition Fee Policy](#)
- [Engagement and Attendance Policy](#)

Appendix 1

Useful Information

A checklist for students to consider before transferring, withdrawing or intermitting is listed below. This is not an exhaustive list of checks for students/applicants and is only to be used as a guide;

- Student Finance England loan arrangements (if applicable)
- Tuition fee liability points and charges
- Any Academic impact on transfer/withdrawal. Depending on when and at what level the transfer is requested there may be academic implications in regard to module marks and overall degree classifications.
- Any professional body and accreditation implications on transferring/withdrawing from study
- Council tax exemption and any other benefits students may be receiving
- UKVI and tier 4 visa rules and regulations around transferring course and/or institution (Please contact the international compliance team for any further advice)
- Halls of residence entitlements
- Bursaries and/or scholarships

In certain circumstances a request for withdrawal may not be in the best interest of a student. This may occur in situations where the request for withdrawal occurs after the final liability point for tuitions fees and a student has attended after this point, so therefore there is no financial and/or Academic assessment benefit in withdrawing from the programme (please refer to the [Fees Policy](#) for further information on Fee liability points). There may **for example** be a benefit in engaging in some assessments and gaining credit, to then withdraw from the programme at a later point.

Tuition Fee Implications

If the request for intermission occurs after the final tuition fee payment liability date and a student has attended or engaged after this point, you will remain liable for the full tuition fee. (please refer to the [Fees Policy](#) for further information on liability points)

Students in Halls of Residence should contact the [Residential Services Team](#) if they wish to Withdraw or intermit their studies for advice on fee and Halls of Residence Entitlements

Academic Assessment Implications

You may lose assessment opportunities depending on when the change in studies is requested. Students who intermit and have not engaged with assessments on a module can reregister on the module uncapped when they return to study.

Students who intermit are required to complete all outstanding re-assessments if the intermission is actioned after a module has been completed.

If you are unable to engage with the resit assessments due to unforeseen, unpreventable and serious circumstances you should follow our [Extenuating Circumstances procedures](#) and contact the [UELSU Advice Service](#) for independent advice.

How can I find out more information?

Information and advice about the support we can provide to help you stay on the programme and the particular implications for you of withdrawing can be secured in the following ways:

- 1) **Discuss your intended withdrawal with your Academic Adviser/Programme leader** – they will discuss the academic implications of any withdrawal and refer you to support services for further information and advice if necessary.
- 2) **Contact the Hub by email thehub@uel.ac.uk** from your UEL student or **telephone on +44 (0) 208 223 4444** – have your student number to hand so that we can look at your record and give you the fullest advice possible.
- 3) **Contact the [UELSU Advice Service](#)** who can provide you with impartial advice and guidance and assist you in this process. You can email for support via studentadvice@uel.ac.uk or book an appointment by calling +44 (0) 208 223 7025 or +44 (0) 208 223 4209.

If having sought advice you still wish to withdraw, intermit or change course you must contact The Hub (thehub@uel.ac.uk or telephone on +44 (0) 208 223 4444). You may be contacted if any further information is required to assist in the decision regarding your request.

What happens next?

Once UEL has received a formal request to change studies and we are sure that we have provided you with appropriate information and advice we will:

- Ascertain your last date of engagement, charge tuition fees in accordance with our [Fees Policy](#) and confirm this in writing to you. For more information of liability points in regard to fees and assessment opportunities, please see Appendix A - E.
- Inform all relevant bodies of your intermission – this may include UKVI (if you are studying on a Tier 4 student visa) and Student Finance England/other government funding body. If you are living in UEL accommodation, we will also inform Residential Services that an intermission has been agreed.
- If being withdrawn from your course, we will award you with the highest qualification to which you are entitled to at the next award board.

In return you are required to:

- Ensure that you pay immediately any outstanding tuition fees or other debts due to UEL.
- Return any books you have to the Library.
- If you are living in UEL accommodation, contact [Residential Services](#) to finalise your moveout date and rent due if withdrawing or intermitting from your course.
- Send evidence of returning to your home country if you are on a Tier 4 student visa to pbs@uel.ac.uk - e.g.: scanned copy of flight ticket, boarding pass and re-entry stamp in your passport.

For students requesting an intermission from studies, you are required to also;

- Keep your contact details up to date via [UEL Direct](#) or email notification to thehub@uel.ac.uk
- Check your email account for further information from us regarding your return to studies – including your bulk/junk folders.
- Formally request any change to your intended return date by contacting the Hub

- Comply with any other requests made by UEL as appropriate to your programme and circumstances.

At the next eligible point of return to study when the requested intermission ends, students will receive an enrolment task via email. At this point it is recommended that a student re-enrols on their programme and if needed, contact the Hub and/or programme leader/academic advisor to discuss their return to study and confirm if any support is needed.