



Interruption, Suspension and Withdrawal Procedure

2017-2018

1 Purpose

- 1.1 This document sets out the procedure for an interruption, suspension or withdrawal from your studies at London South Bank University.
- 1.2 This procedure applies to students studying at LSBU. Students studying away from the university with a partner college should contact their home institution or email collaboration@lsbu.ac.uk
- 1.3 You are able to interrupt or withdraw from your studies at any time with the exception of students studying Continuous Professional Development (CPD) modules. These students should seek advice from their school administrators if they need to interrupt their studies. Research students should seek advice from the Central Research Support team, please also see the [Research Degrees Code of Practice](#). Apprentices should seek advice from the Apprenticeship Team. All decisions are made in partnership with your employer.
- 1.4 Students who are suspended from their studies or excluded from the university or withdrawn from courses because of a decision of an examination board may appeal to the university. For further details please see the [Student Appeals Procedure](#).
- 1.5 If you are not sure about whether you wish to withdraw or interrupt or would like support and advice, you can make an appointment with the [Student Life Centre](#). Apprentices can also make an appointment with the Apprenticeship Team.

2 Interruption

- 2.1 You may apply to interrupt from your course at any time. Interruption of studies usually means that you stop attending your course and resume your attendance in the next academic year at the beginning of the equivalent semester in which your interruption began. Apprentices will need to make an appointment with the Apprenticeship Team as the University will need to confirm arrangements with your employer.
- 2.2 The maximum period of interruption is two years. In exceptional circumstances, we may agree to further interruptions. Interruptions of studies must be within any period of enrolment, which we will not automatically extend when we agree to an interruption.
- 2.3 In exceptional circumstances, we may decide it is appropriate for us to interrupt your studies. In these cases the appropriate Director of Education and Student Experience will make the decision, and you will have the right to appeal against the decision through the Pro-Vice Chancellor (Education and Student Experience). The maximum period of interruption to your studies in these circumstances would be until the beginning of the next academic year or the next registration point, whichever is sooner.
- 2.4 Whilst a student is interrupted, the university will normally

- a) withhold any student loan or other cheque due;
- b) refuse to deal with applications for any other government funding
- c) inform the Student Loans Company and their equivalent in Scotland,

- d) inform the Department of Health bursary authorities (for relevant students on health programmes);
 - e) inform the Home Office (in the case of students in the UK on a student visa).
 - f) Inform Transport for London because student oyster cards are made invalid by TFL.
 - g) Access to university resources and facilities, whilst interrupted is at the discretion of the university.
 - h) Apprentices employers will be notified by the Apprenticeship Team
- 2.6 Students who have interrupted their studies can still access support for employment through the Employability Team by calling 020 7815 6441 or by email to jobshop@lsbu.ac.uk
- 2.7 For details about how to interrupt from your studies see from section 5 below.

3 Suspension and exclusion

- 3.1 Occasionally we have to suspend a student from their studies or exclude a student from the university.
- 3.2 We may exclude you for
- a. presentation of false information in order to enrol, re-enrol or in any other university process;
 - b. non-payment of tuition fees;
 - c. medical evidence of physical or mental unfitness to study please see the [Fitness to Study Procedure](#);
 - d. failure to abide by the terms of a visa or visa has expired please see [Immigration Regulations](#);
 - e. a major disciplinary offence as set out in the [Student Disciplinary Procedure](#).
 - f. Loss of job, if you are enrolled as an apprentice
- 3.3 If you have been suspended you will normally resume your studies in the following academic year at the beginning of the equivalent semester in which the suspension took place. There may be a requirement to provide evidence in order to resume studies. If you are an apprentice your employer will need to complete additional paperwork and confirm they are happy for you to resume.
- 3.4 If you are suspended from your studies or excluded from the university you temporarily cease to be a student of the university. We will normally:
- a. withhold any student loan or other cheque due;
 - b. refuse to deal with applications for any other government funding;
 - c. remove access to university resources and facilities, including any support that may have been accessed from the Student Services team;
 - d. inform the Student Loans Company and their equivalent in Scotland, Wales and Northern Ireland;

- e. inform the Department of Health bursary authorities (for relevant students on health programmes);
- f. inform the Home Office (in the case of students in the UK on a student visa).
- g. Notify your employer, if you are enrolled as an apprentice

3.5 You must return your student ID card and any other university materials (such as library books) that might be in their possession.

3.6 If you have been suspended by the university because you are currently unfit to study, you will need to present appropriate evidence on your return to show that you are now able to study. This evidence will need to be provided before you can enrol. The evidence will usually take the form of medical certification, but where the university requires another form of evidence, you will be informed while you are suspended. If you are an apprentice your employer will need to complete additional paperwork and confirm they are happy for you to resume.

4 Withdrawal

- 4.1 Withdrawal means permanently leaving your course before successful completion. Once you have withdrawn or been withdrawn from a course you cannot re-enrol onto that course again.
- 4.2 While you may not re-enrol onto the same course from which you have withdrawn you may re-apply to the university. If you have a 'Fail-Terminated' judgement from an examination board you may not return to your course. You can apply to a different course at the university but you cannot be admitted to another course leading to an award at the same level in a related subject area of the course from which you have been withdrawn. The university retains the right not to make you an offer even if you would otherwise meet the criteria for an offer to be made. Students who wish to withdraw from their course must follow the relevant procedure as outlined in section 5 below.
- 4.3 We may decide that you have withdrawn from your course if you have stopped engaging with it. We will make this determination by reviewing your attendance records (including placements), use of university systems and submission of assessed work over a period of two weeks (ten working days). If we consider that your engagement is not consistent with the conditions above, we will write to you setting out our concerns and asking you to comment. You can when you comment provide any supplementary evidence you may wish to submit.
- 4.4 Students who have withdrawn, had their enrolment terminated or been excluded permanently, will cease to be students of the university. The university will normally
 - a) withhold any student loan or other cheque due;
 - b) refuse to deal with applications for any other government funding

- c) remove access to university resources and facilities, including any support that may have been accessed from the Student Services team;
- d) inform the Student Loans Company and their equivalent in Scotland, Wales and Northern Ireland
- e) inform the Department of Health bursary authorities (for relevant students on health programmes);
- f) inform the Home Office (in the case of students in the UK on a student visa).
- g) Inform Transport for London because student oyster cards are made invalid by TFL.
- h) Notify your employer, if you are enrolled as an apprentice

4.5 Students who have withdrawn can still access support for employment through the Employability Team by calling 020 7815 6441 or by email to jobshop@lsbu.ac.uk.

For details about how to withdraw from your studies see from section 5 below.

5 How to withdraw or interrupt from studies: undergraduate and taught postgraduate students

Step 1: Speak with a Course Representative, e.g. your course director

5.2 Students who wish to withdraw or interrupt from their studies are advised to speak to a course representative, for example, the course director, before making a decision. Apprentices will need to make an appointment with the Apprenticeship Team as the University will need to confirm arrangements with your employer.

Step 2: You should make an appointment with the Student Life Centre

5.3 If you decide to withdraw or interrupt from your course you will be asked to make an appointment with the appropriate member of university staff as below:

- **For most students:** an appointment should be made with a senior student adviser by visiting the Student Life Centre, emailing studentlife@lsbu.ac.uk or calling 020 7815 6454.
- **Health and Social Care students wishing to interrupt:** An appointment should be made with a representative from the course, for example, the course director (or his/her alternative) who will take them through the same process. These interruptions must be agreed by the course director (or his/her alternative) as returns are subject to availability of placements.

- **Tier 4 International Students:** An appointment should be made with an immigration and international student adviser by emailing international.advice@lsbu.ac.uk or calling 020 7815 7036/6156.
- **All Apprentices:** an appointment should be made with the Apprenticeship Team emailing apprenticeships@lsbu.ac.uk or calling 020 7815 7324. We will liaise with the representatives from your course

If you are unsure who to make an appointment with, you should contact the Student Life Centre for assistance.

- 5.4 We will aim to ensure all students are seen within five working days of a request for an appointment. Phone appointments can be arranged if required.

Step 2 – speaking to an adviser

- 5.5 The senior student adviser (or Apprentices Team advisor) will offer you a confidential space in which to talk through the reasons you feel you are not able to continue with your studies at this time. The aim of this appointment is to support you in coming to the right decision for you.
- 5.6 The senior student adviser (or Apprentices Team advisor) will discuss the options available to you and the consequences of that decision in areas such as finance, accommodation and future study options.

Step 3: making a plan

- 5.7 If you decide to continue with your study at the university you and the senior student adviser will draft a plan together that enables you to stay. This plan may include arranging support from other services such as wellbeing, debt advice or study skills, or actions to complete such as submitting [Extenuating Circumstances](#) or contacting your personal tutor.
- 5.8 If you decide that withdrawal or interruption is the right thing for you, you and the senior student adviser will draft a plan together for you to make sure you have completed all the actions required to withdraw or interrupt. This may include actions such as informing student finance or accommodation.
- 5.9 You are expected to take responsibility for completing actions outlined in your plan.
- 5.10 If you choose to remain at the university and continue with your studies, , the senior student adviser will provide advice and guidance on support services available.
- 5.11 the senior student adviser will follow up to see how you are coping with the studies and your plan at an appropriate time.
- 5.12 For Apprentices the plan will be shared with your employer.

Step 4: Completing interruption or withdrawal processes

- 5.13 The senior student adviser will support you in completing the interruptions and withdrawal form which will be retained by the senior student adviser for processing. You must return this form to your senior student advisor to complete your withdrawal or interruption.
- 5.14 If you decide to withdraw you must return your ID card to the senior student adviser with your completed form.

Step 5: Returning after an interruption

- 5.15 If you have interrupted your studies it is your responsibility to ensure that the university is informed when you will return to study and to make sure you re-enrol at the appropriate time.
- 5.16 , You will usually be expected to re-enrol in the academic year following the interruption and enrol at the beginning of that academic year. There may be exceptions to this, in particular in Health and Social Care, where you will be advised by your course director as to when you are expected to return to your studies. As well all apprentices will need to complete additional; paperwork with the Apprenticeship Team.
- 5.17 If you need further advice and information whilst interrupted from your studies, please contact the student life centre studentlife@lsbu.ac.uk or calling 020 7815 6454.