



## Interruption, Suspension and Withdrawal Procedure

### 1. Purpose

- 1.1. This document sets out the procedure for an interruption, suspension or withdrawal from your studies at the Institute of Clinical Science and Technology (ICST).
- 1.2 You are able to interrupt or withdraw from your studies at any time. However, there may be financial or other consequences of doing so and it is the student's responsibility to ensure that they are aware of these consequences. Students can seek advice from ICST Student Services but should also speak to their funding body and/or employers as appropriate. In accepting an application to interrupt or withdraw from a course, ICST does not accept responsibility for the financial or other consequences to a student.
- 1.3. Students who are suspended from their studies or excluded from the Institute or withdrawn from courses because of a decision of an examination board may appeal to the Institute. For further details please see the **Student Appeals Procedure**.
- 1.4. It may be more beneficial to a student to interrupt rather than withdraw from their studies and students are advised to ensure they seek advice from student services if in any doubt.
- 1.5. When a student withdraws from a course or programme of study the student remains a member of the Institute unless or until that membership is suspended or the student resigns their membership. For further details please see the **Disciplinary Procedure**.

### 2. Interruption

- 2.1. You may apply to interrupt your studies on any course at any time. For Higher Education validated awards, 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.
- 2.2. For other courses, students can interrupt their studies for an agreed period of time depending on the course. Any interruption may have financial or other consequences depending how far along the course the student has progressed. The student must therefore make themselves aware of these consequences at the time of interruption or in the future. **Examples of these consequences include:**
  - Funding arrangements for a particular course may have a time limit,
  - Interrupting a course may result in repeating part of the course on resuming studies
  - Work already completed may not be accepted at the time of resuming studies due to strict time limit rules or regulation or assessment requirements on a particular course.
- 2.3. The maximum period of interruption is two years for higher education validated courses and 6 months for all other courses. In exceptional circumstances, we may agree to further interruptions.
- 2.4. In exceptional circumstances, we may decide it is appropriate for us to interrupt your studies. In these cases the Director of Student Services will make the decision, and you will have the right to appeal against the decision through the Principal. The maximum period of interruption to your studies in these circumstances for higher education validated courses would be until the beginning of the next academic year or the next registration point, whichever is sooner. For other courses, the maximum period of time is six months.
- 2.5. Whilst a student is interrupted they remain a member of the Institute and will continue to receive news and other information not related to their course.

### 3. Suspension and exclusion

- 3.1. Occasionally we have to suspend a student from their studies or revoke membership from the Institute.

#### Examples of why we may exclude you:

- Presentation of false information to enrol or engage in any Institute process;
- Serious or persistent breach of the student code of conduct or a major disciplinary offence;
- Non-payment of fees;
- Medical evidence of physical or mental unfitness to study;
- Bringing ICST or any of its partners into disrepute;



- 3.2. If you have been suspended from a higher education award, 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.
- 3.4. If you are suspended from your studies or your membership is revoked we will normally:
- Withhold any student loan or other payment due;
  - Refuse to deal with applications from government or other funding bodies;
  - Remove access to Institute resources and facilities, including any support that may have been accessed from the Student Services team;
  - Inform any relevant funding body for your course, including the Student Loans Company, Department of Health bursary authorities, your employers.
- 3.5. You must return any Institute materials that might be in their possession.
- 3.6. If you have been suspended by the Institute 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 Institute requires another form of evidence, you will be informed while you are suspended.

#### 4. Withdrawal

- 4.1. Withdrawal means permanently leaving your course before successful completion. Once you have withdrawn or been withdrawn from a higher education validated course you cannot re-enrol onto that course again.
- 4.2. For all higher education courses, you may not re-enrol onto the same higher education course from which you have withdrawn, but you may re-apply to the Institute. 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 Institute 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 Institute retains the right not to make you an offer even if you would otherwise meet the criteria for an offer to be made.
- 4.3. For all non-higher education course, you may be able to reapply to the course at the discretion of the Principal and on payment of the full course fees.
- 4.4. 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 engagement records. If we consider that your engagement is not consistent with the needs of the course on which you are enrolled, we will write to you setting out our concerns.
- 4.5. Students who have withdrawn from a course of study will remain members of the Institute.
- 4.6. When a student withdraws from any course at the Institute or membership of the institute, the Institute will normally
- Withhold any student loan or other monies due
  - Refuse to deal with applications for any other government funding;
  - Remove access to Institute resources and facilities, including any support that may have been accessed from the Student Services team;
  - Inform the relevant funding body for your course, including the Student Loans Company, Department of Health bursary authorities, your employers.

#### 5. How to withdraw or interrupt from all higher education programmes of study

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

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.

##### Step 2: You should make an appointment with the Student Services Department.

If you decide to withdraw or interrupt from your course you will be asked to make an appointment with the Director of Student Services or his nominee. We will aim to ensure all students are seen within five working days of a request for an appointment. This appointment can take place by phone or over the internet.



**Step 3: making a plan**

If you decide to continue with your study at the Institute you and the Director of Student Services, or her nominee, 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.

If you decide that withdrawal or interruption is the right thing for you, you and the Director of Student Services, or her nominee will draft a plan together for you to make sure you have completed all the actions required to withdraw or interrupt.

You are expected to take responsibility for completing actions outlined in your plan.

If you choose to remain at the Institute and continue with your studies, the Director of Student Services, or her nominee will provide advice and guidance on support services available.

The Director of Student Services, or her nominee will follow up to see how you are coping with the studies and your plan at an appropriate time.

**Step 4: Completing interruption or withdrawal processes**

You must complete, online, the appropriate Interruption of Studies form or Withdrawal from Studies form and return any Institute property to the Director of Student Services at the address below.

**Step 5: Returning after an interruption**

If you have interrupted your studies it is your responsibility to ensure that the Institute is informed when you will return to study and to make sure you re-enrol at the appropriate time.

You will usually be expected to re-enrol in the academic year following the interruption and enrol at the beginning of that academic year.

The Director of Student Services is Katie Dick.

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