

Interruption, Withdrawal and Transfer Policy for students on taught programmes

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INTRODUCTION

It may be necessary for you to interrupt, withdraw or transfer out from your studies at the ICOM. If you choose to interrupt, withdraw or transfer you should make sure that you seek advice from the appropriate sources and are aware of the consequences of your decision.

You are strongly encouraged to discuss this decision with your personal tutor, Student Engagement Team Officer before you begin the process.

Interruption, Withdrawal and Transfer Policy

DEFINITIONS

- **Interruption** – An interruption of study is where you normally take a break from your current programme of study with a view to returning in the next academic year.
- **Withdrawal** – A withdrawal is where you have decided to leave and are therefore no longer a student at the ICOM.
- **Transfer** – A transfer is where you want to move your studies from ICOM to a programme at another university or college.

INTERRUPTION OF STUDY

What is interruption of study?

An interruption of study is the formal procedure which allows you to request a break from your studies for the remainder of the current academic year. You will normally be required to return to study at the beginning of the following academic year.

It may be appropriate for you to interrupt your studies for a period of time due to personal circumstances. Examples of where an interruption of study may be appropriate include, but are not limited to:

- Pregnancy or new parenthood
- Medical or health reasons
- Bereavement
- Work
- Family commitments
- Financial commitments

If you need to take time away from your studies for personal reasons, we will normally suspend your fee liability and temporarily pause our consideration of your results and academic progress.

When considering interrupting from your studies, you should note that where there remain any unresolved cases of investigation against you, the case will be re-opened, and the investigation concluded upon your return which may have an impact on your continued registration on the programme.

How do I interrupt my studies?

It is very important that you do more than simply stop attending. To request to interrupt from your studies, you should complete the appropriate process by completing the [online interruption of studies request form](#)

Once the request is received the Dean will contact you to discuss the additional factors associated to the decision to interrupt.

Important information

Timings and deadlines

A request to interrupt your studies must take place no later than 7 months after the start of your academic session. Interruptions will not normally be granted just before the start of the main assessment/examinations period as a way of avoiding (or postponing) possible failure in a

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module(s), or where the request is made once the Exam Awards Board has met. You must use the Extenuating Circumstances process if you are unable to undertake your assessment(s) by the deadline.

ICOM requires all students to complete their programme within a set period from initial registration. Depending on the length of your programme and how long you have been studying, we may not be able to allow you to interrupt your studies if it would then be impossible for you to complete your studies within the appropriate timeframe. If this is the case, then we will fully explain to you the reasons and provide you with other alternatives.

A period of interruption will normally run for the remainder of the academic year within which the request is made. You will normally be expected to return to your studies at the start of the next academic year for your programme. Only in exceptional circumstances will we consider requests for an interruption of studies in two consecutive years.

Cost

If you interrupt your studies and return to repeat module(s) then you will be charged the appropriate tuition fee for the repeat period of study.

Access to facilities and contact whilst interrupted

During your period of interruption, your access to Online Learning Platform will be suspended as you will not be expected to engage with your studies at this time. You will still be able to access the support services of ICOM and access the library. You should not engage with your programme, attend classes, submit assessments, attend placement(s) or conduct research during any period of interruption. Upon your return to study your access will be reinstated.

You may find it helpful to stay in contact during your interruption with an appropriate person in your school such as your personal tutor a member of the Student Engagement Team. This is not compulsory, but we recommend you keep in touch with us as this can help you settle in more quickly when you return.

In order to support your return to studies, we will contact you prior to your return date to discuss the practical details and to put in place any support services you may need.

Returning to your studies

Prior to returning to your studies, we will notify you of the start of term. You will need to confirm your intention to return, and you will need to re-register and pay any fees due within the prescribed deadline.

If you fail to return to your studies as expected, and do not speak to us to discuss this, then you may be withdrawn from your programme. If you wish to discuss extending your period of interruption, then you should notify the Dean as soon as possible. If you fail to request and have approved an extension to your return date and fail to re-register, then you will be withdrawn from ICOM.

You will join a new cohort when you restart your studies and the regulations applying to that cohort will also apply to you. If the programme content or structure has changed, you will be required to follow the new arrangements.

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WITHDRAWAL FROM STUDIES

What is withdrawal from study?

If there are circumstances significantly impacting your ability to continue studying on your current programme, then it may be appropriate for you to notify ICOM that you wish to withdraw from your programme. The decision to withdraw is final and once completed, you cannot be reinstated. Should you wish to return to undertake a programme of study then you will be required to complete the appropriate admissions process.

Your reasons for considering withdrawal may be because a break from your studies will not be sufficient or because you cannot commit to return in the following academic year.

Where there are any unresolved cases of investigation against you, we may need to share this information with any other University you later chose to study with.

How do I withdraw from my studies?

To request to withdraw from your studies, you should complete the appropriate process:

- You will need to complete the online [withdrawal request form](#)

Once the request is received the Dean will contact you to discuss the additional factors associated with your decision to withdraw.

Once you have withdrawn, you will no longer be considered a student. If you decide you would like to return to your programme, you must apply to re-join within two years from your date of withdrawal – this is at the discretion of ICOM, it is not automatic. If it is more than two years after the date of withdrawal, you will not be permitted to return to your original programme but you may follow the admissions process for any alternative programme of choice.

Important information

Fee liability

Depending on when you withdraw, you may still be liable to pay a portion of your tuition fees.

For information regarding any costs you may incur relating to your fees should you chose to withdraw, then please refer to the Charging & Refund Policy .

Exit awards and credit gained

If you withdraw, you will normally be entitled to have any full completed modules and associated credit that you completed prior to your withdrawal awarded to you at the next available Exam Board (EB) for your programme. Where your total credit achieved meets the requirements for an exit award, you will be awarded this at the next available EB. We will not take partially completed modules to an EB for the award of credit. Only those modules fully completed prior to withdrawal will be considered.

TRANSFERRING YOUR STUDIES

What is transferring?

Transferring means you are considering moving to another University. You may wish to take credit you have gained with us to another University, or you may wish to transfer elsewhere to begin a new course.

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Changing university can be a big decision, which you should consider carefully. Having considered your options, if transferring to another University is the right decision for you, you will need to apply to your chosen University and follow their admissions procedures. We are unable to complete any applications for you or advise on the procedures of another institution.

Transferring to a new University may affect how your final award is classified so you need to check your new University's academic regulations. It is also unlikely that you will be able to transfer and start your new programme at your new university part way through an academic year and you may find that you will need to wait until the start of the next academic year to start your new programme.

How do I transfer my studies?

If you do decide to transfer to another university, you will need to permanently withdraw from the ICOM by completing the appropriate process:

- You will need to complete the online [withdrawal request form](#)

Once the request is received the Dean will contact you to discuss the additional factors associated with your decision to transfer your studies.

Exit awards and credit gained

If you decide to transfer out of the ICOM then you will normally be entitled to have any full completed modules and associated credit that you completed prior to your transfer awarded to you at the next available EB for your programme. Where your total credit achieved meets the requirements for an exit award, you will be awarded this at the next available EB. If you are eligible for an exit award, you may be able to use this to transfer into a higher level of a degree programme as part of the Recognition of Prior Learning process. Please note that this is not always possible and you should check with the specific institution that you wish to transfer to.