This guidance is for students enrolled on programmes validated or approved by Bangor University, Pearson, SQA. Students on other programmes should follow their HEI partner regulations. Any queries please contact the Quality Assurance Co-ordinator (QAC) Emily Jakeman e.jakeman@gllm.ac.uk.

Where student attendance or commitment are of concern, every effort will be made to improve these through existing GLLM procedures. However, where appropriate, Programme Leaders (PL) may consider Suspension of studies or Withdrawal.

**Termination of Studies: Withdrawal**

Where students elect to withdraw from the programme, the Programme Leader will notify registry by completing the ‘e-Progressions’ section on EBS, and follow the appropriate instructions.

Where a student fails to attend timetabled classes and does not respond to communications from tutors within a reasonable timeframe, the Programme Leader will notify the Programme Area Manager (PAM). If the PAM approves the decision to withdraw then the PL notifies the QAC, who will write to the student with a set date to confirm a response or be withdrawn, this will typically be set at 10 working days. After this point if the student fails to respond, the Programme Leader will withdraw the student by completing the ‘e-Progressions’ section on EBS, and follow the appropriate instructions.

**Registry** will note the date of withdrawal as the last date of attendance unless a later date is specified by the tutor; a later date may be used for instances such as submission of resit work or other forms of engagement with the programme. Registry will authorise these as required and a weekly report will be produced to inform both Finance and the HE Administrator for notification to partners and SLC.

**Administrators** will retain withdrawn students on External Award Board Agendas, where they will be reviewed for a transcript for credit achieved or an exit award.

**Fees** tutors and students should contact their finance department to discuss fee payment and other financial matters.

**Suspension (see Appendix 1 for Suspension Form)**

Suspension periods are typically limited to 12 months, and commence from the last date of attendance. Students may then re-join the programme from the point at which they left. If students require an extension to their suspension period this must be discussed with the PAM and QAC. Students may not access online resources or attend class during their suspensions period. The student will retain all assessment grades contained on their academic profile up to the point of suspension. The student may only sit those assessments which were due for submission after the point at which they left, they cannot retake assessments they have already sat, including any failed assessments or non-submissions. Resits can only be offered by the Board of Examiners.

Students may not resume studies within the same academic year as they began suspension. Upon return from suspension, students must normally pursue the programme as offered at the time when the studies are resumed. For example, students returning to complete Level 6 modules after a period of interrupted study must follow those core and compulsory modules that have been defined for the academic year in which the student resumes study. Tutors should discuss any planned changes to the programme specification or modules with students prior to suspension, to clarify how the programme may change when they return to study. Students may not normally repeat modules in which credit has been achieved. Suspension periods are restricted to the time limits of the programme (see form for time limit details).

The QAC will retain a spreadsheet of all suspended students and share with Registry, administrators and Finance. During suspension students will remain enrolled on programme however noted as suspended on EBS.

**Programme Leaders** will complete the suspension form (appendix 1) with the student. The completed form must be approved by the PAM, then sent to Registry. The Programme Leader will then complete an EBS e-Progression and choose ‘Suspension’. Programme Leaders will report suspensions to the Board of Examiners, for inclusion in the meeting minutes.

**Administrators** retain suspended students on Exam Board agendas until they exit the programme (as a separate item).

**Fees** tutors and students should contact their finance department to discuss fee payment and other financial matters.

 **Suspension of Studies Process Termination of Studies Process\***

  

\*Termination of Studies process only to be used where tutors cannot establish contact with students. Where students confirm their intention to withdraw Programme Leaders may withdraw through standard process without notifying the QAC.

**Appendix 1: Suspension of Studies Form**

**COMPLETE ALL SECTIONS**

| **Student Details** |
| --- |
| Student ID: |  | First name |  |
| Date of birth (DD/MM/YY) |  | Surname |  |
| Programme of study (in full) |  | Level of Study (4/5/6) |  |
| Course Code |  | **Part Time** Students only: Year of Study (Year 1/2/3) |  |

| **Please identify your fee status** *(delete as appropriate)* |
| --- |
| UK  | **Yes / No**If UK please state your LEA/SLC ref no: |
| EU | **Yes / No** |
| International | **Yes / No** |

| **Suspension Details** *(Both dates must be completed)* |
| --- |
| Last date of attendance on the above programme |  |
| **I understand that I will retain current grades for all assessments completed up to the date listed above, including any failed grades. I will not re take these assessments when I return to study, unless offered a resit opportunity by the Board of Examiners.** |
| Proposed date of return to the above programme(must be after current academic year) |  |
| **I understand that I will return to study at a date agreed with my programme leader and will only attend** **classes relevant to assessments I have yet to sit.** |

| **Please identify the reason for suspension of studies** (delete as appropriate) |
| --- |
| Health Reasons | Y/N | Personal Reasons | Y/N | Other | Y/N |
| Financial Reasons | Y/N | Gone into employment | Y/N | If other please state below: |

**Note for students**: Suspension periods are restricted to the time limits of the programme, any time spent on suspension will count towards this time limit.

| **Award**  | Study Period (years)  | **Time Limit (years)**  |
| --- | --- | --- |
| Full-time | Part-time | **Full-time** | **Part-time** |
| HE Certificate  | 1  | 2  | **3**  | **6**  |
| Foundation Degree  | 2  | 4  | **4**  | **8**  |
| Bachelor’s Degree (3 Year Programme)  | 3  | 6  | **5**  | **10**  |
| Level 6 Top Up Degree or PGCE | 1  | 2  | **2** | **4** |
| Master’s Degree  | 1  | 2 | **1**  | **3**  |

| **Confirmation-** (Sign or type name below, forms will not be accepted without all relevant signatories) |
| --- |
| **Student Confirmation** |  | **Date** |  |
| **Programme Leader Confirmation** |  | **Date** |  |
| **Programme Area Manager Confirmation** |  | **Date** |  |
| **International Office Approval (for International students only)**On behalf of the International office, I confirm that the student has been fully informed of the implications this suspension will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this suspension to the UK Border Agency. Signed on behalf of the International Office:Date: |

**Programme Leaders will email the completed form to Registry**

| **Registry Use** |
| --- |
| FT/PT: |  | Notification sent to LEA?  | Y/N |
| Date Processed: |  | Date Sent: |  |