

Taking Time Out

Wherever possible the University tries to accommodate student requests to take time out from their studies. However there are a number of restrictions and implications which might affect your eligibility to take time out, and these need to be thought through carefully before your request can be approved.

How to Request Time Out

You will need to make an appointment to see your Year/ Pathway Leader, Course Leader or Programme Director to go through the form with you and advise you on your eligibility for time out – try to do this as soon as you can.

Request for Time Out Form

You can find the **Request for Time Out Form** on the Assessment Website:

[www.arts.ac.uk/assessment/
course regulations](http://www.arts.ac.uk/assessment/course regulations)

Types of Time Out

There are two types of time out:

- If you have successfully completed a full academic year of your course, you may request a **Full Year Out**.
- If you are less than halfway through the academic year of your course, you may request a **Partial Year Out**.

If you are more than halfway through the academic year, you will need to complete the year before you can request time out. You can apply for a maximum of one year out at any one time.

Changes to your course and the University regulations

All courses in the University are regularly reviewed and revalidated. If you take time out the structure and/ or content of your course might change. The University's regulations and policies are also regularly reviewed to ensure they are fit for purpose, and these might also change while you are away from College.

It is your responsibility to make sure that you discuss the implications of taking time out with your Course Leader or Tutor. By signing the form and submitting your request you agree to accept any changes to your course, its assessment requirements or the university's regulations and policies.

Eligibility

A number of things may affect your eligibility to take time out from your course. This includes:

Have you taken time out before?

If you have taken time out in the past, you may not be eligible for further time out. You must be able to complete your course within the maximum registration period, which is the normal course length plus 2 years (e.g. a standard 3-year BA course must be completed within 5 years).

Do you have any outstanding work to submit?

Time out cannot be used to avoid resubmission/ repeat requirements or penalties and is therefore normally only approved for students who have successfully passed all units of study to date. If you have not completed a unit – for example if you need to resubmit an assignment – you will need to complete the unit requirements during your time out. You will not be readmitted to the course until you have successfully completed all units.

Have you had to repeat any units in the past?

If you have had to repeat any units in the past, it may affect your eligibility for time out. You must be able to complete your course within the maximum registration period (the normal course length plus 2 years).

Are you studying on a visa?

International students should be aware of the visa implications of taking time out e.g. the UK Borders Agency usually allows students a maximum of 5 years to undertake university study. If you have taken time out in the past, or if you have had to repeat any units, this may affect your eligibility for a visa and therefore your eligibility to take time out. In addition, taking a year out may affect your ability to undertake higher-level study.

When planning your return to College you also need to consider:

Are you taking time out part way through a unit?

On your return to college, you will carry forward the grades from any units that you have already successfully completed. Any incomplete units (i.e. where you have not been formally assessed) will not be carried forward. Your return therefore needs to be timed so that you can rejoin the course at the **start** of any incomplete units and you will be charged fees pro rata for any repeated tuition. You will not be able to repeat any units that you have already completed.

Study choices on your return

Before you return, you may also need to make some study choices e.g. you might need to choose an elective or submit a proposal for your dissertation; or you might need information about organising a placement or about FdA Bridging Studies. Your Course Leader/ tutor will make arrangements to ensure you receive this information before you return.

What Happens Next?

Once you have discussed and filled out your form with your Course Leader/ Tutor, you should submit your form to the College Student Administration Office. The Chair of the Exam Board will assess your request for time out. He or she will speak to your Course Leader/ Tutor and, where appropriate, with the Visa Compliance Officer before making a decision. We aim to ensure that you receive a written response to your request within three weeks of submitting your form. **Until you receive this decision, you will remain enrolled on your course and will be expected to attend and complete any assignments due.**

Help and Advice

The full Time Out Regulations and Guidance can be found on the Extenuating Circumstances page of the Course Regulations website: www.arts.ac.uk/study-at-ual/academic-regulations/course-regulations/6-extenuating-circumstances. You can find the **Request for Time Out Form** on the Assessment Website: www.arts.ac.uk/assessment/courseregulations. The following University services offer advice and support in completing your application:

Student Advice and Funding Team

020 7514 6230

student.services@arts.ac.uk

www.arts.ac.uk/study-at-ual/student-support

Student Centre, 272 High Holborn, London, WC1V 7EY

The Student Advice and Funding Team can help if you have any questions regarding your request for time out. Our central offices at High Holborn are open all year round so please drop in and see us. We also have offices at all our colleges which are open during term-time on weekdays. Please visit whichever one is convenient for you. You can find the addresses and phone numbers of each college service on the Student Services website.

Disability Service

020 7514 6219

disability@arts.ac.uk

www.arts.ac.uk/study-at-ual/student-support/disability

The Central and College Disability Services can also provide advice, guidance and support in completing the form and planning your time out. You can find the contact details for each College service on the Central Disability Service website.

Counselling Service

020 7514 6251

counselling@arts.ac.uk

www.arts.ac.uk/study-at-ual/student-support/health-and-wellbeing/counselling

The Counselling Service offer a safe space for you to discuss issues and reflect on the concerns that are affecting you, whether it relates directly to your studies or not. You can find the contact details of each College service on the Student Services Counselling website.