Wherever possible we try to accommodate student requests to take time out from their studies.

However, there are a number of restrictions which might affect your eligibility to take time out. These need to be thought through carefully before your request can be approved.

Your Course Leader and administration team will be able to discuss these with you and there are a range of university services that can support you to make an informed decision.

**There are 2 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 have not commenced the summer term of your course, you may request a *Partial Year Out*.

After the start of summer term you will need to complete the year before you can request time out. You can apply for a maximum of 1 year out at any one time.

**How to request time out**

Contact your Course Leader 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.

If you are an International student or EU/EEA/Swiss student and hold a Student Route Visa (including Tier 4) you are encouraged to contact the [Student Advice Service](#) for information and guidance on visa applications, eligibility, time-frames etc.

**Download**

This [Student Guide to Requesting Time Out](#) as well as the [Time Out Request Form](#) can be found online: [Extenuating Circumstances and Time Out](#).
Changes to your course and UAL 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. UAL’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 UAL’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).

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).

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 – we recommend that you complete the unit requirements before you start your time out. You will have to return to the start of any units that you have not completed.

Are you studying on a visa?
International students who hold a Tier 4 or Student Route visa and EU/EEA/Swiss students who have a Student Route Visa should be aware of the visa implications of taking time out. The UK Visas and Immigration (UKVI) usually allows students to study in the UK for a limited time. This depends on the level of your course:

• Courses below degree level: 2 years
• Courses at degree level: 5 years
• Courses above degree level (postgraduate courses): no time limit.

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.

If your request for Time Out is approved, this is reported to UK Visas and Immigration (UKVI) and your visa will be cancelled for the duration of your Time Out. You will need to apply for a new visa to continue with your studies and return to the UK. The Student Advice Service can advise you through this process.

Planning your return to College

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, submit a proposal for your dissertation or you might need information about organising a placement. Your Course Leader / Tutor will ensure you receive this information before you return.
Time out from study timeline

1. Contact your Course or Year Leader if you’re thinking about taking time out

2. Read the Time Out Request Form. Discuss the implications and any concerns you have

3. Contact Student Services for support or advice about finance, disability or counselling services

4. Contact the Student Advice Service for visa support and advice

5. Submit your signed Request for Time Out form to your Course Leader. They will give it to the College student administration team

6. Chair of Exam Board reviews and signs off your form

7. You will receive written confirmation within 3 weeks of submitting your form

8. Request an Exit catch up with your Course Leader. Use the Exit Checklist and take the opportunity to ask any questions

9. You will receive UAL emails about i) any changes to your course or ii) if you need to make study decisions such as dissertation or unit choices for when you return

10. You can access services and College sites and keep in touch with your course team during time out

11. You will receive a re-enrolment email i) Full Year Out: during the summer before you are due to return, or ii) Partial Year Out: 4-6 weeks before you are due to return

12. Make sure you complete your funding and visa docs. Contact the Student Advice Service if you have any questions

13. Re-connect with Student Services (Academic Support, Library Services, Counselling, student visa and finance) if you need advice or support

14. Welcome back email from your Course Leader / course admin team

15. Request a Return to study catch up with your Course Leader. Use the Return Checklist to discuss Moodle access, emails, timetables and ask any questions

16. Get to know your new peers/class. Your course team will help you to settle back into the course through events, buddyng, networking, etc.
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 Immigration Compliance Team 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.

Who should I contact if I have any questions during my Time Out?

- Before you take time out you can request an Exit catch up with your Course Leader or Tutor. You can use the Exit Checklist to go through what you need to discuss before you leave, including how you will communicate during your time out.
- Contact your Course Leader or course administrator if you have any questions about your studies whilst you are on time out. They will also be able to signpost any student services available to support you.
- Contact Student Services directly if you have any questions about fees, funding and visas, disability or counselling services.
- Students who took our survey talked about wishing they had been more aware of the financial implications of taking time out. International students mentioned having a clear idea about the visa and immigration process because both of these are affected when you interrupt your studies. The Student Advice Service can help answer any questions you might have and guide you through the process.

What will happen when I am due to return?

- You will receive an email from UAL in the run up to your return with details about re-enrolment, fees and anything else you need to know to prepare you for the returning to university.
- You might also receive an email from your Course Leader or course administrator around this time, so check your emails regularly during this period.

Frequently asked questions

What access to UAL resources do I have whilst I’m on Time Out?

- Your ID card will remain active. You will be able to access College sites and buildings (subject to any restrictions applying to all students).
- Your email account will remain active. You will need to check in every now and then so you don’t miss any important course or university information.
- You will be able to access the libraries and learning zones.
- You will be able to access online library resources such as journals and e-books. Physically taking books out is restricted.
- You will be able to access your course Moodle pages. Manage your notification preferences from your Profile within Moodle.
- You will be able to access a range of Student Careers and Employability activities and workshops such as mentoring, CV and portfolio building and student led networks.
- You can contact Student Services for help and advice on fees, funding and visas, disability or counselling related questions. These expert teams can give you accurate and timely information to support you when you are thinking about taking time out, during and on your return to study.
You are also welcome to email your Course Leader or admin team. They will be happy to hear from you and to answer any questions you might have.

Make sure your fees, funding and visa (if applicable) paperwork is ready for returning and enrolment. It’s a good idea to contact the Student Advice Service in good time if you have any questions or concerns about this.

Enrolment information is available online all year round for you to review.

You can also check out The Big Welcome for information about enrolling, wellbeing, library services and student support services – it’s generally a good one stop shop for UAL-wide information.

The Arts SU Companion scheme has been developed by the Arts SU’s Advice team to support students to stay in touch with one another and continue the collective UAL spirit. They will connect compatible students, encouraging interaction and collaboration.

What do I do when I am back at UAL?

You can request a Return to Study catch up with your Course Leader to check in and make sure you have all the information you need to start back on your course. You could use this catch up to look through the Return Checklist and ask any other questions you may have.

Reach out to Student Services if you have any support needs or questions. This includes Academic Support, Library Services and Language Development, who can all signpost any workshops or activities that you can join.

Talk to your Tutor about how you will be supported to get to know your new class group. Students from our survey said this would have helped them settle back into the course socially and academically.

### UAL services offering advice and support to complete your application

**Student Advice Service**
+44 (0) 207 514 6250
student.advisers@arts.ac.uk
The Student Advice Service can give you information and advice on funding, finance and immigration whilst taking time out. When the university is fully open, you can come to Information Helpdesks at High Holborn, LCC, Camberwell and CSM.

**Disability Service**
+44 (0) 20 7514 6219
disability@arts.ac.uk
The central and College Disability Services can also provide advice, guidance and support in completing the form and planning your time out. Find the contact details for each College service on the Disability Service website.

**Counselling Service**
+44 (0) 20 7514 6251
studenthealth@arts.ac.uk
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.

**Arts SU**
The Student Union can advise on any issues that are impacting upon your time at UAL. SU advisers can guide you through UAL’s academic processes and procedures and ensure you are aware of your options throughout the process.
Other useful UAL services and resources

- **Academic Support Online** Access to online learning materials at home
- **Arts SU Companion Scheme** Pair up with another UAL student so you can interact via video or just converse over email.
- **Arts SU societies** Find and join a club of students with a similar interest to you.
- **Library Services** Information about library access across all 6 Colleges at UAL
- **Language Development** Get help with your language skills if you speak English as an additional language
- **The Big Welcome** Find out what you need to know and do at the start of each academic year.
- **Shades of Noir** A community that centres the voices and lived experiences of UAL students and staff of colour.

- **Student Careers** Offers practical events, mentoring, funding, advice to support UAL students and graduates with their freelance work, artistic practice, business or career. Students can access the full range of Student Careers and Employability activities, workshops and student led networks whilst on time out. Some of these programmes are for students who fit outlined criteria such as Creative Shift and can provide valuable networking and ‘keeping in touch’ opportunities.
- **Student Wellbeing** Activities and resources to help you grow, keep healthy and connected with others. Contact support services including counselling and health advice.

- **UAL coronavirus guidance** Check back regularly for the latest information and guidance

Notes
Student Time Out from studies: Exit Checklist

This checklist can be used when you meet with your Course Leader or Tutor before taking time out.

Students who have previously taken time out told us that these questions would have helped them to plan and prepare better for a period away from their studies.

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you spoken to the <strong>Student Advice Service</strong> about the funding and/or visa &amp; immigration implications of taking Time Out?</td>
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<tr>
<td>Have you discussed how you will <strong>keep in touch</strong> during your time out and with whom?</td>
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<tr>
<td>(You might decide to limit contact to course and returning emails only, but it’s good to agree this before you leave).</td>
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<tr>
<td>Are you aware of the <strong>UAL resources</strong> you can access while you are on time out?</td>
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<tr>
<td>Do you know that you can access <strong>Student Services</strong> such as Counselling and Disability, Language Development and Academic Support while you are on time out?</td>
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<tr>
<td>Your <strong>UAL email will remain active</strong> while you are on time out.</td>
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<tr>
<td>We recommend you check your emails occasionally whilst you are away.</td>
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</tr>
<tr>
<td>Do you know that you can manage the information you receive from <strong>Moodle</strong>? You can set notification preferences from within your <strong>Profile setting</strong>.</td>
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</tbody>
</table>
This checklist can be used after taking time out. It’s a good idea to look through it with your Tutor when you first meet them when you are back.

You might also receive it in an email from your course admin team as you prepare to return.

<table>
<thead>
<tr>
<th>Checklist</th>
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<tr>
<td>Have you applied for your student funding this year? If you have concerns you can contact the Student Advice Service.</td>
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<tr>
<td>If you are an <strong>International student</strong> with a Tier 4 visa or Student Route visa or an <strong>EU/EEA/Swiss student</strong> with a Student Route visa, have you completed all the documents sent to you for your <strong>Confirmation of Attendance for Studies (CAS)</strong>? If you have questions ask the team that sent it to you.</td>
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<tr>
<td>Have you made preparations for your visa application? The Student Advice Service can give advice on applying for your visa: search ‘visa’ on arts.ac.uk.</td>
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<td>Have you received <strong>Timetable</strong> information?</td>
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<tr>
<td>Are you able to access your course <strong>Moodle</strong> site?</td>
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<td>Do you know which <strong>Tutor group</strong> you are in?</td>
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<tr>
<td>Do you know about the <strong>SU Companion scheme</strong>? It matches UAL students with each other for friendship and settling in.</td>
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<tr>
<td>Have you spoken to your Tutor about what support you need to settle back into the course with a new group of students?</td>
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<td></td>
</tr>
<tr>
<td>Have you been in touch with Student Services about any <strong>counselling, chaplaincy or disability support</strong> you may need?</td>
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</tbody>
</table>