

# ual:

# Student guide to taking time out

Use this guide to support you through the process of taking time out from your studies.

It will help you understand:

- what happens when,
- what resources you can access before, during and after time out,
- How your course and UAL will communicate with you while you are away.

This guide has been put together after student and staff consultation.

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



## 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.**

## 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.

### 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.

- 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.



# 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.

Checklist	✓	Notes
<p>Have you spoken to the <b>Student Advice Service</b> about the funding and/or visa &amp; immigration implications of taking Time Out?</p>		
<p>Have you discussed how you will <b>keep in touch</b> during your time out and with whom?</p> <p>(You might decide to limit contact to course and returning emails only, but it's good to agree this before you leave).</p>		
<p>Are you aware of the <b>UAL resources</b> you can access while you are on time out?</p>		
<p>Do you know that you can access <b>Student Services</b> such as Counselling and Disability, Language Development and Academic Support while you are on time out?</p>		
<p>Your <b>UAL email will remain active</b> while you are on time out.</p> <p>We recommend you check your emails occasionally whilst you are away.</p>		
<p>Do you know that you can manage the information you receive from <b>Moodle</b>? You can set notification preferences from within your <b>Profile setting</b>.</p>		

# Student Time

## Out from studies: Return Checklist

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.

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