



Interruption of Studies

Procedure

This procedure applies to:

- All non-apprenticeship students on the University of the Built Environment taught programmes.
- London School of Architecture students.

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1. Introduction

At University of the Built Environment, we understand that students may occasionally need to take time out from their study for a wide range of reasons. We call this an Interruption of Study (IoS).

For all students on a taught programme excluding apprenticeship and Master of Architecture programmes, an interruption of study can apply to:

- One or more modules in the current semester (while continuing others), or
- All modules, for a full semester.

You can also request a 'gap' semester before registering for a new term (see Section 6).

For the Master of Architecture programme an interruption of study can apply to:

- All incomplete modules for up to 12 months.

This procedure outlines how to apply for an interruption, what it means for your studies, and where to get support. It must be read alongside your Academic and Programme Regulations.

If you are on an apprenticeship programme, you should contact your Apprenticeship Outcomes Officer if you are facing difficulties with your studies.

If you need any help using this procedure or have any questions about it, please contact the Student Advice team via Student Central.

2. Choosing the Right Procedure: Interruption of Studies or Mitigating Circumstances?

If you are experiencing difficulties in engaging with your studies, University of the Built Environment has two key procedures:

1. Mitigating Circumstances:
 - Use if you plan to stay registered in the 'current' semester/term and continue studying.
 - You are affected short-term and can't meet an assessment deadline or perform to your best ability.
2. Interruption of Studies:
 - For students on taught programmes, excluding Master of Architecture and Apprenticeship programmes:
 - Use if you cannot continue with part or all your studies this semester.
 - You need a break from one or more modules for health, personal or professional reasons.

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- For the Master of Architecture programme:
 - Use if you cannot continue with your studies this term.
 - You need a break from your studies for health, personal or professional reasons.

3. Other support is available too:

If you are not sure whether to apply for Mitigating Circumstances or an Interruption of Studies, we may be able to offer other support to help you stay on track. For advice on assessment extensions, Academic Skills support, or disability and welfare support, please contact the Student Advice Team via Student Central or by calling 0118 921 4696 (option 2).

3. Definitions

Interruption of Study (IoS):

For all students on taught programmes excluding Master of Architecture and Apprenticeship programmes:

An Interruption of Study is when you have been approved by University of the Built Environment to stop studying a module(s) that you have registered for, after the semester has started.

For the Master of Architecture programme:

An Interruption of Study is when you have been approved by University of the Built Environment to stop studying any incomplete modules for up to 12 months.

4. Interruption of Studies Criteria

For all students on a taught programme, excluding Master of Architecture and Apprenticeship programmes you can apply if:

- You are registered on at least one module this semester.
- You are not an apprentice.
- You want to interrupt one or more of your current modules.

For the Master of Architecture programme:

- You are registered on the Master of Architecture programme.
- The deadline to interrupt the module(s) has not passed – see section 5.2.

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5. Interruption of Studies Procedure

5.1 Considerations before making your Request:

5.1.1 Impact on your programme:

The period during which your study is interrupted will be included in your maximum period of registration (check you will not run out of time to complete all the modules you need to take for your award).

For students on taught programmes excluding Master of Architecture and Apprenticeship programmes:

- You will not be able to participate in the resubmission period for the interrupted module(s) for the current semester.
- Assignment marks for interrupted modules are not carried forward (except assignment 1 of a 40-credit project module).
- Dependent on module availability, you may wait up to a year before retaking the interrupted module.

For the Master of Architecture programme:

- You will not be able to participate in any assessment, re-assessment or resit opportunity for the remainder of the academic year.
- Assignment marks for interrupted modules are not carried forward.
- Interruption of studies will apply for a period of up to one year.
- Due to the programme structure, you will be eligible to return to your studies at the start of the corresponding term in the next academic year.

5.1.2 Impact on your fees

For all students on a taught programme, excluding Master of Architecture programmes:

- No refund will be given for interrupted modules.
- If you are paying via an instalment plan, you must continue to make instalment payments for the remainder of the semester.
- You will be charged 50% of the module fee when re-registering for the interrupted module.
- If you choose not to re-register on your interrupted module at the point you are invited to do so, you will be charged the full module fee when you do re-register.

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For the Master of Architecture programme:

- No refund will be given for interrupted modules.
- You will be required to pay the term's tuition fees when you return to your studies in the following academic year.
- If you are paying via an instalment plan, you must continue to make instalment payments for the remainder of the semester.

5.2 Deadline to apply for an interruption

Module you wish to interrupt	Deadline to apply for an interruption
All modules	On, or before, the due date of the final assessment in each semester/term.

5.3 How to make your request

- Contact the Student Advice Team via 0118 921 4696 option 2 or by raising an enquiry on Student Central. The University will provide you with information, advice, and guidance regarding interrupting your studies. We may also signpost you to other procedures or areas of support, if appropriate.
- If you meet the criteria to interrupt your studies, the University will send you a link to allow you complete the online Interruption of Studies form.
- Once you have accessed the Interruption of Studies Form, you will need to:
 - Confirm which module(s) you want to interrupt (for all programmes except Master of Architecture).
 - Explain why you need to interrupt.
 - Agree to the terms and conditions relating to interrupting your studies.

5.4 What happens if I miss the deadline to apply to interrupt my studies?

- You cannot interrupt after the deadline.
- Contact the Student Advice Team to explore other support available to you.
- If you are facing difficulties that are preventing you from submitting your assessments, you may be advised to apply for Mitigating Circumstances instead.

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5.5 What is the decision-making process for approving my request?

- Your application will be reviewed by trained staff.
- We may request additional information or evidence if we are unable to make an approval decision based on the information you have provided on your form.
- A request to interrupt your studies will normally be approved where you have not previously interrupted your studies.
- Where you have previously interrupted your studies, consideration will be given to the reason for interruption and the impact the interruption would have on your progression through your programme.

5.6 What happens if my request to interrupt my studies is approved?

- You must still pay instalments for the current module, if applicable.
- You will not be given a refund for fees already paid.
- You cannot submit any further assessments on the module(s) interrupted.
- You will be charged 50% to retake the module at the next available opportunity.
- Your access to the VLE becomes read-only for that module. You can view the learning materials, but cannot engage with activities or complete work
- Your interruption will be included in your maximum registration period continues to count down.

5.7 What happens if my request to interrupt my studies is not approved?

- You will remain registered on the module and will be expected to submit the required assessments.
- However, if you are experiencing circumstances that have had, or will have, a negative effect on your performance, then you should use the University of the Built Environment Mitigating Circumstances Procedure.

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6. Taking a gap (for all taught non-apprenticeship programmes excluding Master of Architecture)

- If you have registered on at least one module in the previous semester but have not registered for the next semester, you can consider taking a 'gap'.
- This means you will not register for any modules for one semester and take a complete break from your studies.
- No fees apply for modules you have not registered on.
- You must register for a module(s) the following semester.