Quality Management System

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Policy Title

Higher Education
Interruption of Study Policy

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Alternative Format Statement

We are committed to ensuring all our materials are accessible to everyone. If you require this document in an alternative format please contact:

Quality Improvement Team
Email: Quality@bacoll.ac.uk
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Higher Education Interruption of Study Policy

1.0 Introduction

This policy outlines the process and conditions under which Higher Education (HE) students across the Bishop Auckland College Group may request an Interruption of Study (IoS). The College recognises that personal, medical, financial, or professional circumstances may occasionally impact a student's ability to continue their full engagement with their current programme of study. This policy ensures a clear, fair, transparent procedure that prioritises academic continuity and student welfare while maintaining academic standards and regulatory compliance.

2.0 Scope

This policy applies to all students enrolled on Higher Education programmes delivered by the Bishop Auckland College Group, including higher national qualifications, foundation degrees, honours degrees (including Top-Up programmes), teacher training qualifications and postgraduate programmes.

3.0 Principles

3.1 Students may request an Interruption of Study for a defined and approved period of time, up to a maximum of 12 calendar months from the date the break commences.

3.2 Periods shorter than 12 months may be extended upon the student's further written request, subject to college approval, but the total uninterrupted period cannot exceed 12 months.

3.3 The responsibility for initiating an Interruption of Study request lies with the student, who must notify the College in writing and complete the required request form.

3.4 All requests will be considered in relation to:

- The student's academic progress and capacity to resume study
- Programme structure, availability, and assessment cycles
- External regulatory requirements, validating partners and awarding body regulations
- Any implications for student finance or visa status (where applicable).

3.5 An Interruption of Study will only be approved where it is considered that the student will be able to successfully re-engage with their programme of study upon their return.

4.0 Student Responsibilities

4.1 Students must complete the Interruption of Study Request Form (Reference: [HE-BL-01), available via Moodle and the College website.

4.2 The student must provide a clear rationale for the request and, where relevant, supporting evidence.

4.3 Students must submit the completed form directly to their Programme Leader.

4.4 Students must ensure they understand any implications of interrupting their study, including:

- Student finance considerations
- Changes to programme or assessment timelines
- Validating partner / awarding body regulations

4.5 Students must ensure they notify the College of any changes to their contact details during their Interruption of Study.

5.0 Staff Responsibilities and Approval Process

5.1 Programme Leader:

- Reviews the student's written request form.
- Liaises with the student in relation to their request.

- Liaises with their Director of Curriculum (DoC) to discuss the request, and obtain approval, where agreed.
- Forwards the completed form and relevant additional evidence, to HE@bacoll.ac.uk – to include the signature of the relevant DoC.

5.2 HE Office:

- Logs the request.
- Obtains the signature of approval by the Director of Quality & HE.
- Forwards the fully approved request to Registry for processing.
- Informs the PL/DoC that they can now complete a "Change Request" for the student via Pro-Solution.
- Issues written confirmation to the student.
- HE Student Liaison Mentor maintains at least termly contact with the student to review their return to learning plans.

5.3 Registry:

- Processes the "Change Request" and enrolment status in accordance with funding and reporting requirements.

6.0 Duration and Return to Study

6.1 A student may take an uninterrupted Interruption of Study for no longer than 12 calendar months in total.

6.2 Where students have not exceeded 12 calendar months of a continual Interruption of Study, they may contact their programme leader to apply for an extension. Only in very exceptional circumstances will any student be permitted to be approved for a continual Interruption of Study, lasting for a period of more than 12 calendar months.

6.3 Students must notify the College in writing before they intend to return.

6.4 A return-to-study meeting may be arranged, if required.

6.5 Failure to return to study as agreed may result in withdrawal.

7.0 Monitoring and Review

The College will monitor Interruption of Study requests regularly and review this policy every two years or sooner if required.

8.0 Contact Details

HE Office – HE@bacoll.ac.uk
Registry – Registry@bacoll.ac.uk
Programme Leader – Contact via Moodle or programme handbook.

Contact Information

For questions or feedback regarding this policy, please contact:

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Summary of significant changes

For information about changes made to this Policy see the Change log found on our website.