

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 Programme and UCSE 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 Programme Leader and the HE Support 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 programme you may request a **Full Year Out**.
- If you have not commenced the summer term of your Programme, 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 Programme 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 [HE Support](#) 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 on our : [HE Policies and Procedures Page](#) under UAL.

Changes to your Programme (including revalidation) and to UAL and UCSE regulations

All courses in the university are regularly re-viewed and revalidated. If you take time out the structure and/ or content of your Programme 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 study.

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

Eligibility

A number of things may affect your eligibility to take time out from your Programme. 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 Programme within the maximum registration period, which is the normal Programme length plus 2 years (e.g. a standard 3-year BA or BSc Programme 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 Programme within the maximum registration period (the normal Programme 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 Programme:

- 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. HE Support 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 Programme 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 Programme 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 Programme Leader / Tutor, they will give it to the Partnership Manager for UAL to sign who will pass this to our Data Admin Team.

The Chair of the Exam Board will assess your request for time out. He or she will speak to your Programme Leader / Tutor and, where appropriate, 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 Programme and will be expected to attend and complete any assignments due.

Frequently asked questions

What access to UCSE 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 Programme or university information.
- You will be able to **access the Forum library**.
- You will be able to **access online library resources** such as journals and e-books.
- You will be able to **access your Programme Canvas pages**.
- You will be able to manage your notification preferences within Teams.
- You will be able to **access a range of**

[Careers and Employability](#) activities and workshops such as mentoring, CV and portfolio building and student led networks.

- You can contact [HE Support](#) 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 Programme 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 Programme Leader if you have any questions about your studies whilst you are on time out. They will also be able to signpost any HE Support available to support you.
- Contact HE Support 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 [HE Support Team](#) 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 UCSE 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 Programme Leader around this time, so check your emails regularly during this period.

- You are also welcome to email your Programme Leader. 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 HE Support Team in good time if you have any questions or concerns about this.

What do I do when I am back at UAL?

- You can request a **Return to Study** catch up with your Programme Leader to check in and make sure you have all the information you need to start back on your Programme. You could use this catch up to look through the **Return Checklist** and ask any other questions you may have.
- Reach out to HE Support 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 Programme socially and academically.

Notes:

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Student Time Out from studies: Exit Checklist

This checklist can be used when you meet with your Programme 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
Have you spoken to the HE Support Team about the funding and/or visa & immigration implications of taking Time Out?		
Have you discussed how you will keep in touch during your time out and with whom? (You might decide to limit contact to Programme and returning emails only, but it's good to agree this before you leave).		
Are you aware of the resources you can access while you are on time out?		
Do you know that you can access HE Support such as Counselling, Disability, and Academic Support while you are on time out?		
Your student email will remain active while you are on time out. We recommend you check your emails occasionally whilst you are away.		
Do you know that you can manage the information you receive from Teams and Email ? You can set notification preferences from within your Profile setting .		

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 Programme admin team as you prepare to return.

Checklist	✓	Notes
Have you applied for your student funding this year? If you have concerns you can contact the HE Support Team		
If you are an International student with a Tier 4 visa or Student Route visa or an EU/EEA/Swiss student with a Student Route visa, have you completed all the documents sent to you for your Confirmation of Attendance for Studies (CAS) ? If you have questions ask the team that sent it to you.		
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.		
Have you received Timetable information?		
Are you able to access your Programme Canvas site?		
Do you know which Tutor group you are in?		
Have you spoken to your Tutor about what support you need to settle back into the Programme with a new group of students?		
Have you been in touch with HE Support about any support or disability support you may need when you return?		