

- We try to accommodate requests for time out as much as possible. However there are some restrictions, so **please make sure you read the guidance notes on page 3 carefully before completing this form.**
- **You will need to make an appointment to see 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.
- You should submit your completed form to the Faculty of HE as soon as possible so that we can process your request. **Please keep a copy for your records.**
- All correspondence relating to this claim will be sent to your registered SEC **email address** so please make sure that you check it regularly. College staff are unable to send the form on your behalf.
- We aim to ensure that you receive a written response within three weeks of submitting your form. **However, please note that until you receive this decision, you will still be enrolled on your course and will be expected to attend classes and complete any assignments due.**

Part A - Your details:

1	Student ID number:			
	Name:			
	UCSE email address:		Programme Leader:	
	Contact telephone:			
	Student status (tick one)	Home:	EU:	Overseas:

Part B – Request for time out:

2	What type of time out are you requesting? (See guidance notes for details)	Full Year Out:	Partial Year Out:
3	When do you want the time out to start and when you plan to return to college?		
	Start Date:	Planned Return:	
You can apply for a maximum of one year out at any one time.			
4	Please tell us why you are requesting time out?		
	<p><i>Continue on a separate sheet if necessary</i></p>		

There are a number of registration issues which might affect your eligibility to take time out – please see the Guidance Notes for more details.

You will need to make an appointment with your Programme Leader to talk these through and complete the rest of this application.

Parts C and D must be completed with your Programme Leader

Part C – Eligibility (to be completed by the student)

		Yes	No	If yes, please give details:
5	Have you taken time out before?			
6	Have you had to repeat any units in the past?			
7	Are you taking time out part way through a unit?			
8	Do you have any outstanding work to submit?			
9	Do you have any academic misconduct or disciplinary procedures outstanding?			
10	Are you studying on a visa?			

Part D – Course team's comments (to be completed by the member of staff)

This section should be completed by the Course Leader/ Tutor in the meeting with the student to ensure that the student is aware of the implications of taking time out.

		Yes	No	If yes, please give details:
11	Is the course undergoing revalidation, major changes or minor modifications?			
12	If yes, will this affect the number of credits that the student can complete?			
13	Have you made arrangements to notify the student of any study choices that they need to make while they are away?			
14	Please add any further comments:			
15	Staff name:	Role: Programme leader		
	Staff signature:	Date:		
	Manager name:	Programme Partnership Manager (UAL)		
	Manager signature:	Date:		

Part E – Declaration and student signature

16	I have discussed the implications of taking time out with my Programme Leader. I understand that by submitting this request I agree to abide by any changes made to the course or UAL regulation as they apply on my return to study.			
17	Student signature:	Date:		

Hand this form in to your College Administration Office and keep a copy for your records.

PART F - OFFICE USE ONLY			
Date received:		Received by:	
Date sent to chair:		Name of Exam Board Chair:	
Decision:	Accept	Reject	More Information Needed
Comments:			
Exam Board Chair's Signature:			Date:

Guidance for Completing this Form

- Please read these guidance notes carefully before completing your form.
- You will need to **make an appointment to see 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.
- You can also contact the HE **Student Support Team** if you have any questions regarding your request for time out. You can find the addresses and phone numbers of each college service on the Student Services website: Go to <https://www.southessex.ac.uk/he/he-support-services>
- If you have a **disability or long term medical condition**, staff at our central and college disability and dyslexia services can also provide advice, guidance and support in completing this form and planning your time out. You can find their contact details on the College website: Go to <https://www.southessex.ac.uk/he/he-additional-learning-support> .
- The full UAL Taking Time Out Guide, and can be found under University of Arts London on our HE Policies and Procedures webpage for more information.
<https://www.southessex.ac.uk/he/he-policies-and-procedures>

Completing Part A: Your Details

Please make sure you fill in all fields. All correspondence relating to this claim will be sent to your registered **SEC email address** so please make sure that you check it regularly.

Completing Part B: Your Request for Time Out

There are two types of time out:

1. **If you have successfully completed a full academic year of your course, you may request a Full Year Out.**

You can request a Full Year Out when you reach a 'Progression Point' in your course. For example, if you have successfully completed Stage 1 of your course, you can take a complete calendar year away from your studies and return for the start of Stage 2 a year later.

2. **If you are not in your final term, you may request a Partial Year Out.**

A Partial Year Out allows you to leave the course part way through the academic year and return to the point at which you left.

We are not able to consider requests from students after the start of the Summer Term.

At that late stage of the academic year you will need to complete the year before you can request time out.

You can apply for a maximum of one year out at any one time. If at the end of the approved period you want to take more time out, you will need to make a new application.

Parts C and D should be completed with your Programme Leader so try to make an appointment as soon as you can.

Completing Part C: Eligibility

Question 5: 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).

Question 6: 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, which is the normal course length plus 2 years (e.g. a standard 3-year BA course must be completed within 5 years).

Question 7: 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.

Question 8: 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 – you will need to return at the start of that unit.

If you have submitted work which has not been assessed when your application is approved, you will need to get confirmation of the mark it achieves from the Unit Board. If work has reached the pass standard, and you have completed the unit, you will have that grade confirmed. If you have been unsuccessful, you will be required to return at the start of that unit and commence the unit again.

You will not be readmitted to the course until you have successfully completed all units.

Question 9: Are you studying on a visa?

International students should be aware of the visa implications of taking time out e.g. the UK Borders Agency allows students a maximum of 5 years to undertake university study. 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.

Your Programme Leader should complete this part with you in your meeting. They will need to sign this form before you submit it to Faculty of HE Office.

Completing Part D: Course team's comments

Questions 10 and 11: Changes to your course and the University regulations

All courses in the College are regularly reviewed and revalidated. If you take time out the structure and/ or content of your course might change. By taking time out you agree to accept any changes to the course. Your Programme Course is responsible for ensuring that you are made aware of any changes that are made to the course before you return.

Question 12: Study choices on your return

You may be required to make some study choices ahead of your return to College e.g. you might need to choose an elective or submit a proposal for your dissertation; or you might need information about organising a placement or about FdA Bridging Studies. Your Programme Leader is responsible for making arrangements to ensure you receive this information before you return.

Guidance for staff

The full Requesting Time Out Regulations and Guidance can be found under University of Arts London on our HE Policies and Procedures webpage for more information <https://www.southessex.ac.uk/he/he-policies-and-procedures>

Completing Part E: Declaration and student signature

It is your responsibility to make sure that you discuss the implications of taking time out with your Programme Leader. By signing the form and submitting your request you agree to accept:

- Any changes to the structure or content of the course, or its assessment requirements, as agreed through revalidation, review, minor modifications or major changes.
- Any changes to the Course Regulations are approved by the Academic Standards and Development Committee and will be published under University of Arts London on our HE Policies and Procedures webpage at the start of the new academic year <https://www.southessex.ac.uk/he/he-policies-and-procedures>
- Changes to any other policies and procedures formally approved through the UAL's committee structures.

What Happens Next?

Once you have discussed and filled out your form with your Programme Leader, you should submit your form to the Faculty of HE Office. 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, with the Visa Compliance 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.**