

University Centre Colchester

Withdrawal, Intermission and Transfer Policy

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1 INTRODUCTION

University Centre Colchester is committed to student retention and attainment. However, we recognise that there are times that some students decide to withdraw from their programme of study after exploring all options available to them.

This policy relates to the change of student status both within and outside of an academic year, and encompasses all provisions including the University of East Anglia, University of Essex, University of Huddersfield and Pearson validated programmes.

2 WITHDRAWAL

- 2.1 Students may self-withdraw from their studies by completion of form **HE-1-WD (appendix 1)**.
- 2.2 Students should discuss their wish to withdraw from study with their Programme Leader and/or Head of School before submitting the completed withdrawal form.
- 2.3 Prior to withdrawal, students should also be encouraged to seek advice and guidance from UCC Academic Services regarding any possible financial implications e.g. refund of maintenance loans.
- 2.4 Face to face, verbal or telephone notification of withdrawal cannot be accepted.
- 2.5 When determining a final date of attendance prior to withdrawal, continued engagement with the programme of study is taken into consideration. This is usually by a positive register mark, or active continued engagement with the virtual learning platforms.
- 2.6 Once the student has withdrawn it is the student's responsibility to contact the Student Finance Company to inform them of the withdrawal.
- 2.7 The signed and dated withdrawal form should be returned to the Senior Academic Services Officer for processing.
- 2.8 The Senior Academic Services Officer will confirm in writing to the student that they have been withdrawn, and will carry out the internal EBS 'e-progress' procedure.
- 2.9 Once the e-progression has taken place, the Senior Academic Services Officer will inform the Registry Office of the withdrawal. The Registry Officer will (where appropriate) inform the Student Loan Company and/or Local Education Authority and Student Services.
- 2.10 For external contractors such as VLUK and Pearson, the Senior Academic Services Officer will liaise with a nominated individual to inform them of the withdrawal.
- 2.11 Students' who have withdrawn from their studies at University Centre Colchester but subsequently wish to return will be considered as 'new applicants'. Request for re-entry with credit may be made through the normal channels.
- 2.12 Students may also be withdrawn through the process of a number of various published policies, including but not limited to: Disciplinary, Academic Office, Progression Board, Fitness to study or an Examination Board. Reasons for withdrawal may include non-engagement with study, and academic failure.
- 2.13 Special procedures apply to students who wish to withdraw after week 25; final dates for application to withdraw are clearly written on the withdrawal form.
- 2.14 It is UCC policy, and part of national HESA (Higher Education Statistics Agency) rules, that students cannot normally be considered for re-admission to the same programme from which they have been formally required to withdraw from, or a

similar programme which contains modules the student may have already taken, for a minimum of two years after the student has have left (with the exception of students who have been required to withdraw because of debt).

- 2.15 Students may be considered for immediate re-admission to a completely different area of study if there are good reasons to indicate that that the student chose the wrong course originally and that there is evidence that the student could be successful with study in a new area.
- 2.16 Students who withdraw, or change programme of study, should be aware that there may be a fee implication, and students should familiarise themselves with the published UCC Fee Policy.
- 2.17 Where a student has sufficient credits upon withdrawal to receive an exit qualification, this will be presented to a formal Examination Board at the next available opportunity. Students are reminded that this will not happen at the point of exit. Students receiving an exit award will **not** be invited to attend graduation ceremonies.
- 2.18 Where a student has achieved academic credits at the time of withdrawal, they will be entitled to an official academic transcript once the credits have been ratified by an Examination Board. Students are reminded that this will not happen at the point of exit.
- 2.19 No student with an outstanding debt may progress to the next stage of a programme of study or receive an award certificate or transcript or be considered for further qualifications or receive a reference from Colchester Institute. If fees become overdue, the Finance Department will manage the recovery of debts.

3 INTERMISSION (TEMPORARY WITHDRAWAL)

- 3.1 Students may seek permission to intermit temporarily from their studies at University Centre Colchester, with a view to returning at a later date.
- 3.2 Intermission, if approved, will be for one academic year from the date of approval, although students may return at a suitable point at any time during the 12 months.
- 3.3 Students must make a written application by completion of form **HE-1-Int**. Applications to intermit must be submitted to the UCC Academic Services Office who will seek initial permission from the Head of School for any intermission to take place. For students studying on a University of East Anglia award, permission to intermit must be granted by the UEA Academic Partnerships Office, and this will be sought by the Academic Services Office upon receipt of a formal application on form HE-1-Int.
- 3.4 Upon receipt of the written application, the Head of School will consult with the Programme Leader and/or other members of staff.
- 3.5 Once an application has been approved by the Head of School, the Head of School must inform the Senior Academic Services Officer who will either a) inform the student of the outcome by letter, clearly setting out any conditions to the student regarding returning to study, or b) complete the paperwork required by the University of East Anglia.
- Once the intermission request is fully approved by all parties, the Senior Academic Services Officer will complete the internal EBS “e-progress” procedure and inform the Registry Office of the intermission. The Registry Office will inform the Student Loan Company (Student Finance England), the Local Education Authority and Student Services if applicable.
- 3.6 For external contractors such as VLUK and Pearson, the Senior Academic Services Officer will liaise with a named contact and send copies of letters to inform of the intermission.
- 3.7 When determining a final date of attendance prior to intermission, continued engagement with the programme of study is taken into consideration. This is usually by a positive register mark, or engagement with the virtual learning platforms.
- 3.8 Intermitting students will be required to remain as enrolled students for the entire period of their absence.
- 3.9 All intermitting students will have access to the following facilities and benefits for the duration of the intermission period.
- Access to student services including advice and guidance as appropriate
 - Continued use of email account
 - Full Library membership
 - Access to campus to use computing facilities
 - Pre-arranged email/telephone support from academic staff as deemed appropriate

- 3.10 Any achieved modules completed prior to the intermission period will be presented to the Examination Board at the next available opportunity to ratify results.
- 3.11 If the period of absence extends beyond the commencement of the next academic year, students will be required to re-enrol at the beginning of the new academic year. Should students fail to do so within 28 days of the first day of the Autumn term, they will be deemed to have withdrawn from study and will be permanently withdrawn.
- 3.12 Re-admission after withdrawal from intermission has taken place will be by consideration of the Dean of Higher Education for up to 30 days from the date of permanent withdrawal.
- 3.13 Special procedures apply to students who wish to intermit after week 21; final dates for application to intermit are clearly written on the intermission form.
- 3.14 Students who have intermitted due to illness will be required to obtain a fitness to return to study certificate/letter from their GP/medical practitioner (the student may incur a cost from their localised surgery regarding this).
- 3.15 Fitness to return to study certificates/letters should be delivered, posted, or scanned to the Senior Academic Services Officer before enrolment.

4 TRANSFERS

- 4.1 Students may be permitted to transfer to a different mode of study i.e. full time to an alternative mode such as part time with the permission of the Head of School. All transfers must conform to the relevant University regulations.
- 4.2 Students who wish to transfer their mode of study must complete form **HE-1-TR** and this must be authorised by the Head of School.
- 4.3 It is the responsibility of the student to inform the Student Finance Company of the change in the mode of study.
- 4.4 Changes in the mode of study may only take place up to week 21 of the academic calendar.
- 4.5 Once authorised, the transfer form must be returned to the Senior Academic Services Officer for tracking.
- 4.6 The Senior Academic Services Officer will forward the transfer form to the Registry Office, and the Registry Officer will process the transfer within the internal EBS system and inform the Student Finance Company as appropriate.
- 4.7 Students are advised to seek advice regarding any financial implications of changing mode of study mid-year.

TRANSFERS TO ALTERNATIVE COURSE CODES

- 4.8 Students may be permitted to transfer onto a different pathway within their study areas e.g. from a Bachelor's degree to a Foundation Degree or Higher Certificate.
- 4.9 Transfers onto an alternative pathway may only take place with the permission of the Head of School up to week 21 of the academic calendar.
- 4.10 Form HE-1-Tr must be completed for any requests to transfer to a different pathway. Students should be advised to consider any financial implications of changing a degree pathway.

STUDENTS REGISTERED ON INCORRECT PROGRAMMES

- 4.11 If a student is identified as being registered on an incorrect programme due to an administration error at the point of registration, University Centre Colchester reserves the right to amend and update the student's registration without the need for a formal transfer request to be submitted by the student.

Appendix 1 – Form HE-1-WD

Student Withdrawal Form 2022/2023

DEADLINE FOR SUBMISSION FRIDAY 14 APRIL 2023
This form must be completed by University Centre Colchester students who wish to withdraw from their study. The form <u>must be signed</u> and returned to the UCC Academic Services Office in Room HE102 .

Personal Details required	Please provide details in the boxes below:
Student ID	
Full Name	
Address for Correspondence	
Course Information	Please provide details in the boxes below:
Course Title	
Course Code	
Year of Study	
Mode of Study PT or FT	
What is/will be the last date of your attendance at College (for example lecture, tutorials or classes) Date:	
UCC Staff: Last register recorded attendance:	

Please indicate below the person (or persons) with whom you have discussed your withdrawal:
Discussed with:
What is the main reason for your withdrawal, please circle one? <ol style="list-style-type: none"> 1. Employment/Change of career path 2. Health 3. Finance 4. Personal reasons not related to course

5. Other – please specify
UCC Staff: Use the above for EBS reason

<p align="center">CONSENT FOR THE RELEASE OF INFORMATION – HOME/EU STUDENTS WITH LOCAL EDUCATION AUTHORITY FUNDING.</p> <p>University Centre Colchester is required to inform the Local Education Authorities (LEAs) and/or the Student Finance Company when students leave their course either temporarily or permanently. In order for the LEA or the Student Finance Company to assess your entitlement to repeat funding they need to be informed about extenuating circumstances which have affected your studies this year. We will not pass on any personal information without your consent. However you should be aware that if you choose not to give your consent your LEA/Student Loan Company may not be able to assess your eligibility to receive fee support for repeat periods of study.</p> <p>I DO/DO NOT give consent for personal information to be passed to the LEA/Student Finance Company – <i>please circle your response</i></p>
<p>Signed (by student):</p>
<p>Date:</p>

I agree to the processing of the information provided above, and on any enclosed attachments, by University Centre Colchester. I understand that although the information provided will be used primarily for the processing of this request, University Centre Colchester reserve the right to utilise the information for any other relevant purpose linked to my studies as a UCC student. This information will be retained in line with the college’s retention policy which can be found at www.colchester.ac.uk and may be shared with external bodies such as, but not limited to the Office for the Independent Adjudicator (OIA), the Office for Students (OfS) and the Quality Assurance Agency (QAA).

Signed by Student:

Date:

EBS Updated
Date:

Appendix 2 – Form HE-1-INT

INTERMISSION FORM ACADEMIC YEAR 2022-2023			
PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS			
This form must be completed by University Centre Colchester students who wish to withdraw temporarily.			
Personal Details required		Please provide details in the boxes below:	
Student ID number			
Full Name			
Address for correspondence			
House number and street name			
City or Town			
County			
Postcode			
Course Information			
Course Title			
Course Code			
Year of Study			
Mode of Study	Either full or part time – <i>(please tick)</i>	Full Time	Part Time
What is/will be the last date of your attendance at College (for example lecture, tutorials or classes) Date:			
For students studying on a University of East Anglia Validated Award: You will be required to supply additional information along with this form to include: <ul style="list-style-type: none"> Supporting statement from your programme tutor or Head of School Supporting statement from a 3rd party external to UCC Written separate statement of your reasons for requesting intermission and your intention to return to study. 			
What is the main reason for your intermission? Please provide details below or attach an explanatory letter			
Month of intended return to study:			

UCC Staff: Last register recorded attendance:

Temporary withdrawals must be discussed with a relevant member of staff in your School; it may also be helpful to talk to Student Services or the Students' Union for advice. If you are an international student it is important that you take advice from the International Office or the Students' Union as your visa status will be affected. Please indicate with whom you have discussed your situation with below.

My intermission has been discussed with:.....

CONSENT FOR THE RELEASE OF INFORMATION – HOME/EU STUDENTS WITH LOCAL EDUCATION AUTHORITY FUNDING.

University Centre Colchester is required to inform the Local Education Authorities (LEAs) and/or the Student Finance Company when students leave their course either temporarily or permanently. In order for the LEA or the Student Finance Company to assess your entitlement to repeat funding they need to be informed about extenuating circumstances which have affected your studies this year. We will not pass on any personal information without your consent. However you should be aware that if you choose not to give your consent your LEA/Student Loan Company may not be able to assess your eligibility to receive fee support for repeat periods of study.

I **DO/DO NOT** give consent for personal information to be passed to the LEA/Student Finance Company – *please circle your response*

Students – please print and sign your name:

Date:.....

I agree to the processing of the information provided above, and on any enclosed attachments, by University Centre Colchester. I understand that although the information provided will be used primarily for the processing of this request, University Centre Colchester reserve the right to utilise the information for any other relevant purpose linked to my studies as a UCC student. This information will be retained in line with the college's retention policy which can be found at www.colchester.ac.uk and may be shared with external bodies such as, but not limited to the Office for the Independent Adjudicator (OIA), the Office for Students (OfS) and the Quality Assurance Agency (QAA).

Student Signature:

Date:

Head of School Signature:

Date:

Appendix 3 – Form HE-1-TR

Student Transfer Form 2022/23

This form is to be completed by students wishing to:

- Transfer their mode of attendance
- Transfer to an alternative pathway of study e.g. from BSc/BA to FdSc/FdA

Please complete the following information in block capitals.

Personal Details Required	Please provide details in the boxes below
Student Name	
Student ID Number	
Current Course Title	
Current Course Code	
Last register date of attendance	
INFORMATION ABOUT COURSE TRANSFERRING TO	
New qualification title	
New qualification Code	
First date of attendance on new Code	

Reason for transfer:
Discussed with:
Tutor approval of original course (please print and sign)

Tutor approval of new course (please print and sign)
Student signature and date:
Head of School signature and date:
Additional notes:

Please note: only the main programme will be attached to any transferal within EBS, any optional modules will need to be re-attached to the student.

Please list Optional modules to be attached:

Code	Title

I agree to the processing of the information provided above, and on any enclosed attachments, by University Centre Colchester. I understand that although the information provided will be used primarily for the processing of this request, University Centre Colchester reserve the right to utilise the information for any other relevant purpose linked to my studies as a UCC student. This information will be retained in line with the college’s retention policy which can be found at www.colchester.ac.uk and may be shared with external bodies such as, but not limited to the Office for the Independent Adjudicator (OIA), the Office for Students (OfS) and the Quality Assurance Agency (QAA).

For Registry Office use only
Transfer completed in EBS Yes/No
Confirmation emailed to tutor Yes/No
Funding & Information and timetabling informed Yes/No
Completed by Registry member (name and date)