



A guide to intermitting, changing
or withdrawing from your course

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Intermitting, changing or withdrawing from your course

Possible options that might be open to you include:

- **Mitigation** - Applying for an extension on a particular or multiple unit(s)
- **Intermitting** - Taking a break from your course and returning in the following year
- **Changing to another course at AUB**
- **Transferring to a course at another university**

The purpose of this booklet is to outline these options and how to find further information about them. You may still decide that withdrawal is your best option but it's important that you're clear about any alternatives and have discussed your situation with relevant people before taking this final decision.

Many students will experience problems or doubts during their time at university and more often than not these can be resolved relatively easily with the help of friends, family or tutors.

On other occasions these difficulties don't go away and may be so persistent that you consider leaving your course. It's really important not to make any decisions too quickly; still use your own personal support network, but also access the help offered by the University, whether through tutors, administrative staff or other staff able to provide advice (details of teams or individuals offering advice or support are given at the end of this booklet).

Applying for an extension – Mitigation

Students are expected to manage short term illness and day to day problems. However if your illness is lengthy, or you're experiencing particularly difficult circumstances, you might wish to consider requesting an extension under the Mitigation Policy. Please note that any request will be dealt with confidentially.

You can apply for a one-week extension by accessing myAUB on eVision. There you'll find a tile for one week extension requests. This will be considered by the Unit/Course Leader.

How do I apply for mitigation?

To apply for mitigation you'll need to complete the Mitigation Claim form, available in the 'Things to Know' section of Viewpoint **here**.

You'll need to provide evidence, such as a current letter from your doctor or counsellor, to show that you sought help at the time you were experiencing difficulties.

Then complete the form and email it, with relevant evidence to support your claim, to your Course Leader.

Visa implications

If you're granted an extension to your assignment deadlines through mitigation there are no implications for your visa.

Financial implications

Mitigation doesn't alter the terms of your course, so there are unlikely to be any financial implications with regard to student loans or grants.

However, if an extension to your deadline means that you'll be studying through the summer vacation period, you'll need to consider whether you need to stay in Bournemouth and whether your accommodation arrangements cover your extended study time.

If you have a disability and require high levels of personal support, it may be necessary to ensure that your support is funded through the vacation periods – Student Services can help you with this.



Taking time out - Intermitting

This may also be referred to as *interruption or suspension of studies*. It refers to a period of time out – which may be for a whole calendar year or part of a calendar year – after you've started your studies.

There are two types of intermission:

Intermission requested by you
– usually because of long-term on-going issues.

Requests to intermit are usually initiated by the student but may be suggested by a tutor, for example if you are experiencing difficult personal circumstances or ill health.

Intermission imposed by the Examination Board because of the amount of unit assessment that needs completing.

The end of year Examination Board can impose intermission if you have not passed a number of unit assessments. Please refer to your handbook on the assessment regulations for further information.

Intermission by student request
There are both academic and financial implications, so it's important to access the right information first.

- Speak to your Course Leader
- Make an appointment to speak to one of the Student Records team
studentrecords@aub.ac.uk

Academic implications

If you intermit from your course and re-join at a later date, you may have unit assessments that have not yet been completed. Make sure you understand what work (if any) you need to undertake and any deadlines for submission. Upon your return you'll be joining a new year group but please be aware that the structure and content of a course may change from one year to the next. Registry will send you a letter confirming arrangements for your return, outlining any work you need to complete with the deadline(s) for submission and highlighting any changes to the course curriculum.

Intermission as a result of an examination board decision

If you still have a number of units to pass at the end of the academic year, the Examination Board may require you to intermit your studies. This means that you'll either need to complete the unit assessment(s) at home (intermission without attendance), or that you return during the year to complete the unit(s) (intermission with attendance).

If you're completing the work at home, you do not enrol on the course and therefore you'll not incur tuition fees. You'll be entitled to one tutorial per unit, use of the library and limited access to facilities as laid down by the Course Leader. For this you'll incur an administrative charge of £250. If you complete the work at AUB, you'll enrol and tuition fees will be calculated on a pro-rata basis.

Financial implications

Please speak to the Student Records team within Registry or the Senior Student Accounts Officer in Finance for assistance. You'll need to consider how to fund your accommodation and living costs whilst not in receipt of a student loan and will probably need to stay in student housing until you finish your course, which may be longer than you had originally budgeted for. You'll not be eligible for council tax exemption during the time away from your course and this may have implications for your accommodation if you share with other students. Student Services can advise on this.

If you intermit from your course you'll be asked to clear any debts to the University, such as library fines. In order to fit in with course delivery patterns students may undertake some element of repeat study; in this case tuition fees will be calculated on a pro rata basis.

Visa implications

If you're thinking of intermitting and have a visa, it's important to speak to the International Office before making any decisions, as this could have major implications for your visa.

How do I apply to take time out?

You should discuss your situation with a member of your course team and perhaps also with a member of Student Services or Registry. If you do reach the decision to intermit, you'll need to complete the request through myAUB on eVision and click on the 'Course Changes' tile.

You'll need to inform any provider of loans or grants that you are intermitting your studies.

If applicable, you should make arrangements for alternative accommodation or travel home.

If you're staying in rented accommodation please inform the local council that you're taking a break from your studies.



Changing to another AUB course

If you wish to transfer to a different course at the University you'll need the agreement of the Course Leader of your existing course and the course you wish to transfer to. Whilst the University will try to support you, there's no guarantee that there will be space on the course of your choice, or that you have the appropriate skills and knowledge to transfer.

Academic implications

An interview with staff from the new course is likely to be required before agreement is given.

If you're able to transfer any credits gained from your original course it may not be necessary for any overall extra period of study.

Financial implications

If no extra period of study is needed there won't be any financial implications. Otherwise, you'll need to consider the extra fees and maintenance liability (as described for intermitting).

Visa implications

If you have a visa and wish to study a different course at AUB you'll not usually need to get permission from the Home Office as long as you have enough time left on your visa to undertake the new course. However, if you've previously studied in the UK (prior to joining AUB), or don't have enough time left on your visa to complete the new course, please contact the International Student Adviser (intadvice@aub.ac.uk) for further advice as you may be required to apply for a new visa before starting the new course.

How do I apply to change to another AUB course?

To apply to change to a different course within the University, you should speak to your existing Course Leader and the leader of your proposed course.

You should complete the request through myAUB on eVision and click on the 'course changes' tile.

You'll likely need to attend an interview for the course you wish to transfer to and you'll be informed if you have been successful or not.

If you are successful, you don't need to take any further action, and you'll receive notification from Registry confirming the transfer. If you're unsuccessful, you're still able to continue on your original course of study if you wish. Student Records will inform Student Finance England of the change.



Changing to a course at another university

If you wish to transfer to a course at a different university, you'll need to make the relevant application arrangements to your new university and withdraw from your studies at AUB.

Academic implications

It may be possible to transfer credits from your existing course to your new course, depending upon your level and subject of study. This may allow you to join your new course as a direct entry to Level 5 or 6 – your new university will be able to advise you on this.

Financial implications

If you're withdrawing during the year to transfer to another institution, it's for AUB and your new university to agree the proportion of fees to be retained by each – you won't be liable for tuition fees above the annual maximum although fees vary between universities.

Please contact Student Records to find out what needs to be done. You'll need to be transferred or withdrawn from AUB. If you've received an Arts University Bournemouth bursary, AUB will usually seek repayment if the relevant year has not been completed at the University.

Visa implications

If you have a visa to study at AUB, you need to apply for a new visa with your new university. You may have to leave the UK to do so. Speak to the International or Admissions team at your new university as soon as possible to ensure you complete the process correctly.

Please be aware that you cannot just change institution as the visa system has strict rules and regulations – please talk to the International Office before you make any changes.

How do I apply to change to a course at another university?

You'll need to apply for your new course at another university via UCAS. Follow the steps in the following pages to withdraw from your current course at AUB. Please inform any provider of loans or grants of the change to your studies, and make arrangements for new accommodation, if needed.



Withdrawing from your course

If you're thinking of withdrawing you should seek advice from AUB staff as soon as possible. If you stop attending and don't inform the University that you've withdrawn, you may continue to be charged fees.

If you miss too much of the course through non-attendance, you may be required to intermit (take a break) from your course, or your studies may be terminated, so it's really important that you keep the University informed of your situation and plans.

You can find out more on the attendance and engagement policy [here](#).

Academic implications

Upon withdrawing you'll be able to obtain a transcript that will show any units taken with marks and credit points achieved. These credits may make you eligible for an award, in which case this will be considered by the Examination Board at the end of the academic year. If you require a transcript please contact Registry. You may be able to transfer the credits if you join another similar course.

As soon as your record has been withdrawn from AUB you will no longer have access to the facilities at AUB and your email account will be deleted.

Financial implications

Withdrawing from your course has several financial implications: AUB will charge tuition fees for any term that you have attended for more than one week.

If you're a UK student, the student loan covers the complete year from 1 September to 31 August. Student Finance England will ask you to repay the proportion of the loan from the date of withdrawal to 31 August. The date of withdrawal will normally be the date you have notified us (unless you have had a period of authorised absence).

Student Records will inform Student Finance England of your withdrawal. If you're an international student the arrangements will vary, depending on your country of origin. It's important that you're clear about the financial implications for your own country; the International Office can help you with this.

If you're living away from home you will need to consider the implications of leaving rented accommodation or halls of residence. If you're intending to remain in accommodation wholly occupied by students you'll be charged council tax at 75% of the full rate. This may be more expensive than you're expecting; the Student Services Advice team can offer guidance on this.

Visa implications

If you have a visa to study at AUB and you withdraw from your course you won't be able to remain in the UK as you won't be registered as a student.

AUB has a duty to inform the Home Office of your change of circumstance within 10 days. Please be aware that it is against the law to remain in the UK if your visa isn't valid and you may not be able to obtain a visa for the UK in the future.

[How do I apply to leave my course?](#)

To withdraw from your studies at AUB, you should complete the request through myAUB on eVision and click on the 'course changes' tile.

You should inform any providers of loans or grants that you have withdrawn from your studies. You should make arrangements for alternative accommodation or travel home, if appropriate. You should inform the local council that you're no longer eligible for council tax exemption.



Who to talk to

There are many people at AUB who can help you to reach a decision about intermitting, changing or withdrawing from your course. We recommend that you make use of the support and guidance available to ensure that you reach a decision that's right for you. The following people can help:

The Faculty Office

The Faculty Office can offer you initial general advice about submission of work, assessment feedback, referrals, intermission, withdrawal, extensions and Examination Board decisions. They'll also help to put you in touch with the relevant member of staff for specialist advice. You can contact the relevant Faculty office as follows:

School of Art, Design and Architecture:

01202 363371
soada@aub.ac.uk

School of Media and Performance

01202 363270
somp@aub.ac.uk

Academic course team

Your academic course team can give you guidance on your academic progress and development. If you're uncertain whether your course of study is the best for you, you can discuss your concerns with your tutors.

Your course team will also be able to advise you about any application for mitigation.

Registry

The Student Records team can offer you guidance on the regulations governing progression or intermission.

If you're considering transferring to another course of study, the Student Records team within Registry can provide you with details of the number of credits you've gained during your course.

You can contact Registry on:

01202 363383
studentrecords@aub.ac.uk

Quality and Standards

If you'd like further advice concerning the mitigation policy, please contact the Head of Quality and Standards for a confidential discussion on:

01202 363215
aaspery@aub.ac.uk

Student Services Advisers

The Student Advisers within Student Services can offer you help with who to contact regarding your student loans and how to go about handling any accommodation issues that you may have.

They'll also be able to give information about any AUB bursaries for which you are eligible.

01202 363780
studentadvice@aub.ac.uk

International Office

If you're an international student the International Office can offer you practical advice and guidance on visas, travel, fees and finance.

The International Office can help you consider and manage the practicalities of interrupting, changing or withdrawing from your course.

01202 363375
international@aub.ac.uk

Finance Office

The Finance Office can offer you information on the payment of any fees or outstanding debts to the University, including tuition fees or halls of residence rent.

01202 363356
income@aub.ac.uk

If you're uncertain of your next steps and would like to discuss your personal concerns confidentially, there are a range of support services you can talk to:

Careers and Employability

If you are considering changing your course and would prefer not to discuss this with your course team initially, the Careers team offer an impartial and confidential space to discuss your situation.

They can signpost you to useful information and help you to weigh up the advantages and disadvantages of any change you decide to make.

You can book appointments with the Careers Team on MyAUB, [Careers](#) tile or contact: **01202 363891**
careers@aub.ac.uk

Counselling

If you're experiencing personal difficulties, whether it's a temporary crisis or a longer term issue, the Counselling Service is able to offer you support and a confidential space in which to express your feelings.

01202 363033
counselling@aub.ac.uk

Chaplaincy

The AUB Chaplaincy is an inclusive chaplaincy, open to people of all faiths, or none.

Chaplains are experienced listeners who you can talk to in confidence. Located in Talbot House on the Bournemouth University campus.

01202 965383

07894 598915

bmerrington@aub.ac.uk

Disability Support

The Disability Officer can provide advice and support with any disability-related issue, including Disabled Students' Allowances, accessibility, and reasonable adjustments to ensure that any specific learning difficulty, disability or medical condition does not impact on your studies.

01202 363291

wellbeing@aub.ac.uk

Wellbeing

The Wellbeing Service is a free and confidential service offered by the university to all students. The Wellbeing Officer is based in Student Services and is able to provide specialist advice, information and practical strategies to help you manage personal concerns or concerns you may have for a friend. Accessing the Wellbeing Service at an early stage may prevent more serious issues developing and help you to feel more in control of your situation.

01202 363106

wellbeing@aub.ac.uk

Arts University Bournemouth

Wallisdown

Poole

Dorset

BH12 5HH

If you'd like the information in this booklet in an alternative format please contact Student Services.

aub.ac.uk

