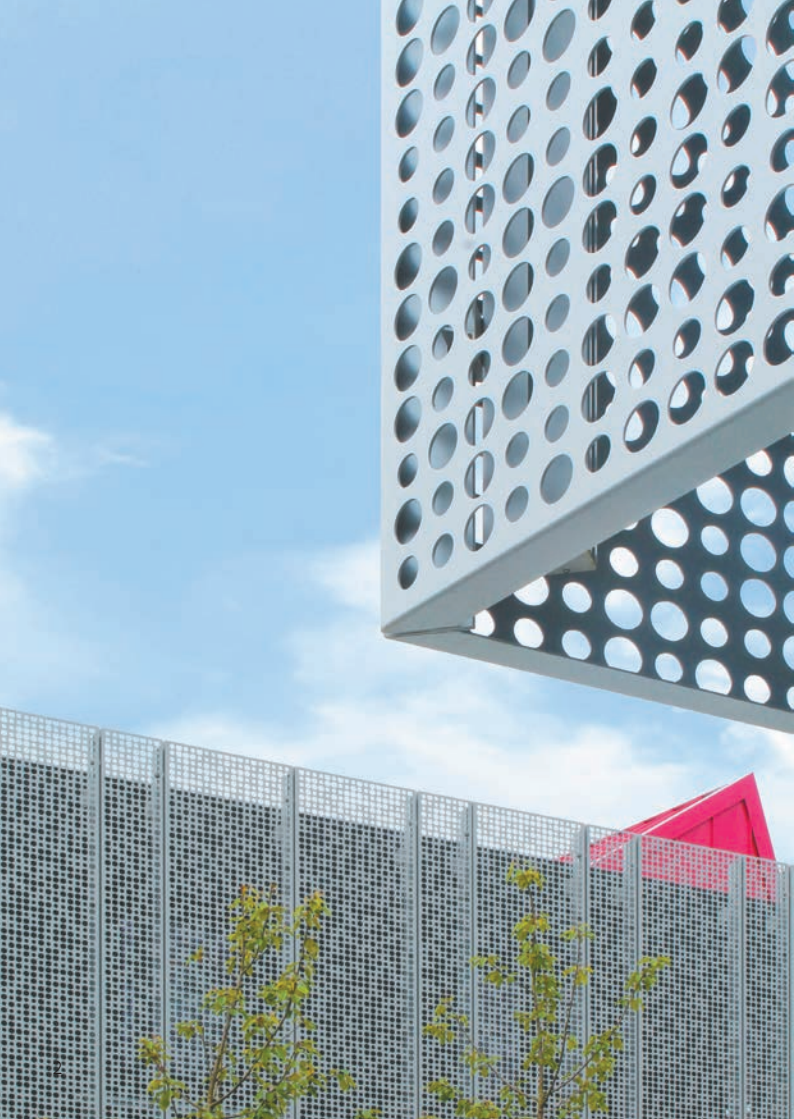


A GUIDE TO INTERRUPTING,  
CHANGING OR WITHDRAWING  
FROM YOUR COURSE

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## INTERRUPTING, CHANGING OR WITHDRAWING FROM YOUR COURSE

Possible options that might be open to you include:

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*Mitigation - Applying for an extension on a particular or multiple unit(s)*

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*Intermitting - Taking a break from your course and returning in the following year*

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*Changing to another course at AUB*

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*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 is important that you are 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 are 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 contacting your Course Leader. You should briefly explain your circumstances and ask if they approve the extension. If you need longer than one week, you will need to request this via the mitigation process. You will need evidence to support your claim and your request must be received before the unit assessment deadline.

### How do I apply for mitigation?

To apply for mitigation you will need to complete the Mitigation Claim form, which is available in the 'Things to Know' section of Viewpoint:

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<https://viewpoint.aub.ac.uk/things-to-know/Pages/mitigation.aspx>

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You will 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.

You should complete the form and hand it, with relevant evidence to support your claim, to your Course Leader.

### Visa implications

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

### Financial implications

As mitigation does not alter the terms of your course, 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 will be studying through the summer vacation period, you will 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.





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

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.

### **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 will be joining a new year group but you should also be aware that the structure and content of a course may change from one year to the next and you should not assume that any period of study will be identical. 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 at the end of the academic year you have a number of units still to be passed, the Examination Board may require you to intermit your studies. This means that either you will need to complete unit assessment at home (intermission without attendance) or that you return during the year to complete the units (intermission with attendance). If you are completing

the work at home, you do not enrol on the course and therefore you will not incur tuition fees: you will 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 will incur an administrative charge of £250. If you complete the work at AUB you will enrol and tuition fees will be calculated on a pro-rata basis.

### **Financial implications**

You should speak to the Student Records team within Registry or the Senior Student Accounts Officer in Finance. You will need to consider how to fund your accommodation and living costs whilst you are 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 will 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 will 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 have a visa and are thinking of intermitting it is 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 should complete the Student Interruption form, which is available from Registry or MyAUB Viewpoint:

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<http://viewpoint.aub.ac.uk/things-to-know/Pages/intermit-transfer-withdraw.aspx>

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Please return the completed form to AUB Registry. You should inform any provider of loans or grants that you are interrupting your studies.

If applicable, you should make arrangements for alternative accommodation or travel home. If you are staying in rented accommodation you should inform the local council that you are taking a break from your studies.



## CHANGING TO ANOTHER AUB COURSE

If you wish to transfer to a different course at the University you will 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 is 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 are 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 will not be any financial implications. Otherwise, you will 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 will 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 have previously studied in the UK (prior to joining AUB), or do not have enough time left on your visa to complete the new course, please contact the International Student Adviser ([intadvice@aub.ac.uk](mailto: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 Student Transfer form, available from Registry or MyAUB Viewpoint:

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<https://viewpoint.aub.ac.uk/things-to-know/Pages/intermit-transfer-withdraw.aspx>

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and take it with you when you meet both Course Leaders.

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

If you are successful, you do not need to take any further action, and you will receive a letter from Registry confirming the transfer. If you are unsuccessful, you are 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 will 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 are withdrawing during the year to transfer to another institution, it is for AUB and your new university to agree the proportion of fees to be retained by each – you will not 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 will need to be transferred or withdrawn from AUB. If you have 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 there are different regulations depending on when you were originally granted your visa. If it was awarded after 5th October 2009 you will have to apply for a new visa before you can change to another university.

Please be aware that you cannot just change institution as the new 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 will need to apply for your new course at another university via UCAS. You should follow the steps in the following pages to withdraw from your current course at AUB. You should inform any provider of loans or grants of the change to your studies, and make arrangements for new accommodation, if needed.



If you are thinking of withdrawing you should seek advice from AUB staff as soon as possible. If you stop attending and do not inform the University that you have 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.

### **Academic implications**

Upon withdrawing you will 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 are a UK student, the student loan covers the complete year from 1st September to

31st August. Student Finance England will ask you to repay the proportion of the loan from the date of withdrawal to 31st August. The date of withdrawal will normally be your last date of attendance (unless you have had a period of authorised absence).

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

If you are living away from home you will need to consider the implications of leaving rented accommodation or halls of residence. If you are intending to remain in accommodation wholly occupied by students you will be charged council tax at 75% of the full rate. This may be more expensive than you are 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 will not be able to remain in the UK as you will not be registered as a student.

AUB has a duty to inform the Home Office of your change of circumstance within 10 days and therefore if you remain in the country you will be illegal and 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 Student Withdrawal form, available from Registry or MyAUB Viewpoint:

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<https://viewpoint.aub.ac.uk/things-to-know/Pages/intermit-transfer-withdraw.aspx>

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and return to them. 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 are no longer eligible for council tax exemption.







There are many people at AUB who can help you to reach a decision about interrupting, 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 will 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:

Faculty of Art, Design and Architecture:  
01202 363354  
[foada@aub.ac.uk](mailto:foada@aub.ac.uk)

Faculty of Media and Performance  
01202 363270  
[fomp@aub.ac.uk](mailto:fomp@aub.ac.uk)

### **Academic course team**

Your academic course team can give you guidance on your academic progress and development. If you are 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 are considering transferring to another course of study, the Student Records team within Registry can provide you with details of the number of credits you have gained during your course.

You can contact Registry on:  
01202 363221  
[studentrecords@aub.ac.uk](mailto:studentrecords@aub.ac.uk)

### **Quality and Standards**

If you would 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](mailto:aaspery@aub.ac.uk)

### **Student 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 will also be able to give information about any AUB bursaries for which you are eligible.

You can contact the Student Advisers on:  
01202 363034  
[studentadvice@aub.ac.uk](mailto:studentadvice@aub.ac.uk)

### **International Office**

If you are 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.

You can contact the International Office on:  
**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.

You can contact the Finance Office on:  
**01202 363362**  
*income@aub.ac.uk*

If you are 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 & Employability**

The Employability Officer can offer you information and guidance on courses available at AUB and at other universities and colleges, together with advice on career planning and practical job searches.

If you are considering changing course and do not want to discuss this with your course team initially, the Employability Officer offers confidential appointments so that you can consider the options open to you.

You can contact the Employability Officer on:  
**01202 363355**  
*careers@aub.ac.uk*

### **Counselling**

If you are 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.

Located within Student Services, you can contact the Counselling Service on:  
**01202 363033**  
**07894396072**  
*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.

You can contact the Chaplaincy on:  
**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.

You can contact the Disability Officer on:  
**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.

You can contact the Wellbeing Officer on:  
**01202 363106**  
*wellbeing@aub.ac.uk*

If you would like the information in this leaflet in an alternative format please contact Student Services.

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