



University of East Anglia

Learning and Teaching Service

## **NOTICE TO STUDENTS INTERRUPTING THEIR STUDIES (TAUGHT PROGRAMMES)**

### **1) Introduction**

Interruptions are granted for a variety of reasons: medical, personal, financial or a combination of these. Often the factors which have led to the interruption request have affected your academic work. It is the University's policy that students who are interrupting their studies should not remain on campus, and aside from occasional visits (if permitted by your visa status), you are not expected to be at the University.

### **2) Period of Interruption to Studies**

The period of interruption from your studies is set out in your email approving the concession for your interruption.

Please note that University regulations stipulate that any periods of interruption and/or repetition of study granted may not exceed a period of more than two years in total beyond the specified length of the course. For example, if you are studying for a 3-year degree course you must complete the course within 5 years.

An International student studying on a Tier 4 student visa may be subject to additional constraints or time limits as set out in the relevant Immigration Rules current at the point of interruption but also at the point of return to study. Please seek advice from the Visa Support Team:

<https://portal.uea.ac.uk/student-support-service/international-students/visa-support>

### **3) Status as a Student**

During your interruption your status as a student will change; your campus card access rights (for those students in receipt of one) will be restricted.

#### 4) **University Facilities Available to Students Interrupting their Studies**

**You may continue to access:**

- Careers Centre  
<https://www.uea.ac.uk/careers>
- Student Union Advice Centre  
<https://www.uea.ac.uk/study/undergraduate/student-life/on-campus/students-union>
- Student Support Service  
<https://portal.uea.ac.uk/student-support-service>

**Your access to some University facilities will change, in particular:**

- Accommodation  
You will not normally be allowed to occupy a room in University residences.  
You may wish to seek the advice of the Accommodation Office about your eligibility for accommodation in University residence at the end of your period of interruption.  
For further details please see: <https://portal.uea.ac.uk/accommodation>
- University Medical Service                      <http://www.umsuea.co.uk/>  
You cannot remain on patient list if not living in the catchment area.
- Sports Park  
You will not be allowed access to the Sports Park as a student.
- Tuition  
You will not usually be allowed to attend classes or to receive tuition from a member of University staff. If you are interrupting your studies prior to taking an outstanding exam you may attend any relevant revision sessions (subject to visa status for international students).
- Library/IT  
You will continue to have borrowing and access rights to the University Library (including the IT suite), to University Computing Facilities (including email, internet, intranet and the University's web Portal), and some Blackboard sites. If you are interrupting your studies prior to taking an outstanding exam you may also access any

relevant module specific Blackboard sites which may be available. N.B. The focus of a particular module may change slightly from one year to the next; please consult the relevant Module Organiser to check details.

- Adviser

You may remain in touch with your adviser but not usually for the purpose of receiving tuition.

## 5) Financial Matters

- Debts

Before the interruption to your study commences you should ensure that you have cleared any outstanding debts to the University. This includes returning books you no longer wish to borrow to the Library and any equipment or materials you may have borrowed. If you cannot clear your debt to the University it is important that you discuss your difficulties with the Finance Division ([debtors@uea.ac.uk](mailto:debtors@uea.ac.uk)) before starting your period of interruption. If you do not, the University may take steps to recover any sums of money owed while you are interrupting. If there are any debts outstanding at the end of your period of interruption, this may prevent your return to studies.

- Tuition Fees

Details of tuition fees and cut-off dates can be found here:

<https://portal.uea.ac.uk/planningoffice/tuition-fees>

Please note that Student Finance England will only fund a student for a maximum of the 'length of your course' plus 1 additional gift year of study. If the concession you have been granted means your course will exceed the length of your course plus the one additional gift year of study, please contact Student Finance England to confirm your eligibility for funding. We also advise you to contact the Student Support Service financial advisers on [fac@uea.ac.uk](mailto:fac@uea.ac.uk) for additional information on student funding. Please note that a partial year of study (even if registered for just a day in one academic year whether at our institution or a previous institution) will still count as a year of study under Student Finance's regulations.

- Student Loans

During your period of interruption, you will not normally be eligible to receive a student loan. A retrospective interruption for an entire or part of the academic year may result in Student Finance reclaiming the overpaid maintenance loan for that period.

For further advice please contact the Student Loan Company Liaison Office through their online form:

<https://portal.uea.ac.uk/planningoffice/slc/submit-an-enquiry>

- **Bursaries**

If you receive a bursary or scholarship, please ensure you check with your funding body/sponsor how your funding may be affected by the interruption to your studies.

The financial advisers in the Student Support Service will be able to advise you on your individual circumstances.

<https://portal.uea.ac.uk/student-support-service>

## **6) International Students**

Please contact the International Student Advisory Team (ISAT) as soon as your period of interruption is approved to ensure you have up to date information about your visa status:

<https://portal.uea.ac.uk/student-support-service/international-students/visa-support>

Staff in the Student Support Service will be able to give confidential advice to students on their individual circumstances.

<https://portal.uea.ac.uk/student-support-service>

## **7) Contact Details**

The University may need to get in contact with you whilst you are on your period of interruption, therefore please ensure that all of your contact details on e:Vision are fully up to date.

## **8) Return to Study Process**

The email approving the interruption to your studies will clearly explain the procedure you need to follow.

Students who have been granted a period of interruption will be asked to complete and return a form to the Hub regarding their intention to return to studies.

Students on courses whose professional status requires it, will be required to undergo an Occupational Health assessment prior to their return to studies.

On your return to studies please re-familiarise yourself with the confidential help, guidance and support services offered by the University's Student Support Service:

<https://portal.uea.ac.uk/student-support-service>

Please contact your Learning and Teaching Hub with any outstanding queries:

<https://portal.uea.ac.uk/learning-and-teaching/hubs>