

Student guide to taking time out for courses validated by UAL

Use this guide to support you through the process of taking time out from your studies.

It will help you understand:

- what happens when
- what resources you can access before, during and after time out,
- How your course and College will communicate with you while you are away.

Wherever possible UAL try to accommodate student requests to take time out from their studies. However, there are a number of restrictions which might affect your eligibility to take time out. These need to be thought through carefully before your request can be approved.

Your Course Leader and administration team will be able to discuss these with you and there are services that can support you to make an informed decision.

There are 2 types of time out:

- If you have successfully completed a full academic year of your course, you may request a **Full Year Out**.
- If you have not commenced the summer term of your course, you may request a **Partial Year Out**.

After the start of summer term you will need to complete the year before you can request time out. You can apply for a maximum of 1 year out at any one time.

How to request time out

Contact your Course 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.

Download

This **Student Guide to Requesting Time Out** as well as the **Time Out Request Form** can be found online:

<https://sites.google.com/gbmc.ac.uk/he-landing-page/academic-regulations>

Changes to your course and UAL regulations

All courses in the university are regularly reviewed and revalidated. If you take time out the structure and/ or content of your course might change. UAL's regulations and policies are also regularly reviewed to ensure they are fit for purpose, and these might also change while you are away from College.

It is your responsibility to make sure that you discuss the implications of taking time out with your Course Leader. By signing the form and submitting your request you agree to accept any changes to your course, its assessment requirements or UAL's regulations and policies.

Eligibility

A number of things may affect your eligibility to take time out from your course. This includes:

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).

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 (the normal course length plus 2 years).

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 – we recommend that you complete the unit requirements before you start your time out. You will have to return to the start of any units that you have not completed.

Planning your return to College

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.

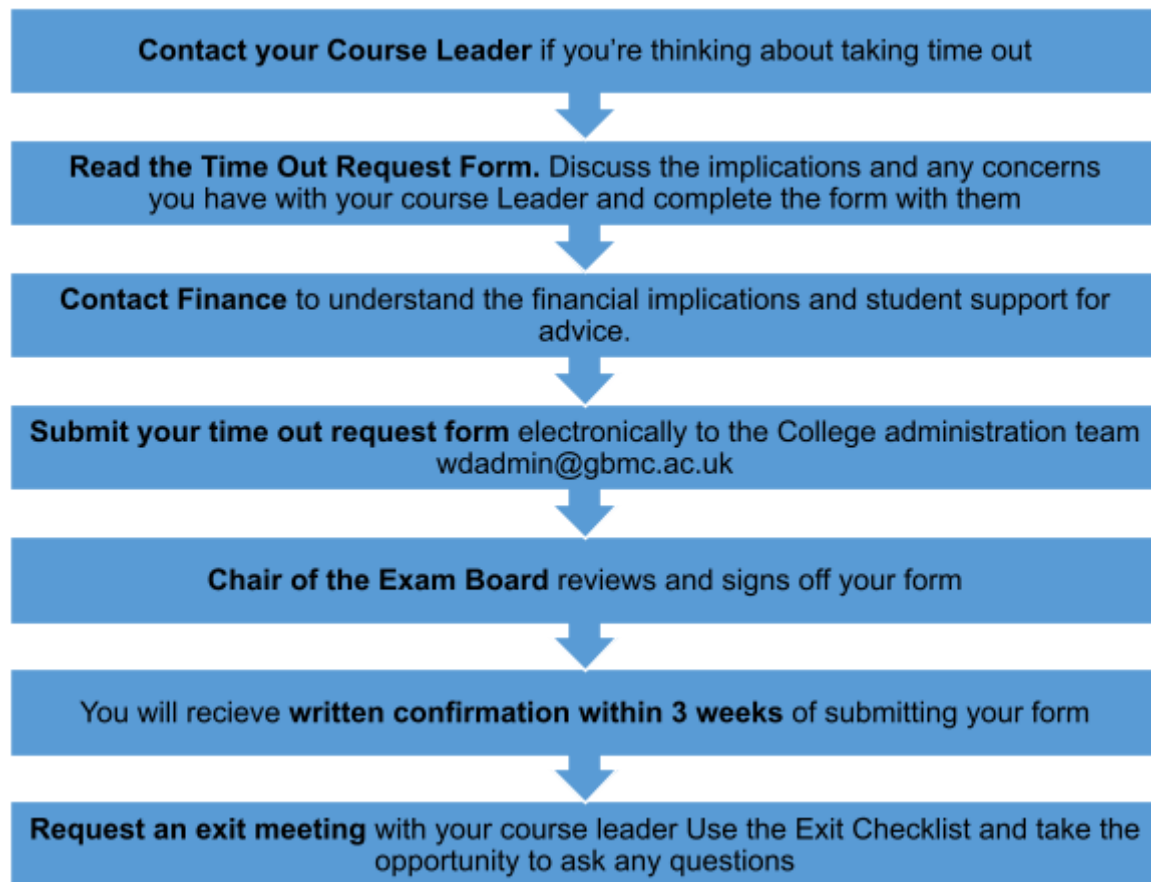
Your return therefore needs to be timed so that you can re-join the course at the start of any incomplete units and you will be charged fees pro rata for any repeated tuition. You will not be able to repeat any units that you have already completed.

Study choices on your return?

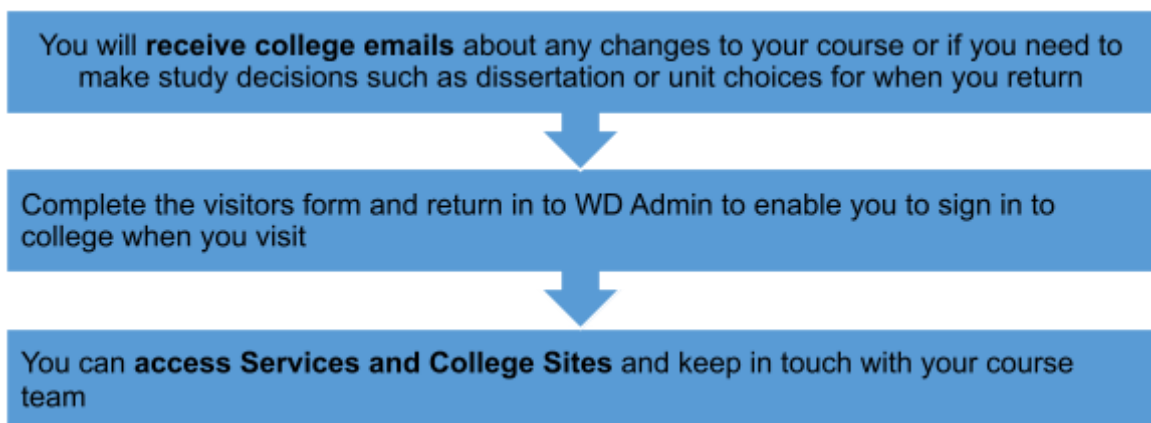
Before you return, you may also need to make some study choices e.g. you might need to choose an elective, submit a proposal for your dissertation or you might need information about organising a placement. Your Course Leader / Tutor will ensure you receive this information before you return.

Time out from study timeline

Before Time out



Time out begins




Prepare to return

You will **receive a re-enrolment email**



Make sure you have your **funding in place** and contact Finance if you have any questions




Contact the college admin team if you have any questions

Return from time out

Welcome back email from the admin team



Request a return to study catch up with your Course Leader. use the return Checklist to discuss VLE access, emails, timetables and ask any questions



Get to know your new peers Your course team will help you settle back into the course

What happens next?

Once you have discussed and filled out your form with your Course Leader you should submit your form electronically to the College Administration Office wadmin@gbmc.ac.uk

The Chair of the Exam Board will assess your request for time out. They will speak to your Course team.

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.

Frequently asked questions

What access to College resources do I have whilst I'm on Time Out?

- **You will have access to the college** but you will be required to complete a visitors form before you take time out to allow you access, you will be required to sign in and out of the college.
- **Your email account will remain active.** You will need to check in every now and then so you don't miss any important course or college information.
- You will be able to **access the LRC.**
- You will be able to **access online library resources** such as journals and e-books. Physically taking books out is restricted.
- You will be able to **access your course VLE.**
- You can contact **Student Services** for help and advice.
- **You won't be able to access** teaching sessions, the workshops or teaching spaces during your time out.

Who should I contact if I have any questions during my Time Out?

- Before you take time out you can request an **Exit catch up** with your Course Leader. You can use the **Exit Checklist** to go through what you need to discuss before you leave, including how you will communicate during your time out.
- Contact your Course Leader or the admin team if you have any questions about your studies whilst you are on time out. They will also be able to signpost any student services available to support you.
- Check with finance if there are any financial implications of you taking time out.

What will happen when I am due to return?

- You will receive an email from the college in the run up to your return with details about re-enrolment, fees and anything else you need to know to prepare you for the returning to College
- You might also receive an email from your Course Leader or the admin team around this time, so check your emails regularly during this period
- You are also welcome to email your Course Leader. They will be happy to hear from you and to answer any questions you might have.
- Make sure your fees and funding (if applicable) paperwork is ready for returning and enrolment. It's a good idea to contact the Finance in good time if you have any questions or concerns about this.

- You can also check the HE student landing page for general college information and news

What do I do when I am back at College?

- You can request a **Return to Study** catch up with your Course Leader to check in and make sure you have all the information you need to start back on your course. You could use this catch up to look through the **Return Checklist** and ask any other questions you may have.
- Contact Student Services if you have any support needs or questions. This includes Academic Support, Library Services and Study Skills.
- Talk to your Course Leader about how you will be supported to get to know your new class group.

Useful contacts

Finance:

Email: finance@gbmc.ac.uk

Student Finance England:

Phone: 0300 100 0607

Address:

Student Finance England

PO Box 210

Darlington DL1 9HJ

Student support:

Phone: 01903 273014

Email: student.support@gbmc.ac.uk

Additional learning support:

Email: hedisability@gbmc.ac.uk

Admissions:

Phone: 01903 273060

Email: admissions@gbmc.ac.uk

Admin Team:

wdadmin@gbmc.ac.uk

LRC:

Phone: 01903 273305

Email: wd.library@gbmc.ac.uk

IT Services:

Email: itservices@gbmc.ac.uk

HE student landing page:

<https://sites.google.com/gbmc.ac.uk/he-landing-page/home>

Student Time Out from studies: Exit Checklist

This checklist can be used when you meet with your Course Leader before taking time out.

Checklist	<u>✓</u>	Notes
Have you spoken to the finance team to understand the financial implications of taking time out?		
Have you discussed the timing of your time out and when you will be returning?		
Are you aware of the college resources you can access while you are on time out?		
Do you know you can access Student services whilst you are on time out.		
<p>Your college email will remain active whilst you are on time out.</p> <p>We recommend you check your emails occasionally whilst you are away.</p>		
Are you aware of the access arrangements to the college whilst you are on timeout?		

Student Time Out from studies: Return Checklist

This checklist can be used after taking time out. It's a good idea to look through it with your Course Leader when you first meet them when you are back.

You might also receive it in an email from your course admin team as you prepare to return.

Checklist	<u>✓</u>	Notes
Have you arranged your funding for the course and applied for a student loan (if applicable)		
Have you received your timetable?		
Are you able to access your course VLE		
Have you spoken to the course leader to discuss what support you need to settle back into the course with a new group of students		
Have you been in touch with Student support for any Additional learning support you may need?		