|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * We try to accommodate requests for time out as much as possible. However there are some restrictions, so **please make sure you read the guidance notes on page 4 carefully before completing this form.** * **You will need to** **make an appointment to see your Programme 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. * You should submit your completed form by scanning and emailing the form to [heexaminations@southessex.ac.uk](mailto:heexaminations@southessex.ac.uk) Once received an acknowledgement will be emailed to you.as soon as possible so that we can process your request. **Please keep a copy for your records.** * All correspondence relating to this claim will be sent to your registered **South Essex College (SEC) email address** so please make sure that you check it regularly. * We aim to ensure that you receive a written response within three weeks of submitting your form. **However, please note that until you receive this decision, you will still be enrolled on your course and will be expected to attend classes and complete any assignments due.** | | | | | | | | | | | | | |
| **Part A - Your details:** | | | | | | | | | | | | | |
| 1 | Student ID number: | | | | Course: | | | | | | | | |
|  | Name: | | | | Year of study: | | | | | | | | |
|  | SEC email address: | | | | Programme Leader: | | | | | | | | |
|  | Contact telephone: | | | |  | | | | | | | | |
|  | Student status (tick one): | | Home | | EU | | | | | | | Overseas | |
| **Part B – Request for time out:** | | | | | | | | | | | | | |
| 2 | **What type of time out are you requesting?**  **(See guidance notes for details)** | | | | | Full Year Out | | | | | | | Partial Year Out |
| 3 | **When do you want the time out to start and when you plan to return to college?** | | | | | | | | | | | | |
|  | Start Date: | | | | Planned Return Date: | | | | | | | | |
|  | You can apply for a maximum of one year out at any one time. | | | | | | | | | | | | |
| 4 | **Please tell us why you are requesting time out?** | | | | | | | | | | | | |
|  | *Continue on a separate sheet if necessary* | | | | | | | | | | | | |
| There are a number of registration issues which might affect your eligibility to take time out – please see the Guidance Notes for more details.  You will need to make an appointment with your Programme Leader  to talk these through and complete the rest of this application. | | | | | | | | | | | | | |
| **Parts C and D must be completed with your Programme Leader** | | | | | | | | | | | | | |
| **Part C – Eligibility (to be completed by the student)** | | | | | | | | | | | | | |
|  |  | | | | | | Yes | No | | If yes, please give details: | | | |
| 5 | Have you taken time out before? | | | | | |  |  | |  | | | |
| 6 | Have you had to repeat any units in the past? | | | | | |  |  | |  | | | |
| 7 | Are you taking time out part way through a unit? | | | | | |  |  | |  | | | |
| 8 | Do you have any outstanding work to submit? | | | | | |  |  | |  | | | |
| 9 | Are you studying on a visa? | | | | | |  |  | |  | | | |
| **Part D – Course team’s comments (to be completed by the member of staff)** | | | | | | | | | | | | | |
| **This section should be completed by the Programme Leader in the meeting with the student to ensure that the student is aware of the implications of taking time out.** | | | | | | | | | | | | | |
|  |  | | | | | | Yes | No | | If yes, please give details: | | | |
| 10 | Is the course undergoing revalidation, major changes or minor modifications? | | | | | |  |  | |  | | | |
| 11 | If yes, will this affect the number of credits that the student can complete? | | | | | |  |  | |  | | | |
| 12 | Have you made arrangements to notify the student of any study choices that they need to make while they are away? | | | | | |  |  | |  | | | |
| 13 | Please add any further comments: | | | | | | | | | | | | |
| 14 | Programme Leader name: | | | | | | | |  | | | | |
|  | Programme Leader signature: | | | | | | | | Date: | | | | |
| **Part E – Declaration and student signature** | | | | | | | | | | | | | |
| 15 | I have discussed the implications of taking time out with my Programme Leader. I understand that by submitting this request I agree to abide by any changes made to the course or to the UAL regulations as they apply on my return to study. | | | | | | | | | | | | |
| 16 | Student signature: | | | | | | | | Date: | | | | |
| Scan and email the completed form to [heexaminations@southessex.ac.uk](mailto:heexaminations@southessex.ac.uk). **Keep a copy for your records.** | | | | | | | | | | | | | |
| **PART F - OFFICE USE ONLY** | | | | | | | | | | | | | |
| Date received: | |  | | Received by: | | | | | | |  | | |
| Date sent to chair: | |  | | Name of Exam Board Chair: | | | | | | |  | | |
| Decision: | | Accept | | Reject | | | | | | | More Information Needed | | |
| Comments: | | | | | | | | | | | | | |
| Exam Board Chair’s Signature: | | | | | | | | | | | Date: | | |

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| **Guidance for Completing this Form** |
| * Please read these guidance notes carefully before completing your form. * You will need to **make an appointment to see your Programme 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. * If you have any questions regarding your request for time out you find it helpful to talk to staff from Information Services [heexaminations@southessex.ac.uk](mailto:heexaminations@southessex.ac.uk) or Student Support [hesupport@southessex.ac.uk](mailto:hesupport@southessex.ac.uk) or 01702 220475/220696 regarding your request for time out. * If you have a disability or long term medical condition, staff at HE Support Office can provide advice, guidance and support. If you would like to disclose a disability to the College please contact [hesupport@southessex.ac.uk](mailto:hesupport@southessex.ac.uk) or telephone 01702 220475/220696 . * The full Requesting Time Out Regulations and Guidance can be found on the College website <http://www.southessex.ac.uk/higher-education/higher-education-policies> |
| **Completing Part A: Your Details** |
| Please make sure you fill in all fields. All correspondence relating to this claim will be sent to your registered **SEC email address** so please make sure that you check it regularly. |
| **Completing Part B: Your Request for Time Out** |
| There are two types of time out:   1. **If you have successfully completed a full academic year of your course, you may request a Full Year Out.**   You can request a Full Year Out when you reach a ‘Progression Point’ in your course. For example, if you have successfully completed Stage 1 of your course, you can take a complete calendar year away from your studies and return for the start of Stage 2 a year later.   1. **If you are less than halfway through the academic year of your course, you may request a Partial Year Out.**   A Partial Year Out allows you to leave the course part way through the academic year and return to the point at which you left.  **We are not able to consider requests from students more than halfway through the academic year**. If you are more than halfway through the academic year, you will need to complete the year before you can request time out.  You can apply for a maximum of one year out at any one time. If at the end of the approved period you want to take more time out, you will need to make a new application. |
| **Parts C and D should be completed with your Programme Leader so try to make an appointment as soon as you can.** |
| **Completing Part C: Eligibility** |
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| **Question 5: 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). |
| **Question 6: 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, which is the normal course length plus 2 years (e.g. a standard 3-year BA course must be completed within 5 years). |
| **Question 7: 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 rejoin 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. |
| **Question 8: 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 – you will need to complete the unit requirements during your time out.  You will not be readmitted to the course until you have successfully completed all units. |
| **Question 9: Are you studying on a visa?** |
| International students should be aware of the visa implications of taking time out e.g. the UK Borders Agency allows students a maximum of 5 years to undertake university study. If you have taken time out in the past, or if you have had to repeat any units, this may affect your eligibility for a visa and therefore your eligibility to take time out.  In addition, taking a year out may affect your ability to undertake higher-level study. |
| **Your Programme Leader should complete this part with you in your meeting. They will need to sign this form before you submit it to** [heexaminations@southessex.ac.uk](mailto:heexaminations@southessex.ac.uk) |
| **Completing Part D: Course team’s comments** |
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| **Questions 10 and 11: Changes to your course regulations** |
| All courses College courses are regularly reviewed and revalidated. If you take time out the structure and/ or content of your course might change. By taking time out you agree to accept any changes to the course. Your Programme Leader is responsible for ensuring that you are made aware of any changes that are made to the course before you return. |
| **Question 12: Study choices on your return** |
| You may be required to make some study choices ahead of your return to College e.g. you might need to choose an elective or submit a proposal for your dissertation; or you might need information about organising a placement or about FdA Bridging Studies. Your Programme Leader is responsible for making arrangements to ensure you receive this information before you return. |
| **Guidance for staff** |
| Please visit the College website for further guidance can be found on the College website <http://www.southessex.ac.uk/higher-education/higher-education-policies> |
| **Completing Part E: Declaration and student signature** |
| It is your responsibility to make sure that you discuss the implications of taking time out with your Programme Leader. By signing the form and submitting your request you agree to accept:   * Any changes to the structure or content of the course, or its assessment requirements, as agreed through revalidation, review, minor modifications or major changes. * Any changes to the College’s UAL provision Course Regulations approved by UAL shall be published in September of each year on the College website. Guidance can be found on the College website <http://www.southessex.ac.uk/higher-education/higher-education-policies> * Changes to any other UAL policies and procedures. |
| **What Happens Next?** |
| Once you have discussed and filled out your form with your Programme Leader, you should scan and email your completed form to [heexaminations@southessex.ac.uk](mailto:heexaminations@southessex.ac.uk) The Chair of the HE Intermissions Panel will make a recommendation to the Chair of the Exam Board who will assess your request for time out. He or she will speak to your Programme Leader and, where appropriate, with the International Office before making a decision.  If you are an **international student** and have a UK Tier 4 Student Visa, it is very important that you are aware of the immigration rules and requirements that apply to you. Please visit <http://www.ukba.homeoffice.gov.uk/>  Please ensure that you check what action you need to take and if you are able to remain in the UK. If you are currently sponsored under a Tier 4 Student Visa the College will report changes in your planned study to the UK Border Agency.  **❒ Please tick this box to confirm that you have read and understood the immigration conditions.**  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.** |