# When students are thinking of taking a break (suspending) UG and PGT

Diagram to be viewed alongside website NOTE special arrangements apply to some programmes e.g. Healthcare\* and Education



### Student is thinking about it

Student encouraged to get in touch with School\* and to seek support from PT/PGT pastoral lead/<u>retention</u> and engagement lead

Students (and/or colleagues supporting them) to make contact with the relevant Registry Officer ASAP

Registry makes School designed contact aware\*\*

#### Starting the process

Students to be guided to  $\underline{\textbf{FAQs}}$  for guidance

Students to complete the form

#### Student decides

Student chooses to withdraw/take a break and wants to keep in touch

SRS to be updated with student choice

Registry to notify the contact designated by the School\*\*

If student withdraws and does not want to keep in touch, no action taken

### **Keeping in touch**

Schools to arrange annual contact (5 years) with students by contacting both the Student's Uni email and the email which the student will have provided to Registry in the form

Highlight to student the 'Taking a Break' web page

#### Thinking about returning

Student begins readmission process, if chooses - note deadlines

If student expresses interest, Schools to discuss with student returning options including reminder of Student Support services which are available

# **Application**

Readmission process

#### **Decision**

Admissions Selectors to make decision

This is to follow the existing Readmissions Policy

Registry to oversee the issuing of standard emails and advise on appropriateness

This is to follow the existing Readmissions Policy

## **Notification and support**

Offer of readmission

Readmission offer email sent to student copying in the contact designated by the School\*\*\* and Disability Team if disability shared

### Acceptance and support

Student accepts offer of readmission

Notification of acceptance to be sent to contact designated by the School\*\*\* and Disability Team if disability shared

### Pre-arrival and support

School to decide next steps including making colleagues aware of when student is starting studies to ensure pastoral or academic support and/or peer mentoring and the availability of Student Support and the Student Learning Service Note: possible link with contact with students transferring from other institutions and articulation UG students joining for first time

Schools to discuss with student returning options

Student arrives by contacting both the Student's Uni email and the email which the student will have provided to Registry in the form

- \*\* likely one of School Administrative Managers, Student Progress Convenors or School Retention Lead
- \*\*\* School contact to ensure relevant colleagues aware likely including: School Office, Student Progress Convenor, Retention leads, and previous Personal Tutor/PGT Pastoral Lead

Note that the process set out is in addition to that provided by Associate Student Status