



The Institute of Ismaili Studies

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The Institute of Ismaili Studies

Cessation of Study Policy (temporary or permanent)

1 Cessation of study

1.1 There are occasions when a student may need to cease studying on the programme, either temporarily or permanently. This policy provides information concerning the circumstances in which a student may cease studying on the programme, and the appropriate procedures and consequences for administering that.

- **Interruption** is defined as voluntary cessation of study for a specified period of time
- **Withdrawal** is defined as **either** voluntary **or** an imposed cessation of study for **either** a specified period of time **or** permanently
- **Suspension** is defined as an imposed cessation of study for specified period of time
- **Expulsion** is defined as an imposed cessation of study without recourse to resumption
- **Deferral** is defined as postponement of entry to a third-year Master's programme for one year.

1.2 Before making a decision to apply to interrupt or withdraw, students must consult with the Programme Leader, who may give advice with respect to module availability and programme structure. Students are also strongly advised to consult with other available sources of advice within the Institute, in order that they may be fully aware of the consequences of their decision, and of any other options which may be open to them.

2 Interruption

2.1 Periods of interruption do not count towards the timeframe for completion of a graduate programme and a student is not required to undertake academic study, nor will they

receive any tuition, supervision nor be paid any stipend or refunded any accommodation or related costs.

- 2.2 Any costs (including the renewal of a UK visa, flights and taking IELTS exams) incurred by interruption will be met by the student
- 2.3 Applications for interruption to study should be made by the student on the appropriate form, available on Moodle. The form should be signed by the Programme Leader who will be responsible for ensuring that both graduate programme structure and resources will allow the student to return to their graduate programme, and for consulting with Student Services if the student is residing in Institute accommodation.
- 2.4 On interruption, students must hand back their access card and all library cards. Interrupted students will not normally have access to Institute IT facilities or the facility to withdraw items for the Library.
- 2.5 The Institute permits interruptions of study for students, with good cause, for an initial period of one term. At the end of this period, a further period of interruption can be granted under exceptional circumstances. A re-application process must take place after a period of absence lasting two terms or longer.
- 2.6 Students should also note that interruptions of study shall normally only be granted when academically viable, and may not be granted if a student has progressed significantly in their graduate programme. Students may not normally apply to interrupt in the summer term for resumption of studies at the beginning of the next academic year.
- 2.7 The Institute will not assume any responsibility for students whilst interrupted from their studies at the Institute.
- 2.8 Prior to resumption of their studies, students who interrupt due to medical circumstances must supply the Institute with a doctor's medical certificate indicating their fitness to study.
- 2.9 Students who do not contact the Institute or re-register after the end of the interruption period will be deemed to have withdrawn.
- 2.10 Notwithstanding any decisions made on your deferral request(s), the scholarship you receive will be available for a maximum of four years from the start of your enrolment on the programme.

3 Withdrawal, suspension and expulsion

- 3.1 Students may withdraw from their graduate programme of study at any time and for any reason, but are reminded that the Institute may seek appropriate redress.

- 3.2 A student may be withdrawn from the programme by the Academic Council. A student is expected to remain in Good Academic Standing for all six terms at the IIS, or, if placed on Academic Probation, to return to Good Academic Standing after increased academic support. However, if a student's academic progress or behaviour fails to meet the standard expected by the IIS, the IIS may decide it is necessary for the student to be withdrawn from the programme for a period of time (this is called suspension), or to leave the programme permanently (this is called expulsion).
- 3.3 Students who are withdrawing are asked to complete a Student Withdrawal Form to aid the Institute in understanding the reasons for student withdrawals and to formally tell the Institute about the decision to withdraw.
- 3.4 Students who apply to withdraw will be required to attend an exit interview with the Programme Leader. At this interview, both the student and Programme Leader will agree a withdrawal date and record this on the Student Withdrawal Form, and both parties will sign the form. Once this form is signed, the process of withdrawal will begin and all parties will be formally notified of the withdrawal.
- 3.5 On withdrawing from a graduate programme, registration is terminated and the individual ceases to be a student on the Institute.
- 3.6 With immediate effect from the agreed withdrawal date, the student will no longer receive any tuition or supervision. All stipend and accommodation payments will cease and the student will be required to vacate any accommodation provided by or funded by the IIS. Withdrawn students will not have access to Institute IT or email facilities and the facility to withdraw items from the Library will be removed. All Library books on loan must be returned immediately. Failure to return books will render the student liable for any replacements costs.
- 3.7 Withdrawing students must hand back their access card, library cards (including for external libraries), and any other items issued on a loan basis. Arrangements will be made for the repayment of any outstanding IT or hardship loans.
- 3.8 When a student ceases to attend without giving notice, the Institute will make reasonable efforts to contact the student and ascertain the reasons. If this is unsuccessful, the Institute will assume that the student has decided to withdraw, and complete a withdrawal form on the student's behalf. Notice of the withdrawal will be sent to the student's last known address and a copy of the form forwarded to Student Services to update the student's record.

4 Deferral

- 4.1 Deferral does not count towards the framework of completion of your graduate programme and a student is not required to undertake academic study, nor will they receive any stipend or accommodation during this period.

- 4.2 Any costs (including renewal of a UK visa, flights and taking IELTS exams) incurred by deferral will be met by the student.
- 4.3 Applications for deferral for the third year MA should be made by the student on the appropriate form available on Moodle. The form should be signed by the Programme Leader, who will approve the request for deferral where appropriate.
- 4.4 The Institute approves deferral, with mitigating circumstances, for one year. In order for a student to be eligible for deferral, the student should secure admission at an accredited university and seek deferral from that university. The Institute cannot approve your request for deferral without confirmation from the university that they have agreed to defer your offer of admission for a year.
- 4.5 The deferral is valid for one year only and cannot be repeated.
- 4.6 In cases where a university seeks a deposit to secure the deferred admission, the student will be required to sign an agreement stating that in the event that they do not resume their studies after a year, the Institute reserves the right to recover the deposit paid on behalf of the student.
- 4.7 In exceptional cases it might not be viable or appropriate for a student to seek admission at a university. For instance, a student may intend to apply to the Doctoral Graduate Programme. Such exceptional cases will be considered by the Academic Council in consultation with either the Head of Graduate Studies or the head of the relevant department, the Programme Leader and with other members of the Academic Management Committee on a case-by-case basis.
- 4.8 Failure to secure admission to a university will not be considered a valid reason for deferral.

5 Document Control

Version	Role / Activity	Person(s) responsible	Date
Version 1	Approval	AMC	June 2019
	Review	Eversheds and QA&E	Feb 2020
	Evaluation and review	AMC	May 2022
	Amendments	Programme Leaders	June 2022
Version 2	Author	QA&E and AMC	August 2022
	Approval	Academic Council	September 2022
	Due for Review	Teaching and Learning Committee	