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

**Starting the process**
- Students to be guided to FAQs for guidance.
- Students to complete the form.
- 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

**Student decides**
- Student chooses to withdraw/take a break and wants to keep in touch.

**Keeping in touch**
- Schools to arrange annual contact (5 years) with students
- 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

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**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

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

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**** likely one of School Administrative Managers, School Student Progress Convenors or School Retention Lead

***** School contact to ensure relevant colleagues aware: School Office, SPC, Retention leads, and previous Personal Tutor/PGT Pastoral Lead