

## FAQ's for Withdrawn or Discontinued students

This sheet is for Undergraduate students who are thinking about withdrawing or taking a break from study or are not currently registered for study.

### 1 What does withdrawal/discontinuation of studies mean?

Withdrawn students have either chosen to leave, or take a break from, study or who have been deemed to have withdrawn by Registry because they are not actively engaging with their degree.

Discontinued students have had their studies temporarily stopped because they have not met the requirements to progress with their degree or to graduate. These requirements are normally:

- 120 credit points (including all compulsory courses) for students who have completed four half-sessions of full-time study, or the part-time equivalent, at programme year 1; or
- 240 credit points (including all compulsory courses) for students who have completed four half-sessions of full-time study, or the part-time equivalent, at programme year 2; or
- 360 (including all compulsory courses) for students who have completed four half-sessions of full-time study, or the part-time equivalent, at programme year 3 and wish to graduate with the Non-Honours degree.

Discontinued students cannot resume their studies on their degree until such time as they meet the above requirements. Third year students who have been discontinued would be required to make up any shortfall of credits before they are eligible to graduate with the Non-Honours degree.

### 2.1 How do I make up my missing credits or compulsory courses?

You can register for reassessment for a course (such as resit exams, resubmission etc.) even if you are not registered as a student as long as you have a valid Class Certificate for that course.

Class Certificates last for the academic year in which you took the course, and the academic year immediately following. Students holding a valid Class Certificate are permitted a total of three opportunities of assessment within this period – usually the original exam and two resits. It is possible for your Class Certificate to be withdrawn and this will show as a C7 on your record card/Student Portal.

### 2.2 How do I apply for reassessments?

Information on how to apply for reassessment can be found at <http://www.abdn.ac.uk/infohub/study/reassessment.php>

Courses taught in the first half-session are examined in December and during the summer resit diet. Courses taught in the second half-session are examined, along with the small number of full-year courses, in May and during the summer resit diet each year.

You can find out what half-session your course was taught in from the Course Catalogue here: <https://www.abdn.ac.uk/registry/courses/undergraduate>.

### 2.3 What if my Class Certificates are no longer valid?

If you have withdrawn from study you can apply for readmission to your degree as either a full-time or a part-time student and register for these courses (or equivalent courses) again. Depending on how many courses you are missing you may need to repeat a full year of study.

If you have been discontinued you can still apply to register for individual courses. Information on applying for readmission can be found here: <https://www.abdn.ac.uk/infohub/study/readmission.php>.

Registering for individual courses forms part of our Individual Subject Study programme. This is a flexible learning programme on which you would pay tuition fees for each individual course, and study part-time.

You can then apply to continue with your degree as a full-time student once you have passed your outstanding courses. Information about how to apply to transfer can be found here: <https://www.abdn.ac.uk/infohub/study/internal-transfers-65.php>

### **3.1 Can I still access University resources while I am withdrawn?**

We understand that you might still want to access University resources while you are taking a break from study, perhaps to help you revise for your resits. If you withdraw part way through an academic year you will be regarded as an Associate Student for the rest of that academic year.

You can also apply, and pay a fee of £120, to become an Associate Student during the academic year immediately after the one in which you withdrew or were discontinued.

Associate Student status gives you the following benefits.

- access to your student IT account including MyAberdeen;
- receipt of an Associate Student ID card;
- use of the Library;
- subject-specific support from relevant academic staff;
- support for your learning strategies, and writing, revision and exam techniques from the Student Learning Service;
- access to student welfare/support facilities; and
- use of the Careers Service.

The application form for Associate Student status can be downloaded from the Infohub website at <https://www.abdn.ac.uk/infohub/study/downloadable-forms-693.php>. Students who have a debt to the University will not be eligible for Associate Student status until such time as the debt is cleared in full. Associate Students are not entitled to a student loan or exemption from paying Council Tax.

### **3.2 What should I do if I don't want to become an Associate Student?**

If you do not apply to become an Associate Student you are strongly advised to keep in touch with the relevant Course Co-ordinators for any resits you are taking. They may be able to help you with guidance on passing the course on a voluntary basis, even if you are not attending courses. You should also ensure that your notes are in good order, and you are advised to obtain copies of any relevant tutorial sheets to work through.

Withdrawn/Discontinued students are still able to access limited University resources without Associate Student status:

- access to student welfare/support facilities; and
- use of the Careers Service.

### **4 Should I update my financial sponsor and/or the Student Loans Company?**

If you receive tuition fee support from the Student Awards Agency for Scotland (SAAS) or from a Local Education Authority (LEA) the University will write to your sponsor or to the Student Loans Company (SLC), to confirm your position. If you plan to take resits, you should write to your sponsor and the SLC indicating that you hope to return to full-time study in the future.

If you are sponsored by SAAS remember that you must re-apply for tuition fee support each academic year.

### **5.1 Can I return to study at a later date?**

You can apply to return to study on the same degree or to a different degree on a full, or part time, basis.

To apply you need to complete and return a readmission application form. More information on the process, and the form, is available from the Infohub - <https://www.abdn.ac.uk/infohub/study/readmission.php>.

Make sure you understand the strict deadlines for the submission of applications for readmission.

Please note that a student who has been discontinued will normally be required to have made up any missing credit before readmitting to study, but can apply to readmit at any time.

### **5.2 What year of study can I return to?**

This will depend upon the total number of credit points you have achieved and the specific courses that you have passed. Your Registry Officer will be able to give you advice on this.

Normally, discontinued students can only return to the next year of their studies and only once missing credits are achieved.

### **6.1 Will I receive financial support if I return to study?**

This depends on several factors, such as your funding body's regulations and the number of years you have previously spent in higher education.

If you intend to return to full-time study in the next academic year, you should contact your funding body informing them of this and indicating that you will be applying for your financial support to be renewed and discuss any concerns with them.

If you intend to return as a part-time student or apply for the Individual Subject Study programme you are unlikely to receive funding.

### **6.2 Will I have to pay tuition fees if I am repeating part of my studies?**

If you have to repeat a period of study when you readmit, you may have to pay your own fees so you should contact your funding authority directly to inform them of this and to discuss whether you would remain eligible for tuition fee support. If your funding authority requires written confirmation of your repeat year from the University, please let us know by emailing your Registry Officer.

### **7 What if you hold a Tier 4 visa?**

If your studies are discontinued, or you are regarded as having withdrawn, and you hold a Tier 4 visa the University must report to the Home Office that you are no longer a student at the University. You should make arrangements to leave the UK as your visa is only valid whilst you are a full-time student at the University.

If you apply for readmission in the future you will have to apply to the University for sponsorship of a new student visa, which may not always be possible. You should contact an International Student Adviser for advice at least 3 months in advance of a new start date on [student.international@abdn.ac.uk](mailto:student.international@abdn.ac.uk).

### **8 Am I eligible for a qualification if I do not return to study?**

Depending on how many credits you achieved while studying you might be eligible to receive an award or degree even if you are not returning to complete your studies. A list of the qualifications we offer and the minimum credits required for each is available on our website here: <https://www.abdn.ac.uk/staffnet/teaching/ug-degree-classification-2897.php>

The University does not award qualifications automatically and you would need to apply to graduate: [www.abdn.ac.uk/graduation](http://www.abdn.ac.uk/graduation).

### **9 What if I have questions or need more support?**

If you have a query or a difficulty – please do not hesitate to ask somebody at the University for assistance. Remember, it's never too late to ask for help.

The Student Advice and Support Office gives impartial and confidential advice and support on a range of issues, including finance, disability information and more. You can find further information and contact details at <http://www.abdn.ac.uk/infohub/support/advice-and-support-office-606.php>.

You can also speak to your Registry Officer by calling 01224 273505 or email as follows:

Area of Study	Email address
Arts and Social Sciences	<a href="mailto:artsregistryofficer@abdn.ac.uk">artsregistryofficer@abdn.ac.uk</a>
Divinity	<a href="mailto:divinityregistryofficer@abdn.ac.uk">divinityregistryofficer@abdn.ac.uk</a>
Education	<a href="mailto:educationregistryofficer@abdn.ac.uk">educationregistryofficer@abdn.ac.uk</a>
Engineering	<a href="mailto:engineeringregistryofficer@abdn.ac.uk">engineeringregistryofficer@abdn.ac.uk</a>
Law	<a href="mailto:lawregistryofficer@abdn.ac.uk">lawregistryofficer@abdn.ac.uk</a>
Music	<a href="mailto:musicregistryofficer@abdn.ac.uk">musicregistryofficer@abdn.ac.uk</a>
Science	<a href="mailto:scienceregistryofficer@abdn.ac.uk">scienceregistryofficer@abdn.ac.uk</a>