

British Institute of Technology Ltd
Trading As: British Institute of Technology, England (BITE)
Interruption of Study Policy

Owner: Academic Board

Reviewed: 17.07.25

Version: 1.5

Interruption of Study Policy

An enrolled student may take an interruption of studies if they need to take a temporary break from their studies and intend to resume their studies in the future.

Scope

1. The Interruption of Study Policy applies to all students, irrespective of cohort.
2. A student resitting out of attendance is not an enrolled student, and as such is not able to interrupt their enrolment.
3. Periods of interruption do not count towards the minimum or maximum permitted duration of study for a programme unless regulations for a named programme specifically state otherwise.
4. If a student in the UK with a Student Visa interrupts their studies for any reason, including to gain work experience or to earn money to pay for their studies, the University must report this to the UK Government. The report will usually result in the UK Government cancelling the Student Visa, and the student will have to leave the UK or apply for immigration permission to stay in the UK on some other basis. A student in this position should seek guidance from the Institute administration team before interrupting.

Permitted duration of interruption

5. A student may interrupt for a total of two calendar years across their programme of study.
6. A student may interrupt on the grounds of primary carer leave for up to one year per child, covering pregnancy and related illnesses and/or caring responsibilities. This does not count towards the maximum of two years permitted for interruption. A secondary carer wishing to take an extended period of leave may do so under the standard interruption procedures.
7. An interruption that would exceed the two-year allowance will only be granted in exceptional circumstances. This requires approval from the registrar (or nominee) in addition to the usual institute approval. Students should not contact the registrar directly; the institute is responsible for seeking this approval and has discretion over whether or not to make such a request.

Procedure

8. A student considering interruption should contact their programme leader in the first instance to discuss the process and explore their options. Counselling Support is also available from the administration department that can provide detailed guidance on the effect of interruption on issues such as student funding and visa issues.
9. A student on a taught programme of study may not both interrupt and return from interruption during the same academic year (eg a student cannot interrupt for the semester one only returning in semester

two except in cases where a programme has multiple entry points in the year and the student can rejoin at the equivalent point in the programme that they interrupted). This restriction does not apply to postgraduate research students, who may interrupt and return within the same academic year but can only interrupt for whole months at a time. A student who has decided to interrupt must send official email to the programme.

10. A student who has completed a module, as defined in the Academic Regulations, cannot repeat a module as an outcome of interruption.
11. A student who interrupts partway through a year may have completed the teaching for some modules. Where that is the case, the student has the option of taking any remaining assessments for those modules during the period of interruption or taking them after their return. A student must elect either to register for all such assessments or for none of them and must indicate their choice on the interruption of study form.
12. The institute will consider the interruption request and, if it gives approval, it will submit it to the administration team to process. Conditions may be placed on the interruption in some cases, eg a requirement for a student to provide evidence of fitness to study before resuming their studies.
13. Until a student has formally interrupted they remain an enrolled student of Institute and are responsible for payment of all or part of the full year's tuition fee and - where appropriate - residence fees. Funding regulations change frequently, and it is important that a student understands how their decision might affect their entitlements in the future.

Status of a student on interruption

14. A student who takes an interruption of study is not enrolled but remains registered for their programme of study. This has a number of effects; while interrupted, a student:
 - i. is not entitled to attend lectures or other classes or research supervision.
 - ii. will have their Transport for London discount revoked.

Returning from interruption

15. The Academic Regulations in place when a student first began their programme of study remain in place after their return from a period of interruption.
16. A student due to return from an interruption of studies must complete re-enrolment by the appropriate deadline. Failure to re-enrol will normally result in the student being deregistered from Institute.
17. A student returning from interruption may only re-enrol at the start of a semester, as set out in the Academic Calendar. Exceptions to this rule will only be granted under the provisions of the Equality Act (2010). This restriction does not apply to postgraduate research students.
18. Institute may require a student due to return from interruption to produce medical evidence of their fitness to study. If this evidence is not produced or is found unsatisfactory, the student will not be permitted to return. In such a case the student may extend the interruption of study (if interruption allowance remains) or else will be deregistered from the programme of study.
19. Programmes and modules are amended over time, and modules may not run every year. A student returning from interruption may need to take different modules to those that originally formed part of the programme of study.