

Deferment Policy and Procedure

Deferment of Studies

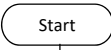
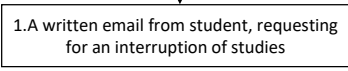
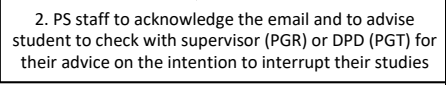
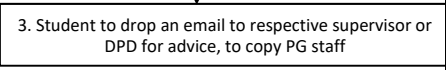
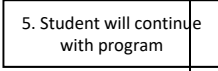

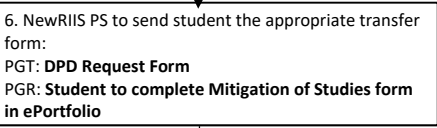
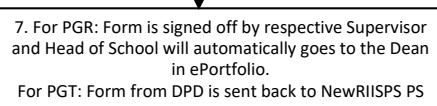
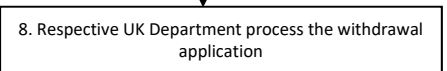
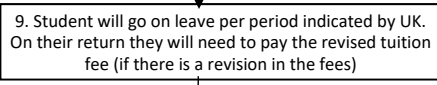
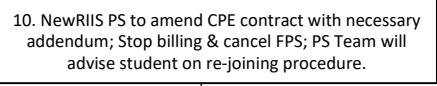
If a student wishes to leave the University on a temporary basis and intend to return (to the same or alternative degree programme) the student needs to speak to the assigned Tutor/Degree Programme Director about suspending studies before completing a [DPD request form](#) for PGT programmes, or a Mitigation of Studies form in e-portfolio for PGR programmes.

If the student's studies are being seriously affected by illness or unforeseen and unavoidable personal extenuating circumstances, the University has clear procedures on [Student Sickness and Absence Procedure](#), [Personal Extenuating Circumstances \(PEC\)](#) ([PEC form](#)) and for disability and long term illness.

Deferment of Studies Process

1. Student will write an email requesting for interruption of studies to PS staff with a follow up email to his DPD (for PGT) /Supervisor (for PGR)
2. The DPD/Supervisor will, in consultation with the student and his/her Personal Tutor, understand reasons and if in agreement, will give an approval. In case the approval is not given, the student has to continue with the program or put in an appeal.
3. On receiving approval, the student will fill the appropriate form:
PGT Students: Complete DPD Request form and submit it to the PG staff who will forward to the DPD for endorsement and then to the relevant department in the University.
PGR Students: Mitigation of studies form in ePortfolio, which is signed off by the respective Supervisor, Head of School or nominee, and will go to the Dean in the ePortfolio.
4. The processing is done by the relevant department in the University for the withdrawal application and the student will proceed on leave.
5. The student will sign on the addendum of the student contract, and the PS staff will initiate the cancellation of his future billing and cancellation of FPS.
6. The PS staff will explain the re-joining procedure to the student.

Process for 4.4.1 Programme Deferment

Process Input	Process	Output	OIC	Monitoring & Measurement
				
1. Student writing in to apply for course deferment (interruption of studies)		1. An email from student on the request for interruption of studies	PGPC / PGPA	2 working days
2. Email from student on the request for interruption of studies		2. NewRIIS PS staff email advice to student to reach out supervisor/DPD	PGPC / PGPA	2 working days
3. NewRIIS PS staff email advice to student to reach out supervisor/DPD		3. Email from student to supervisor/DPD	Supervisor/DPD	3-4 working days
4. Email from student to supervisor/DPD	  	4. Reply from supervisor/DPD	Supervisor/DPD	2 working days
6. Reply from supervisor/DPD		6. Completed form from student	PGPC / PGPA	3-4 working days
7. Completed form from student		7. NewRIIS PS to send completed form to respective UK department for processing	PGPC / PGPA	2 working days
8. NewRIIS PS to send completed form to respective UK department for processing		8. Confirmation on interruption of studies.	UK HaSS and SAgE Grad School/Student Data	7-10 working days
9. Confirmation on interruption of studies		9. Student will commence interruption	UK HaSS and SAgE Grad School/PGPC	Immediate
10. Student will commence interruption		10. Signed amended CPE contract	PGPC / PGPA	3 working days
	