

# Student Records Guidance Programmes and Assessment

## Temporary Leavers Guide for Staff



UNIVERSITY OF LEEDS

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This document is an overview of temporary leave for schools staff, including template resources to assist in fulfilling requirements. This is not intended as the main source of information but as a guide - please see links for full information.

### What is temporary leave?

Students are required to attend all aspects of study expected by their programme and School. Absences lasting under four weeks are dealt with at school process level. If a student needs to be absent for more than four weeks, they must have permission to take what is referred to as “temporary leave” from their studies (otherwise they will be permanently withdrawn from their programme). Temporary leave is not the same as, but could lead to permanent leave/withdrawal, and is not the same as external student status.

**Importantly, there are academic, financial and often visa implications of temporary leave. Temporary leave must not be granted without ensuring the student has taken full consideration of all implications.**

### Who can apply for temporary leave?

Taught students (undergraduate students and postgraduate taught master’s students) can apply for temporary leave during the first eight weeks of teaching in a semester where reasonable circumstances require it. Postgraduate Researchers can apply for suspension of studies under a procedure managed by the Postgraduate Research team.

### Why might a student request temporary leave?

The University understands there may be times when a student needs to request temporary leave. These include exceptional events that may have a significantly disruptive effect on a student’s ability to study. These events may be outside of the student’s control. Often the reasons are very similar to those in mitigating circumstances requests, but may also include more considered breaks in study.

### How much temporary leave can be taken?

Taught students are expected to complete their study within the time allotted for their programme. A student can *if needed* take a maximum of two years beyond the duration of the course to complete all aspects of their studies, including any resits. Schools can approve up to one year uninterrupted temporary leave at any one time, so long as the student will remain able to complete their course within the maximum time allowed of two years beyond the duration of their course. Students should be

advised of the maximum time period for completion and that they need to plan to return to complete within this period.

### **When is temporary leave not appropriate?**

It is not appropriate to approve temporary leave where:

**There is a risk that a student will not be able to complete their course within the maximum time allowed:** other alternatives should be discussed with students, such as changes to their programme of study or the possibility of fall-back awards.

**It is requested to avoid taking assessments or examinations:** a student who applies for temporary leave after the eighth week of teaching in a semester is ordinarily expected to sit the assessments for the semester, unless otherwise allowed to defer through their School's mitigating circumstances procedures.

**It is requested for financial reasons:** caution should be exercised before granting temporary leave on this basis, and the student should gain advice from Leeds University Union Student Advice. It is not appropriate to grant temporary leave when it is clear this will put a student into a worse off financial position than the one they are looking to avoid. Permanent withdrawal from studies should be considered in this situation.

**It is requested for employment reasons:** a student should consider switching programme to the 4 year industrial version where available and remain a registered student.

### **When temporary leave does not meet the standard requirements**

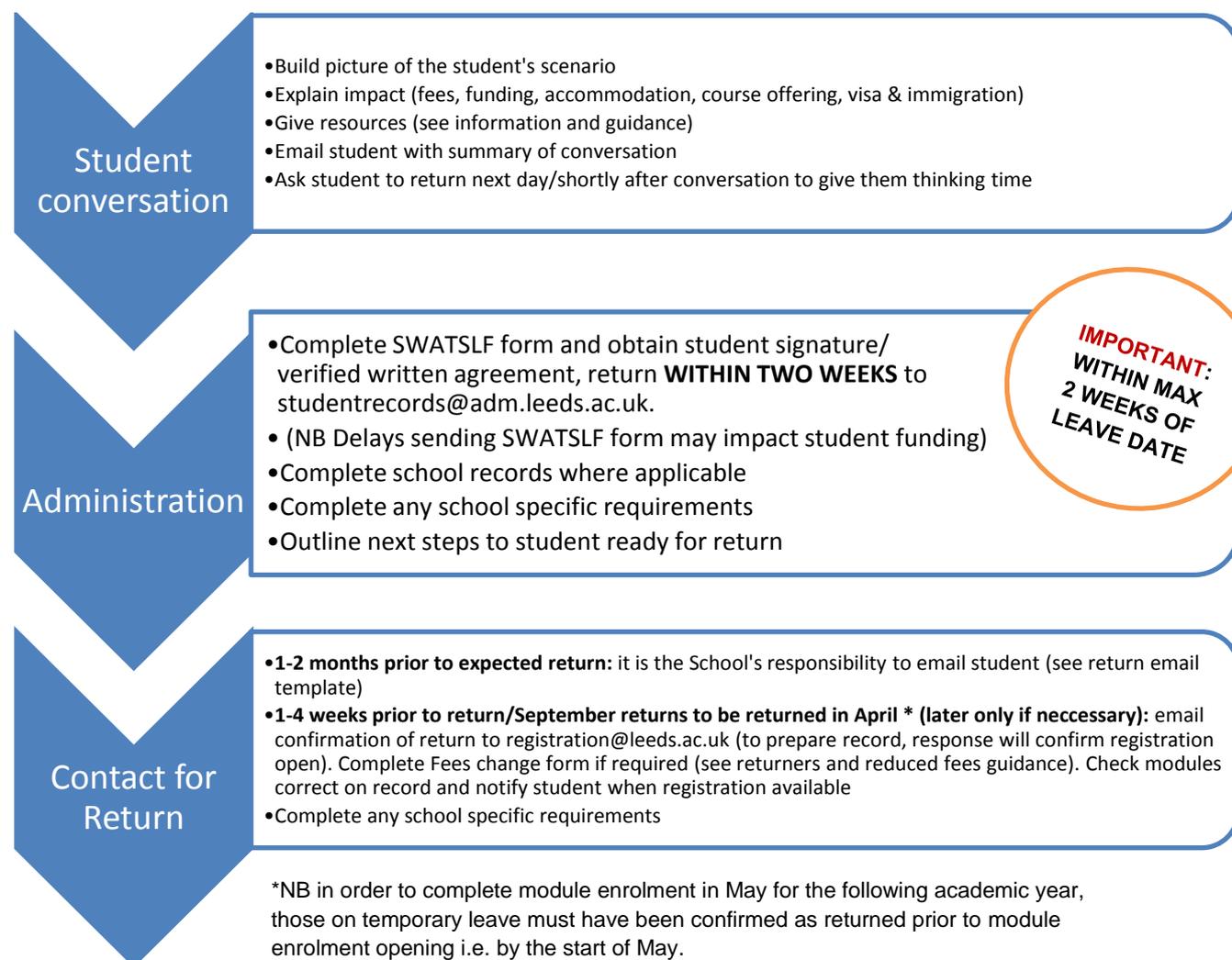
If temporary leave is requested after week eight, or more than one year's continuous temporary leave is required, or the maximum time period for a programme is likely to be exceeded, then temporary leave must first be approved by the Student Cases Team in the Secretariat. Please visit the [Secretariat SharePoint](#) for further guidance.

### **Are any programmes exempt from these guidelines?**

All distance-learning programmes are exempted.

For other programmes that do not follow standard University teaching dates/semesters, please contact the [Student Cases](#) team for advice.

## Flowchart of temporary leave for schools



## Temporary Leave: Information and guidance

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### Staff information on...

1. Completing temporary leavers' processes (including leavers' form & leaving date):

[http://ses.leeds.ac.uk/info/21640/student\\_leavers/939/temporary\\_leavers](http://ses.leeds.ac.uk/info/21640/student_leavers/939/temporary_leavers)

2. Completing Banner forms (see p38 of below link):

[https://workspace.leeds.ac.uk/sites/ITFiles/Staff%20and%20PGR%20only/SIMS%20training/B260\\_RecordKeeping\\_V8.4.pdf](https://workspace.leeds.ac.uk/sites/ITFiles/Staff%20and%20PGR%20only/SIMS%20training/B260_RecordKeeping_V8.4.pdf)

3. Fees liability:

[http://ses.leeds.ac.uk/info/21720/fees\\_and\\_charges/799/fees\\_for\\_leavers](http://ses.leeds.ac.uk/info/21720/fees_and_charges/799/fees_for_leavers)

4. Mitigating circumstances:

[http://ses.leeds.ac.uk/info/21800/student\\_support/815/mitigating\\_circumstances](http://ses.leeds.ac.uk/info/21800/student_support/815/mitigating_circumstances)

5. Student Cases applications:

[http://www.leeds.ac.uk/secretariat/student\\_cases.html](http://www.leeds.ac.uk/secretariat/student_cases.html)

## Student information on...

1. The impact of temporary leave (including links to funding, fees, & accommodation):

[http://students.leeds.ac.uk/info/10104/making\\_changes/662/leaving\\_the\\_university](http://students.leeds.ac.uk/info/10104/making_changes/662/leaving_the_university)

2. Fees liability

[http://students.leeds.ac.uk/info/10210/paying\\_fees\\_and\\_charges/608/tuition\\_fee\\_liability](http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/608/tuition_fee_liability)

3. Mitigating circumstances:

[http://students.leeds.ac.uk/info/10111/examinations\\_and\\_assessment/860/mitigating\\_circumstances](http://students.leeds.ac.uk/info/10111/examinations_and_assessment/860/mitigating_circumstances)

4. University support and advice:

[http://students.leeds.ac.uk/info/10700/support\\_and\\_wellbeing/804/contacts\\_and\\_help](http://students.leeds.ac.uk/info/10700/support_and_wellbeing/804/contacts_and_help)

5. A-Z of online support resources:

[http://students.leeds.ac.uk/info/100002/support\\_resources/872/a-z\\_of\\_resources](http://students.leeds.ac.uk/info/100002/support_resources/872/a-z_of_resources)

6. International Student Office:

<http://students.leeds.ac.uk/#International-students>

7. Accommodation – Withdrawing from University

[https://accommodation.leeds.ac.uk/info/36/transfers\\_and\\_leaving/60/leaving\\_the\\_university](https://accommodation.leeds.ac.uk/info/36/transfers_and_leaving/60/leaving_the_university)

8. Changes in Circumstances

[http://students.leeds.ac.uk/info/10104/making\\_changes/764/changes\\_in\\_circumstances](http://students.leeds.ac.uk/info/10104/making_changes/764/changes_in_circumstances)

## Further resources

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The below pages contain a set of resources for each stage of temporary leave.

**These are not in themselves a requirement of the process of taking temporary leave.** These are a means by which requirements on the flowchart can be met.

# Temporary Leave: student checklist resource

This is intended to guide a staff-student conversation on temporary leave, with space for notes to be taken.

Area	Student information	Further Action
Who have you spoken to about taking temporary leave?		
What is your <b>reason</b> for taking temporary leave?	Personal – Maternity – Family obligations – Illness – Family bereavement – Other	
...where reason is illness, has a medical note been provided?		Fit to return note will also be required before return to study If the student has a long term physical or mental health condition liaison with DS prior to return will be required
Staff check: student <b>previously taken leave</b> ? If so, how long?		
How long would your leave ideally be (up to 1 year)?		
When would you ideally wish your leave to <b>start</b> (not in the past)?		
When do you hope to <b>return</b> from leave?		
Are you aware of the impact on <b>examinations &amp; course progression</b> ? What is this?		
Are you aware of the impact on <b>fees</b> (this academic year <u>and</u> when you return)? What is this?		
Are you aware of the impact on <b>funding</b> (this academic year <u>and</u> when you return)? What is this?		
Do you have a <b>Tier 4 Visa</b> ? If so, what do you need to do if taking temporary leave?		
What are your <b>tenancy agreement/accommodation regulation</b> requirements you need to work with?		
Are you aware of <b>school specific requirements</b> to complete? What are these?		
What <b>resources</b> have you been given to help you understand your situation?		

Student: \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_

# Temporary Leave: staff notes resource for student checklist

This is intended to provide quick reference for staff on important factors to consider when discussing potential temporary leave.

Area	Question to student	Student information notes
<b>Contact previously made</b>	Who have you spoken to about taking temporary leave?	The student should speak at least one member of staff about their leave, school specific requirements may vary.
<b>Reason for leave</b>	What is your <b>reason</b> for taking temporary leave?	<i>Personal - Maternity - Illness - Family obligations - Family bereavement - Other</i> If leaving part way through term, will need to complete "mitigating circumstances" form for decision on fees and retake of year.
<b>Reason is Illness</b>	...where reason is illness, has a medical note been provided?	Medical note needed to go on leave. Fit to return note will also be required before return to study. If long term physical or mental health condition, liaison with Disability Services will also be required before return.
<b>Already taken leave?</b>	Staff check: student <b>previously taken leave?</b> If so, how long?	If the leave proposed plus previous leave means that the student exceeds the maximum study period of study the application goes to the Student Cases Team. If the leave proposed is immediately following on from one year of previous year, the application goes to the Student Cases Team.
<b>Duration requested (up to one year)</b>	<b>How long</b> do would your leave ideally be (up to 1 year)?	Leave cannot be for more than one year of continuous leave. Explain can only take 1 year at a time. Any request for further leave needs to be made at the end of the 1 year period, but advise the student that this is only available in exceptional circumstances and students are expected to complete all aspects of study, including re-sits within 24 months of the normal completion date for their programme.
<b>Start date of leave</b>	When would you ideally wish your leave to <b>start</b> ?	If leaving after 8 <sup>th</sup> week of teaching examinations impact – see below. Fee liability dates link to this – if past a certain date, will need to pay a certain amount of fees.
<b>Expected return from leave</b>	When do you hope to <b>return</b> from leave?	Check if course will be running at this point in the same format. If student returns in semester 2 of a given year or requires a reduced fee – see fees impact
<b>Examinations &amp; progression impact</b>	Are you aware of the impact on <b>examinations &amp; course progression?</b> What is this?	If leaving after 8 <sup>th</sup> week of teaching, student is expected to complete any assessments and/or exams for that semester, unless you are granted exception from them through the mitigating circumstances process – see staff link 4. Check the course will still be available on return. Students are expected to complete all aspects of study, including re-sits within 24 months of the normal completion date for their programme, they need to be aware of this.
<b>Fees impact</b>	Are you aware of the impact on <b>fees</b> (this academic year	Fees liability points determine broadly the amount of fees charged. These change on specific dates, these vary depending on student type. See student link 2 and staff link 3.

	and when you return)? What is this?	<p>UG UK students will be charged for the full term if they have been registered for 1 working day of it. The first day of term is based on the Secretariat calendar. <b>This may not be the first day of teaching</b>, e.g. in January 2018 the first day of Term 2 was 8<sup>th</sup> January 2018.</p> <p>If student returns and requires a reduced fee (e.g. Charge for semester 2 only), the relevant form should be submitted before a student returns to reduce their fee (see reduced fees guidance on staff link 2).</p> <p>If students do not want to come to the SSC counter Student Fees Advisors are happy to answer specific queries over the telephone or by email, contact details can be found here: <a href="http://students.leeds.ac.uk/contacts">http://students.leeds.ac.uk/contacts</a></p>
<b>Funding impact</b>	Are you aware of the impact on <b>funding</b> (this academic year <u>and</u> when you return)? What is this?	<p>UK students taking out a loan from the Student Loans Company:</p> <ul style="list-style-type: none"> <li>• Maintenance funding will be recalculated based on the number of days studied out of the potential full year. See student link 1.</li> <li>• Unlike maintenance funding, the Tuition Fee Loan is paid if a student is in attendance on one of three liability dates. It is not calculated on a daily basis.</li> </ul> <p>The SWATSFL form must be returned to <a href="mailto:studentrecords@adm.leeds.ac.uk">studentrecords@adm.leeds.ac.uk</a> within two weeks of the agreed leaving date to avoid the risk of University and statutory (SLC/NHS) maintenance overpayment. Delays submitting the form may result in schools being asked to cover the overpayment cost.</p> <p>Students in receipt of funding from other awarding bodies will need to check with the funding provider to confirm the impact of a temporary leave period. <a href="http://students.leeds.ac.uk/info/10104/making_changes/764/changes_in_circumstances">http://students.leeds.ac.uk/info/10104/making_changes/764/changes_in_circumstances</a></p>
<b>Tier 4 Visa?</b>	Do you have a <b>Tier 4 Visa</b> ? If so, what do you need to do if taking temporary leave?	Students with a T4 visa will need to be aware of requirements (including need to apply for new visa before return). They are advised to speak to the International Student Office about this. See student link 6.
<b>Accommodation arrangements</b>	What are your <b>tenancy agreement/accommodation regulation</b> requirements you need to work with?	Students in university accommodation will need to contact accommodation team to arrange when their contract can be terminated. Students are liable for an 8 week notice period from when they notify the Accommodation Office that they are leaving the University, and usually an administration charge of £40. See student link 8 for current information. Students may not be entitled to accommodation on their return – please make this clear.
<b>School specific requirements to complete</b>	Are you aware of <b>school specific requirements</b> to complete? What are these?	Some schools have keys, uniforms, badges, resources, ID card etc. to return – notify the student of these.
<b>Resources provided to student</b>	What <b>resources</b> have you been given to help you understand your situation?	Provide resources as outlined in “Information and Guidance” section.

## Leave processing checklist

Item	Done?
<i>Student decision</i>	
Spoken to personal tutor?	
Spoken to administrative staff member previously?	
Student satisfied they are aware of fees, funding, accommodation and any other consequences?	
<i>Temporary leave form</i>	
Leaving date within two weeks of submission?	
Return as standard semester start or clearly other date?	
Signed by (or verified written agreement from) student?	
Signed by school?	
Compliant with regulations of leave? (1 year or less of leave, not exceeding 2 years total)	
<i>Student provision: aware of and given in writing... (see notification template)</i>	
Expected return date?	
When school will contact about return?	
How school will contact them?	
How they can contact the school?	

## Leave notification example email for students

Dear \_\_\_\_\_

ID \_\_\_\_\_

Thank you for completing your temporary leavers form. This will be processed according to our temporary leavers' regulations. Here is a summary of information that you will need for your return:

- Expected return date:
- When we will contact you about your return:
- Requirements before you return:
- How we will contact you:
- How you can contact us:

Kind regards,

\_\_\_\_\_

## Return contact example (use 1-2 months before return)

Dear \_\_\_\_\_,

ID \_\_\_\_\_

Our records state you are expected to return to the university on \_\_\_\_\_. **Please can you confirm whether you intend to do so by responding to this email?**

Once you have confirmed this, we can request your student record is prepared for you to be able to register once more for your studies.

If you have taken temporary leave for medical reasons, we will need a signed "fit to return" medical note to show you are fit to return to your studies.

If you have a long term health condition you are asked to liaise with Disability Services to discuss support for your needs prior to your return.

If you do not return to your studies within four weeks of the commencement of teaching (by \_\_\_\_\_) it will be presumed that you have withdrawn from your studies and your candidature will terminate.

Kind regards,

\_\_\_\_\_