



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

**THINKING  
OF  
LEAVING?**

**THINK  
AGAIN!**

## Information for Undergraduate Students



Available in alternative formats on request



## Information for Undergraduate Students on:

- ◇ Gap years
- ◇ Changing courses within Bangor University
- ◇ Interrupting/Suspending your studies
- ◇ Repeating your studies
- ◇ Transferring to another University
- ◇ Withdrawing from the University

### Index

Introduction	Page 1
Identifying the problem	Page 2
Can I Take a gap year?	Page 3
Changing course within Bangor	Page 3
Repeating a year of study	Page 4
Can I suspend my studies temporarily?	Page 4
Can I transfer to another University?	Page 5
Withdrawing from University	Page 5
Implications of suspending or withdrawing from study	Page 6
Student Finance	Page 6
Other financial implications	Page 7
Other considerations for suspension of study	Page 7
The process: how to suspend or withdraw from study	Page 8
The Student Support Team	Page 9
Other sources of help	Page 10

### Student Support Team

The Student Support Team offer advice and guidance on all the issues above (and more). Contact details on Page 9.

## INTRODUCTION

Each year a number of students wonder whether they have made the right decision to come to Bangor University. Despite your research before coming here you might be thinking you are on the wrong course, you are at the wrong University or even that you do not wish to be at University at all.

This is not unusual considering that for most it is a very big change. It can be unexpected and very stressful to find yourself having these doubts, especially if your family and friends are surprised. You, and they, may find it difficult to understand and you may feel uncertain about your future and what to do.

Even though you may be feeling homesick it is important to give yourself time to adjust to your new environment. It may be difficult at times but be assured that Bangor University has a number of sources of support which can help guide you through this period of uncertainty.

If you are thinking of altering your studies eg by suspending, withdrawing or repeating your course, it is important that you are fully aware of the implications as these can be complex. Talking to the relevant staff is an important part of the process but this booklet will give you some information to get you started.

**International Students** should note that withdrawing or suspending study will have implications for your student visa. In most cases, the visa will be cancelled and you will need to return home. However, cases are looked at individually so before you make a final decision, discuss your visa situation with the University's International Student Support Office.

## IDENTIFYING THE PROBLEM

Firstly you should try to identify the root of the problem. Ask yourself whether it involves one or more of the following:

- ◇ the academic content / style of the course
- ◇ the wider university
- ◇ the overall student experience
- ◇ personal problems such as:
  - \* health
  - \* family circumstances
  - \* financial issues

Depending on the nature of the concerns, they may be resolved by talking to a member of staff.

We would recommend that you talk to your Personal Tutor as soon as you have any concerns and, if appropriate, they will refer you to the Student Support Team in Student Services. Alternatively, if you prefer you can contact the Student Support Team directly. Whoever you talk to, they will listen to your concerns and give you information that could help you overcome the issues.

However, if this does not resolve the situation and you still have doubts whether you should carry on with your current studies, you may need to give further thought to the situation and consider whether you should:

- ◇ change course at Bangor
- ◇ take some time out from study
- ◇ transfer to a different University
- ◇ leave Higher Education altogether

## CAN I TAKE A GAP YEAR?

It is not unusual for students who have come straight from School or College to feel pressured to go straight on to University so they end up at University without necessarily having given their choice of course or University much consideration. Students have reported that they feel they are on a 'treadmill of education' and that they themselves have had little input on their fate. If this is the case you may wish to take a year out from education, to establish what it is you really want to do.

You are advised to discuss such matters with your Personal Tutor and then with one of the Student Advisers in the Student Support Team.

## CHANGING COURSE WITHIN BANGOR UNIVERSITY

If you want to change to another course at Bangor University you need to approach the Director of the course you wish to transfer to, whether it is within your current School or another one. This is to see if there are places on that course and whether they are prepared to accept you. This done, you will need to complete a Change of Degree Request via the Request Centre on MyBangor.

**Changing course is not normally permitted once 4 weeks of semester one have elapsed.**

## REPEATING YEARS OF STUDY

Students who have failed to progress from one level of study to another (e.g. Year 1 to Year 2) may be required to repeat failed modules or indeed the entire level or year of study. You will receive any necessary information about this with your end of year results.

We recommend that you contact the Money Support Unit for information about how repeating an academic year will affect your student finance entitlement as soon as you are notified of the need to repeat.

## CAN I SUSPEND MY STUDIES TEMPORARILY?

It is possible if you are having problems relating to health, family or finance to suspend your studies temporarily. Whilst not an automatic right, the University gives sympathetic consideration to any request from students to suspend their studies and will endeavour to provide appropriate advice and support.

You need to discuss the implications for your course with the academic School to ensure that this is possible ie the course structure, module options etc will still be available on your return.

The University's procedure on approving interruptions to studies can be found on the University website:

<https://www.bangor.ac.uk/regulations/procs/documents/BUProc07-v201701.pdf>

## **CAN I TRANSFER TO ANOTHER UNIVERSITY?**

**This may be possible at the beginning of the academic year.**

This very much depends on how quickly you make your decision and the availability of places at the University you wish to attend. However, a sudden change of University when you've only just arrived here can be very stressful so you are advised to discuss this with a Student Adviser in the Student Support Team who can advise and ensure the appropriate procedures are followed.

## **PERMANENT WITHDRAWAL FROM UNIVERSITY**

If you are considering withdrawing from University completely and not transferring to another university we again recommend you speak to a member of staff such as your Personal Tutor, another appropriate member of the School staff or one of the Student Advisers in the Student Support Team to discuss your concerns and options.

They will endeavour to provide you with all the information and advice you'll need to help you make an informed decision. This includes discussing the implications of leaving and how this will affect your student finance entitlement, tuition fees, accommodation fees and future studies and might help resolve your concerns. If after due consideration you decide to leave they will guide you through the process.

**Failure to formalise your permanent withdrawal from the University could result in a full year's tuition fees being charged.**

## FINANCIAL CONSIDERATIONS WHEN SUSPENDING OR WITHDRAWING FROM STUDY

Students who are considering suspending or withdrawing should seek guidance from the Student Support Team on their individual case but below are some general points for you to be aware of:

### **Student Finance**

As a general rule undergraduate students are allocated student funding for the duration of their course (usually 3 or 4 years) plus one additional year. If you suspend or withdraw from study part way through a year you will have received funding for that year. When you return the following year to recommence your studies you will probably be using your 'additional year'. If needed, students would be expected to self-fund any additional years needed to complete their degree and would only be eligible for a maintenance loan for this period.

Once a student has suspended or withdrawn from study:

- ◇ the appropriate proportion of tuition loan will be calculated using your last attendance date and your tuition loan will be adjusted accordingly.
- ◇ no further student finance payments will be made - although in special circumstances an appeal against this might be considered for those suspending studies.
- ◇ the appropriate proportion of student finance will be calculated using your last attendance date and any overpayments will be reclaimed. Any overpaid funding not repaid will be deducted from your future funding entitlement.



## **Other financial considerations:**

- ◇ once you are no longer a student you may be liable for Council Tax payments so check with your Local Authority.
- ◇ unless your landlord agrees to release you from a tenancy agreement, **you will still be liable for any rent you have contracted to pay.** The University and landlords who advertise through Studentpad will usually release you from the contract but will charge you one month's rent and an administration fee.
- ◇ if you are in receipt of any welfare benefits you will need to inform them of your change of circumstances for any necessary adjustments to be made.

## **OTHER CONSIDERATIONS IF SUSPENDING YOUR STUDIES**

- ◇ students who suspend study without having successfully completed semester 1 return to their studies at the start of the next academic year. If they have successfully completed semester 1 they return in January for the 2nd semester of the next academic year. In either case, any previous incomplete marks/work will be forfeited and they start with a 'clean slate'.
- ◇ students who suspend studies on medical grounds are normally expected to provide medical evidence at the time of suspension and prior to returning.
- ◇ your studies remain subject to University regulations in respect of time limits: a 3 year degree must be completed within 5 years and a 4 year degree within 6 years.
- ◇ suspension of study is **not** a way of catching up on work or improving marks.

## THE PROCESS: HOW TO SUSPEND OR WITHDRAW FROM STUDY

**NHS funded students MUST** apply to their academic School for Withdrawal or Suspension from study.

**All** other Undergraduate applications for either suspension or withdrawal from study must be made through the Student Support Team in Student Services using the appropriate form. It is preferable for this to be done in person by meeting an adviser to discuss the situation although in some circumstances it can be done by phone or email. It should also be done as soon as possible after your decision has been made in order to reduce any student finance overpayments.

Once the form has been submitted the Student Adviser will:

- ◇ inform the relevant staff within the university as appropriate to your circumstances.
- ◇ inform Student Finance organisations where relevant
- ◇ confirm with you when this has been completed
- ◇ will contact those who have suspended study about 2 months before your expected return with necessary information for you to resume your studies.

If you have suspended your studies or withdrawn completely from study you also need to inform Student Finance. This helps avoid / minimise overpayment of student finance and problems with future applications.

If you are transferring to another university you should delay contacting Student Finance until you have successfully transferred and then inform them which institution you have transferred to.

## STUDENT SUPPORT TEAM

The Student Support Team can help with issues other than suspension and withdrawal from study. It includes the Money Support Unit, Student Housing Office and Equality and Diversity Guidance.

We operate a walk-in policy during office hours so you can pop in to see us on the

1st Floor of Neuadd Rathbone  
Monday—Friday 9:00—16:30.

You can also book an appointment by emailing or phoning:

 01248 383566

 [studentsupport@bangor.ac.uk](mailto:studentsupport@bangor.ac.uk)

Address: Student Support Team, Student Services,  
1st Floor Neuadd Rathbone, College Road,  
Bangor, LL57 2DF

### **The team consists of:**

Steph Barbaresi: Head of Student Support

Gwenda Blackmore: Student Money Adviser

Kim Davies: Student Adviser

Amy Jones: Housing Officer

Helen Munro: Equality and Diversity Officer

Mair Owen: Housing Officer

Wendy Williams: Student Adviser

## OTHER SOURCES OF HELP AND ADVICE

**Neuadd Rathbone, College Road**

**Disability Service:** Lower Ground Floor

 01248 382032     [disabilityservices@bangor.ac.uk](mailto:disabilityservices@bangor.ac.uk)

**Student Counselling Service:** 2nd Floor

 01248 388520     [counselling@bangor.ac.uk](mailto:counselling@bangor.ac.uk)

**Careers and Employability Service:** 2nd Floor

 01248 382071     [careers@bangor.ac.uk](mailto:careers@bangor.ac.uk)


**International Student Support Centre:** new block

 01248 388430     [internationalsupport@bangor.ac.uk](mailto:internationalsupport@bangor.ac.uk)


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### Student Administration


Fron Heulog / Wrexham Hub: Fron Heulog

 01248 382200


Main Arts Hub: 1st Floor New Arts Building

 01248 388484

Normal Site Hub: Eifionydd Building

 01248 382478

Science Hub: Wheldon Building, Deiniol Road

 01248 383103

 [student-admin@bangor.ac.uk](mailto:student-admin@bangor.ac.uk)

 Web Enquiry Form:

<http://www.bangor.ac.uk/ar/enquiries/newindex.php.en>