

Authorised Break from Study

A Union self-help guide

**Your Union of Students'
independent advice service**

01332 591507

advice@derbyunion.co.uk

derbyunion.co.uk/advice



What is an Authorised Break from Study (ABS)?

An authorised break from study can be used if you feel that extenuating circumstances have resulted in you being unable to continue with the course in the current academic year. During your ABS, you will not be registered as a student and so will not be able to access any University resources.

Students who require a break from study due to maternity absence are directed to the *Student Pregnancy, Maternity and Paternity Policy*. Where a father requires more than two weeks break from study this should be requested through the *Authorised Break from Study* arrangements.

How long can you take an ABS for?

The authorised break from study must be taken for a minimum of one semester and for no longer than one year. You must apply for the ABS at least one month before teaching on your modules has ended. If you are experiencing extenuating circumstances after one month before teaching has ended, you could apply for an EEC. For more information on the EEC process, please see the Extenuating Circumstances self help guide under Advice resources on the Union website or contact the advice team.

What happens when your ABS has finished?

Once your Authorised Break from Study has finished, you will return to the same programme at the same stage of study that you left. All credits that you had previously obtained will be saved on your record for when you return and so all grades from completed modules will still be valid. However, if you have started to complete a module but some

components have been left unfinished, you will be required to re-take the whole module in its entirety. If the module assessment or the programme structure has not changed, components of assessment previously completed and passed may be resubmitted and the original mark retained. If you wish to return to a different programme, you will have to request a programme transfer.

How to apply

You will have to complete the form on UDo. On receipt of the online form, the authorised break from study must be endorsed by your Programme Leader and College Advisor. For further information and support in completing the form, please don't hesitate to contact the Advice Team.

Financial implications

It's important to think about the financial implications of the ABS before you apply. If you are receiving funding from Student Finance England, the University will notify them that you are taking an ABS and all funding will be paused. If you receive a Maintenance Loan or any other type of funding, this will be stopped until you return to the University. Any funding received during your break will be calculated as an overpayment and will be recalled. Therefore, it's important that you calculate your entitlement and are prepared to return any funding received.