

## Royal Academy of Dramatic Art Academic

### Interruption of Studies and Formal Withdrawal Policy

In this document, “you” and “your” means the student; “we”, “us” and “our” mean RADA.

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#### Interruption of Studies

##### What is interruption of studies

- 1 On occasion as a student you may ask to interrupt your studies and take a period of formal absence, usually for the remainder of the term or academic year. This can happen for a variety of personal circumstances including illness.
- 2 Training within a conservatoire setting can be very intensive and RADA recognises that it is sometimes in your best interest to interrupt and return to your studies later.
- 3 You may also decide to interrupt your studies whilst in discussions about your Fitness to Train or a mandatory interruption may be the outcome of a Fitness to Train process.

##### Applying for interruption and things to know

- 4 If you think that you need to interrupt your studies for a half term or more, you should discuss this with your Course Leader at the earliest opportunity. While RADA does not encourage students to take longer than the usual course length to complete their studies, we are happy to discuss this with you when there is a good reason to do so.
- 5 On occasion your Course Leader may agree to allow you to take short break from your studies

of a few days or up to two weeks where your mental or physical health or personal circumstances are having an adverse impact on your ability to engage with the course. This is considered to be an authorised absence and would contribute to the maximum permitted allowance of days missed within an academic year (see attendance policy).

- 6 If you take more than two weeks off then this may impact on your ability to complete your training in the standard timeframe as you will still need to achieve the correct number of assessments and credits in order to progress or complete your studies.
- 7 You might wish to interrupt for a number of reasons, including:
  - a. Personal (for example a serious family problem);
  - b. Financial (a break is needed because you are having problems with your finances)
  - c. Medical (injury or illness that prevents you from fully engaging in the course)
  - d. Other mitigating circumstances which mean that you are not able to participate in the course.
- 8 The Course Leader will work with you to determine whether there is a genuine need for the interruption before approving your request.
- 9 Your Course Leader will work with you to draw up an interruption agreement ([See Appendix 1](#)) which will set out any terms, conditions and recommendations related to the period of interruption. These may include an academic and/or medical assessment before you return to training.
- 10 If you wish to change the terms of your interruption agreement, you must discuss this with your Course Leader.
- 11 You may be asked to submit evidence, especially if the request is on medical grounds. Acceptable evidence includes a letter from your GP or other medical practitioner or another person who is in a position of authority and able to provide objective and impartial evidence of the need for the interruption. Letters from family members or fellow students will not be accepted.
- 12 Your total period of study excluding the period of interruption will normally remain unchanged. For example, BA Acting/MA Theatre Lab if you interrupt for one year in the spring term, you normally be required to return in the spring term of the following year. Depending on your circumstances you may be required to return at an earlier point in the year, extending your total period of study, For Theatre Production courses you are likely to be able to return at the start of a production period rather than having to wait a full academic year and return at the same point as your interruption began.
- 13 If you interrupt, it is your responsibility to check with both Student & Academic Services at RADA and your funding body what proportion of tuition fees will be charged and whether you are liable for any repayment or additional costs. Details of fee liability will be included in your interruption agreement.
- 14 If you are a UK student in receipt of a student loan, you must inform the relevant national finding body. Students who normally live in England should contact Student Finance England to inform them that you have suspended your studies: <https://www.gov.uk/browse/education/student-finance>. Depending on your circumstances you may be entitled to additional financial support to cover additional maintenance costs or tuition fees.

- 15 International students on a student visa will normally be required to return to their home country during a period of interruption. As your visa sponsor, RADA will inform UK Visas and Immigration of the change in your circumstances.
- 16 If you have to leave quickly for medical reasons, make sure you are seen by a doctor at the time, so that they can give you a medical certificate which reflects the severity of your condition.
- 17 Make sure your sponsor (any funding source) is informed.
- 18 If you are in receipt of a RADA scholarship or Bursary this will be suspended for the period of your interruption.
- 19 Bursary payments for an audited term/period (see section 29 below) are subject to approval by the Scholarship Committee and cannot be guaranteed. You will be required to submit a request for additional bursary funding for this period of time.
- 20 Bursary payments will begin once you return (excluding any audited period), however if your circumstances have changed you will be required to submit additional information.
- 21 Please note that if you have not had permission to interrupt, your fees will not be adjusted, and you will still be liable for your fees. You may have to return any money you have received from a RADA scholarship or Bursary during the unauthorised interruption period.

### During your Interruption and Returning to your studies

- 22 We will provide your support via the wellbeing team.
- 23 You will be able to attend production and sharing's as deemed appropriate especially closer to your return date.
- 24 You will still have access to your RADA email address, and this will be the address we use for any communication with you.
- 25 Regular meetings with your Course Leader at least once per term.
- 26 You may be offered additional sessions with certain staff to provide you with exercises you can do at home for example voice and movement exercises.
- 27 A return to training meeting will be had between you and your Course Leader so you can both discuss how and when you will return and any adjustments, restrictions that may be needed.
- 28 As part of your return to training you may be required to undergo a practical assessment to ensure you are capable of returning.
- 29 You may be required to provide medical evidence that you are fit to continue your training.
- 30 Before your formal return date, you will normally have the opportunity to audit part of the course that you have already completed to allow you to integrate into a new year group. The maximum length of the auditing period is one term. During this period you will not be assessed unless you have any failed assessments to retrieve.
- 31 If you audit a term you will not be charged any tuition fees but you will need to ensure you are able to fund your maintenance costs.
- 32 If for any reason you are not able to restart your studies at the previously agreed time you must have a meeting with your Course Leader to discuss the possibility of amending your

interruption agreement.

- 33 The maximum permitted period of interruption is two years. The maximum length of registration is the normal length of your course plus two years (five years for a three year degree). You must complete your course within this period.
- 34 You should ensure that you contact your funding body and any other sponsors in advance of your return to study to ensure that you have sufficient funds for fees and maintenance.

### Formal Withdrawal

- 35 Withdrawal from studies is when you permanently leave your programme of study. If something is affecting your ability to study and you need to take some time away, you may wish to consider interrupting your studies rather than completely withdrawing.

### Process for withdrawal from a course of study

- 36 It's really important that you speak to your Course Leader and the Student and Academic Services team who will help you explore your options.
- 37 We understand that there could be several reasons why you might be thinking about withdrawing from the course you are on and we want to help support you the best we can. There are things that you should consider before making your decision:

### How will this affect you financially?

- 38 You may still have to pay some or all of your tuition fee
- 39 You may have to repay some of your bursary/scholarship award
- 40 You may have to repay some of your student loan or grant
- 41 You may be locked into an accommodation contract
- 42 If you decide to study another Higher Education programme, any funding you have received for this programme, could impact further funding available to you.

### International Students

- 43 RADA is only able to sponsor you while you are enrolled onto the course of study indicated on your visa. If you withdraw, RADA will need to notify UKVI. You will need to leave the UK or submit a new visa application within 60 days of the date that immigration sponsorship ends.

### Student or joint decision with RADA to end Studies

- 44 Talk to your Course Leader and someone in Student and Academic Services (like your Course Officer) about why you want to withdraw from your course. You might prefer to take a period of interruption ([see above](#)). This allows you some time away from your studies and the ability to return.
- 45 If you still feel that formal withdrawal is the correct thing for you then you will need to speak with the Deputy Registrar (Admissions & Student Services) and complete a King's College London Change of Status form.
- 46 The Deputy Registrar will then contact the following internal departments:

- a. Finance – to ensure there are no tuition fees outstanding
  - b. Library – to ensure that there are no books on loan
  - c. Reception – your security card and locker key will need to be returned to RADA
  - d. It Department - in closing you RADA email account
- 47 You will then be issued with a formal letter of withdrawal and the Deputy Registrar will arrange for the following external agencies to be notified, where relevant:
- a. King’s College, London
  - b. Student Loans Company (SFE, SAAS, Student Finance NI, SFW)
  - c. UK Visa and Immigration
- 48 You have a taken a period of interruption and have decided in consultation with RADA that you don’t wish to return.
- a. Having gone through the Fitness to Train Process you and RADA agree that you are unable to continue your studies.
  - b. After a period of interruption, the course has changed and you decide you do not wish to continue on the amended course.

### RADA ends your studies

- 49 On very rare occasions RADA may formally remove you from the course you are studying.
- a. You have taken a period of interruption and you have not been able to return to your studies within five years of originally starting the course (i.e. you have exceeded the maximum period of registration).
  - b. You have been excluded from RADA as a result of an academic or non-academic misconduct procedure.
  - c. You are required to withdraw by a Fitness to Train Panel.

### Exit Awards

- 50 Depending on the point you leave, and once all debt has been paid, you may be eligible for an Exit Award. This award will only be conferred at the next Assessment Board. The [Academic Regulations](#) confirm which awards may be available to you depending on your course, year of study and credits achieved.

## Appendix 1

### Interruption of studies form (for students interrupting studies)

*This form should be completed in consultation with the student seeking to interrupt and a copy given to the student. Completed forms should be returned to **Sarah Agnew** in Student & Academic Services.*

PLEASE ENSURE THAT THE APPROPRIATE ASSESSMENT TEMPLATE HAS BEEN COMPLETED AND APPENDED TO THIS FORM.

|                                       |  |
|---------------------------------------|--|
| <b>Name of Student:</b>               |  |
| <b>Course and Year:</b>               |  |
| <b>Start date (for whole course):</b> |  |
| <b>Date when interruption starts:</b> |  |
| <b>Expected date of return:</b>       |  |

**Funding body** (where applicable):

Please note: RADA will usually only permit interruptions of a maximum of one year initially. Any further leave must be requested before the first year has lapsed.

|  |  |                             |
|--|--|-----------------------------|
| <b>Student visa required?</b>  | Yes <input type="checkbox"/>                               | No <input type="checkbox"/> |
| <i>Please note that if you hold a student visa and interrupt your studies, RADA is not permitted to continue to sponsor you and your visa will be curtailed. Please make sure you have discussed your student visa status with Sarah Agnew, Deputy Registrar, before confirming your interruption.</i> |  |                             |
| <b>Primary reason for interrupting studies:</b>  | <i>For completion by SAS using appropriate HESA codes.</i> |                             |
| <b>Please provide more detail about the reason for your interruption:</b>  |  |                             |
|  |  |                             |

|  |  |
|--|--|
| <b>Conditions of Interruption:</b><br>These are the conditions on which RADA is granting you this period of interruption. Students are expected to comply with the terms stated below. Failure to do so might affect RADA's ability to allow a student to rejoin the course. |  |
|  |  |
| <b>Recommendations</b><br>These are recommendations of the <b>Course Director or Leader</b> to you to help manage the period of absence from RADA and to support integration back into the course.   |  |
|  |  |
| <b>RADA's obligations</b><br>These are the obligations that RADA agrees to fulfil to support you during the period of absence.   |  |
|  |  |
| <b>Financial information</b><br>This outlines the agreed financial situation in relation to your interruption (tuition fees/ scholarship/ Student Loans Company).  |  |
|  |  |
| <b>Student's signature:</b>  |  |
| <b>Date:</b>   |  |
| <b>Course Director/Leader's signature</b>  |  |
| <b>Date:</b>   |  |

Only designated people may sign off an interruption:

Principal

Director of Actor Training

Director of Technical Training

MA Theatre Lab Course Leader

**For Student & Academic Services use only:**

|   |  |
|---|--|
| <b>Student pass, contacts, outstanding library books returned</b> |  |
| <b>Fee status</b> (are fees up to date?)                          |  |
| <b>Change of circumstances forms submitted</b>                    |  |

|                         |                        |
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