



BREAK IN STUDY POLICY

Valid from:	September 2025
Date of next review:	September 2027

1. Introduction

- 1.1 Once you enrol on a course at Metanoia Institute you are expected to complete the course in one continuous period of uninterrupted study.
- 1.2 Metanoia Institute wishes to be fair to all its students and recognises that there may be situations where students want to take a year out to take advantage of an unexpected opportunity or need to halt their studies or progression due to mitigating circumstances. This policy explains the implications of taking a break in study.
- 1.3 A break in study means that you are temporarily halting your studies with the intention of resuming them, the break is usually up to a maximum 12-month period (please see point 3.1.4 for more information). Below are some of the most common grounds, please note this is not an exhaustive list:
- a) Compassionate grounds e.g. family, personal, domestic
 - b) Unexpected financial hardship
 - c) Academic grounds¹
 - d) Maternity or Parental Leave
 - e) Health grounds
 - f) Insufficient therapy/placement/supervision hours for progression

2. Definitions

2.1 Interruption

If you interrupt your studies, you will have a full break in study where you cannot engage with assessments, clinical hours, scheduled training or support from your academic team. You will no longer be considered an enrolled student, and you will not have access to Moodle, your student email or Office 365 software, nor services from support departments like Finance, Disabilities or Registry.

2.2 Enrolment without Tuition (EWT)

If you enrol without tuition, you will be on your course without a requirement to attend any scheduled training or tuition. You will have either completed all academic requirements to progress and will take a break in study due to personal or other valid reasons, or the Programme Assessment Board (PAB) requires that you take a break to meet any shortfall in clinical hours necessary for progression to the next stage in your studies.

Except for students on stage 1 of their course, you can continue clinical practice, gaining hours that go towards your clinical professional requirements. Any contact with your academic team will be related to clinical activity only.

2.3 Enrolment with Limited Tuition (EWLT)

If you enrol with limited tuition, you will be allowed partial engagement with your course. You will have either deferred assessment/reassessment following a successful mitigation claim and need to take a break in study due to personal reasons, or the Programme Assessment Board (PAB) requires you to complete deferred assessment/reassessment in the next academic year.

You will have contact with your academic team but will not attend scheduled training, unless you are completing the final examination and preparatory sessions are offered.

¹ Either to complete clinical hours as advised by your Head of Programme, or to complete deferred coursework or examinations following a successful mitigation application

3. Principles

3.1 The following principles underpin Metanoia Institute's approach to break in study:

- 3.1.1 Any request to interrupt your studies or enrol without tuition (EWT) or enrol with limited tuition (EWLT) should be made before the start of the next academic year. Exceptionally, you can request a break in study part-way through an academic year with the intention of returning at the beginning of the subsequent one, or the beginning of a semester/trimester, whichever is appropriate. A break in study part-way through an academic year may only be permitted if the course regulations and/or delivery allow it and you have mitigating circumstances supported by contemporaneous official evidence or a long-term condition supported by a Learning Support Plan.
- 3.1.2 You cannot normally take a break from your studies after the Easter holiday. This is because you will have received the majority of the teaching for the year and will be in a position to make an attempt at the assessments. If you are experiencing circumstances that are impacting or will impact your end of year assessment/s, you will need to apply for mitigation after this point – please refer to the [Mitigating Circumstances Policy and Procedures](#) for further information.
- 3.1.3 You are permitted a break in studies for one maximum academic cycle, and the length is included in the calculation of the number of years you study on the course. Your return date will be determined by your Head of Programme and must fit with the delivery of your course.
- 3.1.4 It is important that you can engage fully with your academic studies when you re-enrol onto your course. If the circumstances that led to your break in study are ongoing, they may not meet the Institute's definition of mitigating circumstances and this means that the support we may be able to provide will be limited. Where your circumstances have not changed and they meet the Institute's definition of mitigating circumstances, you may apply for an extension to your break in study via **My Registry**. You will be required to provide supporting evidence.
- 3.1.5 The Institute will aim to support your request to take a break wherever possible. There are some situations however, where a request cannot be approved. These include but are not limited to:
- a) where a break in study would take you beyond the maximum registration period for your course;
 - b) where your course is about to close or be substantially re-designed, meaning that the current provision will not be available when you return;
 - c) where you are in debt to the Institute regarding tuition fees;
 - d) where the request is for a period of less than six months; and
 - e) for in-year requests only, where the circumstances reported do not meet our definition of mitigating circumstances, or where you have not provided any supporting evidence.
- 3.1.6 There are also some situations where the Institute may temporarily suspend you or advise you to take a break in study. These include but are not limited to:
- a) where you have not secured a clinical placement, or you do not demonstrate personal or professional readiness to progress in your studies;
 - b) where you stop studying on your course pending a transfer to a different course at the beginning of the next academic year;
 - c) where Professional and Statutory Body Requirements (PSRB) require you to take a break pending return later (usually when you can start a placement or if there are fitness to practise concerns);
 - d) where you have been detained under the Mental Health Act (1983); and
 - e) where you have been remanded in custody pending a criminal trial or sentenced to a period in prison.
- 3.1.7 If you are pregnant or if you are planning to take maternity/paternity leave you must contact your Head of Programme in good time to arrange your studies around your parental leave. See [Maternity/Parental Leave Policy for Students](#) for more information about support options that may be available.

Entitlements

3.1.8 Subject to the category of break in study you fall under, you may have limited entitlement(s) in the following areas (see [appendix 1](#) for full details):

3.1.9 System access, support and discounts, including:

- a) Institute IT services;
- b) the Library and learning materials;
- c) discounted rate for CPD training events;
- d) Disability and Wellbeing Services; and
- e) Eligibility for Council Tax Exemption or for travel and other discount schemes e.g. TFL 18+ Oyster Scheme, 16-25 Railcard, TOTUM PRO – the list is not exhaustive.

3.1.10 Tuition, Assessment and Clinical Practice.

- a) Attending scheduled training, viva preparation, seminars or workshops during your interruption.
- b) Participation in formal assessment unless formal approval from the Mitigating Circumstances Panel or its parent Programme Assessment Board to defer assessment or reassessment has been obtained. In such instances, you will be expected to complete all outstanding assessment at the next available opportunity (normally by the published assessment deadline).²
- c) Continuation of clinical practice. If you are permitted to continue seeing clients during your break in study as set out by the type of interruption set out in Section 2 above, you must:
 - i. continue to observe both the Institute's and the professional bodies code of conduct;
 - ii. continue to maintain the ratio of supervision to clinical hours in accordance with the course requirements;
 - iii. continue to use an appropriately qualified supervisor who must practice the same theoretical framework as your course; and
 - iv. remain in personal counselling/psychotherapy in accordance with the course requirements.

² If you are taking a break in study part-way through an academic year, any assessment or examination already completed will be marked and the module outcome ratified by an Assessment Board. The Institute retains the right to void individual component marks if the module is not delivered in the next academic year or has been modified

APPENDIX 1 - Entitlements

Category	Description	System Access, Support & Discounts				Tuition, Assessment and Clinical Practice			
		IT Moodle and Office 365	Library & Learning materials	CPD and event discounts	Student Support	Council Tax Exemption & Discount Schemes	Tuition	Assessment	Clinical Practice
Interruption	<u>Non-registered (0 FTE)</u> Cannot participate in assessment or engage in clinical practice, scheduled training or support from your academic team	✓	✗	✗	✗	✗	✗	✗	✗
Enrolment without Tuition (EWT)	<u>Partially enrolled (0.05 FTE)</u> Registered on your course with no engagement. Academic requirements to progress completed, you can continue clinical practice (except stage 1 students) to gain hours towards your clinical professional requirements	✓	✓	✓	✓	✗	✗	✗	✓
Enrolment with Limited Tuition (EWLT)	<u>Partially enrolled (0.1 FTE)</u> Need to complete outstanding assessment. You will have contact with your academic team but will not attend scheduled training unless completing the final examination and preparatory sessions are offered	✓	✓	✓	✓	✗	See footnote ³	✓	✓

³ Limited contact with academic team but no attendance of scheduled training

POLICY BACK COVER

Section 1 - to be completed by policy proposer and forwarded to Committee Servicing Officer.

Policy Title:	Break in Study Policy and Procedures
Author:	Amalia Sexton, Registrar
Rationale: <i>Outline the purpose of the policy, and its scope e.g. credit-bearing provision</i>	To revise the existing Break in Study Policy and Procedures to redefine sub-categories of Enrolment with Tuition (EWT) and Enrolment with limited Tuition (EWLT) The policy scope includes Middlesex validated and professionally accredited training provision across all Faculties and excludes CPD and short courses.
Consultation undertaken: <i>List all groups and/or committees where consultation was undertaken e.g. students, administration, external advisor, QSC, etc.</i>	Consultation with students and staff via JSSC and Education committees
Resource implication: <i>Outline the potential financial, human and technological resource implication of the policy</i>	No financial or technological resource implications.

DOCUMENT CONTROL

Section 2 - to be completed by receiving committee.

Recommending committee:	Choose an item.
Circulated to:	

Approved:		Date for adoption:	September 2025
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Version and document Code:		Date for review:	September 2027
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