York Online Registration, Absence and Engagement Policy, 2026/27

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Introduction

1. Purpose and scope

1.1 This document sets out the University's policy on student registration for the York Online programmes, covering enrolment of programmes, registration on modules, student absence and academic engagement.

1.2 This policy applies to all students registering on one of the York Online programmes.

1.3 The purpose of this policy is to provide the distinct York Online population, which includes mature learners with full-time work and family commitments, with the ability to manage their learning and progression on these programmes and to respond flexibly to changes in their circumstances. The policy is intended to recognise the diversity of experience of York Online students and to reduce barriers to attainment that they may encounter.

1.4 Studying at Masters level alongside employment represents a significant commitment and can often be challenging. Students have a responsibility to manage their time and workload effectively, monitor their engagement with the programme and plan accordingly. The University expects all students to monitor their progress through the programme, consider whether they have any personal circumstances that may affect their ability to study, and inform the University of whether or not they intend to register for an upcoming module.

1.5 The University expects that all students who have registered for a module will be actively studying that module and able to engage effectively. Where work, family or other life commitments are likely to significantly impact a student's ability to engage with their studies, the University encourages students to take an authorised break from their programme, known as a Leave of Absence. Students are expected wherever possible to plan this in advance and notify the University as soon as possible via the appropriate process.

2. Definitions

2.1 **Academic year** - the twelve-month period commencing in August. The York Online programmes have six start dates and online learning periods per academic year.

2.2 **Break request** - the process by which a student can request a planned or immediate break in their studies. See **Leave of Absence**.

2.3 **Capstone project module (CPM)** - a module where students conduct an independent piece of research. CPMs have different assessment rules around compensation and reassessment, compared with **taught modules** (see below), and a specific contribution to the calculation of merits and distinctions. For mitigation of the CPM (including Leave of Absence with repeat study requests), please refer to the York Online Disruptions affecting Assessment Policy.

2.4 **Component assessment** - an individual summative assessment. A module's component assessments must each be assigned a weighting, and the sum of all component assessments must total 100% of the module mark. Where a module includes multiple component assessments, one or more of these assessments may take place during module teaching (ie in weeks 1 to 7).

2.5 **Conditions of return** - any requirement that must be met before the student is permitted to resume their studies. These may be academic (such as the submission of outstanding assignments, exams, etc), or non-academic (for example, providing medical evidence of fitness to return).

2.6 **Enrolled student** - someone who has completed the process of enrolment onto the programme. This includes students who are on a Leave of Absence.

2.7 **Enrolment** - the process by which new starters join the programme and become students of the University; during the enrolment process, the student agrees to the University's regulations and other terms and conditions and the University agrees to deliver services.

2.8 **e:vision** - the student record system which hosts a personal view of the information held by the University and where a student manages their student journey. Students use e:vision to manage a range of actions, including enrolling at the University, registering and paying for modules, viewing module marks and results, requesting a break (Leave of Absence), returning from a break, and viewing and updating their personal details.

2.9 **Key action deadline** (or **registration deadline**) - the date by which an enrolled student is expected to notify the University of whether they intend to study on a new module or take a break in the next online learning period. The key action deadline is 23:59 (UK time) on the Tuesday before the next online learning period starts.

2.10 **Leave of Absence** - an approved break from or between modules. This is usually requested by the student by submitting a break request in e:vision. Students may submit a break request due to personal circumstances or as a time-management tool. Students must also request a Leave of Absence when there are no modules available to study in the upcoming online learning period. A Leave of Absence is a suspended status that has implications for Student Finance payments (see section 10.3).

2.11 **Online learning period (OL)** - each online learning period lasts eight weeks and students study a single module in that time. The online learning periods are numbered OL1 (the September start) to OL6 (the June start). Start and end dates are published on the Online learning periods webpage.

2.12 **Re-enrolment** - the annual process whereby a continuing student agrees again to be bound by the University's regulations and other terms and conditions, which are updated each academic year.

2.13 **Refund period** - the 14-day period after the registration deadline in which a registered student who withdraws or requests a Leave of Absence is eligible for a refund.

2.14 **Registered student** - a registered student is enrolled on the programme and has selected and paid for a module. A registered student is expected to be actively studying during the online learning period for which they have registered and therefore this does not include students who are on a Leave of Absence.

2.15 **Registration** - the process by which all students select and pay for an upcoming module.

2.16 **Taught module** - a module where the content has been defined and structured by the module author, even where study might be self-directed. This is distinct from modules where students are expected to identify a research topic and carry out their own research (see **capstone project modules**). Taught modules have seven weeks of teaching followed by an assessment period; learning and teaching are defined as 'complete' after the end of week 7, whether or not a student has engaged with the module content.

2.17 **Working days** - standard working days for the University are Monday to Friday, 9am to 5pm UK time, excepting Bank Holidays and University customary closure days.

Policy statement

3. Enrolment and registration of new starters

3.1 Enrolment deadlines

3.1.1 To study at the University, new students must complete enrolment and module registration in the University's student records system, e:vision, by the enrolment deadline.

- Enrolment and registration open for new students who will commence study in September (OL1) on the first working day in August. For the October to June starts (OL2 to OL6), enrolment and registration open on Tuesday of week 1 in the previous online learning period.
- In all cases, the enrolment and module registration deadline is midnight on the Tuesday before the module starts. New students are informed of the date of this deadline by email. Students who fail to complete both enrolment and registration by the deadline, and who do not request to defer to a later start date, will be withdrawn in line with Regulation 6.2 (h). Late enrolment is seldom permitted and only in exceptional cases of technical errors or delays on the part of the University. If a student is unable to meet the deadlines for other reasons, they are expected to defer to the next start.

3.1.2 New students may defer their enrolment for up to three intakes within a twelve-month period from their initial application date. If a new student exceeds this limit, they will be withdrawn.

3.2 Payment plan

3.2.1 Following enrolment and prior to registering on their first module, new students must confirm their payment plan as either:

- Pay upfront (pay the full programme fee), or
- Pay as you go (pay per module).

This choice cannot be changed later and there are no alternative payment plans.

3.2.2 Where a student has chosen 'Pay upfront' as the payment plan, they must pay for the programme before being permitted to select their first module.

3.2.3 Where a student has selected 'Pay as you go', fees will be calculated for them at module level and they must pay the fee owed each time that they register for a module.

4. Annual re-enrolment

4.1 Students must complete an enrolment task in e:vision once per academic year, at the anniversary of their enrolment start date. The task requires students to confirm their personal information is correct and to accept the University's revised Regulations and other terms and conditions for that academic year.

4.2 Students will receive an email inviting them to enrol in advance of the anniversary of their enrolment start date.

4.3 The deadline for completing annual enrolment is the key action deadline.

4.4 Where the student is on a Leave of Absence at the anniversary of their enrolment start date, they will be required to complete the enrolment task prior to returning from or extending the current absence.

4.5 Students will be unable to register for their next module or to request a Leave of Absence until they have completed the annual re-enrolment task.

4.6 Where a student misses the re-enrolment deadline, they will be placed on an unauthorised absence for the coming online learning period. The student will remain on an unauthorised absence for any future online learning periods until they complete the enrolment task or are withdrawn (see section 6).

5. Ongoing module registration

5.1 Notification of intention to study or take a break

5.1.1 Enrolled students are required to notify the University of whether they intend to study in each upcoming online learning period, via e:vision. Following the opening of module registration for the relevant online learning period, students must either complete the registration process by registering and paying for a module or submit a break request. The only exception is where a student is already on a Leave of Absence that covers the upcoming online learning period.

5.1.2 Students are expected to monitor their own progress through the programme and seek advice if they are unsure whether or not to register for the next module. Students will be sent module registration reminders to help them plan, however, it is the student's responsibility to decide whether they are able to study.

5.2 Module registration deadlines

5.2.1 Module registration opens for the upcoming online learning period on Day 1 of the previous online learning period (usually eight weeks prior to module start).

5.2.2 The module registration deadline is the key action deadline (see section 2.9). Students can check the date of the next key action deadline in e:vision. Late registration is seldom permitted and usually only in exceptional cases of technical errors or delays on the part of the University.

5.2.3 Students may not enrol on a module once it has started.

5.2.4 If a student fails to take action by the key action deadline, they will initially be placed on an unauthorised absence (see section 6).

5.3 If there is no module available

5.3.1 There are two scenarios where a student may not have any available modules running in the next online learning period:

- Where the student has previously taken a break in their studies or has been granted repeat study and is required to wait for the module(s) they missed/can repeat to be offered again.
- Where the student has an agreed credit transfer (see the Policy on Credit Transfer and the Recognition of Prior Learning) and is therefore not required to study (a) certain module(s).

In these cases, the student must request a Leave of Absence by the key action deadline unless 5.3.3 applies.

5.3.2 Students who have no modules available to study may choose to go on Leave of Absence for any reason and within the permitted periods outlined in section 7. Where a student is only on a Leave of Absence due to the lack of available modules, they are expected to select 'No modules available to study' as their reason for the break.

5.3.3 Students who are registered on the capstone project module (CPM) are not permitted to submit break requests after the refund period. Where a student studying on the CPM has an outstanding taught module that does not run immediately following the CPM, they will be automatically placed on a 'No modules available to study' absence following the end of the CPM.

5.3.4 Students on a 'No modules available to study' Leave of Absence will not have any specific conditions of return and are expected to notify the University of their intention to return to study at the end of the absence (see section 7.3).

5.3.5 Students on a 'No modules available to study' Leave of Absence are assumed to be fit to study, as they are not on a break by choice. Consequently, they are expected to continue to monitor their University of York email address and engage with any assessments that take place during the absence.

- Where a student is aware before commencing a 'No modules available to study' Leave of Absence that they will be unable to attempt their assessments, they should request to take an authorised Leave of Absence for a different reason. (See Appendix 1 for a full list of reasons, and which are treated as 'fit to sit'.)
- Where a student encounters unforeseen circumstances during the 'No modules available to study' Leave of Absence that mean they are unable to attempt their assessment, or their performance would be negatively affected, then they are expected to defer the assessment using the York Online Disruptions affecting Assessment Policy.

5.4 Academic engagement and attendance

5.4.1 Registered students will be granted access to their next module in Canvas at 9am (UK time) on Monday of week 1.

5.4.2 Students that are registered on a module are expected to be actively engaging with their studies. The York Online programmes are designed to offer largely self-directed learning; while modules are structured into units of learning that equate to approximately 18.75 hours of study per week, students are expected to manage their own time and commit the time necessary to succeed in their studies. With the exception of the capstone project module (CPM), students are not expected or required to attend timetabled or scheduled teaching sessions. Student engagement may be monitored through the Learning Management System (Canvas) log-ins and page views to inform student support processes. However, students are expected to monitor their own ability to engage and take action accordingly, either through this policy or through the York Online Disruptions affecting Assessment Policy or the York Online Repeat Study Policy, where appropriate.

5.5 Changes to module registration

5.5.1 The York Online Support Team may review module registrations and move students between modules within a teaching period where that is to the benefit of the student experience.

5.5.2 Where a student is registered on the capstone project module (CPM) but the module timings would overlap with an outstanding taught module, the York Online Support Team will contact the student to discuss deferring the CPM until after the taught module has been completed. Where the student does not respond and missing the taught module would extend their programme by a longer period than deferring the CPM, the student will be placed onto a Leave of Absence.

5.5.3 Where a student is registered on the capstone project module (CPM) but has not yet submitted a project proposal, the York Online Support Team may place the student onto a Leave of Absence during the refund period if they are concerned that the student's performance on the CPM will be negatively affected. This may be because the student has been granted a long extension for the project proposal, or because the student has not submitted the assessment and has not been in contact with the University to discuss their circumstances. The York Online Support Team will endeavour to contact the student before placing them on an involuntary Leave of Absence.

6. Failure to take action - unauthorised absence

6.1 Where a student fails to take action by the key action deadline and does not either select and pay for a module, or request to take or extend a Leave of Absence, they will initially be placed on an unauthorised absence for the duration of one online learning period. The student will receive an email explaining their status.

6.2 After the student has been placed on an unauthorised absence, the University will attempt to contact the student to discuss their intentions. Where contact is made, support will be offered to try to help the student continue with their studies. Where contact is not made, the student will be automatically placed on an unauthorised absence for a second consecutive online learning period. If the University has been unable to make contact with the student by the end of that second unauthorised absence, the student will be withdrawn from their programme and will no longer be an enrolled student of the University.

6.3 Students who have been withdrawn from the programme following failure to take action after two consecutive unauthorised absences may request readmission (see section 11).

7. Authorised Leave of Absence

7.1 Purpose and eligibility

7.1.1 Leave of Absence (or break request) is intended as a time management tool to support students in their studies. Breaks may be requested on any grounds but are suitable for students who wish or need to take a break from their studies for more than two weeks. Where students experience disruption to their studies for two weeks or less, they are expected to make up for lost time through general time management techniques or, where required, through the York Online Disruptions affecting Assessment Policy. Students may also take a break from module study to focus on outstanding assessments from previous modules.

7.1.2 Any enrolled student may request a planned break instead of registering for a new module.

7.1.3 Where a student has registered on a taught module but is not able to complete the taught elements of the module (ie weeks 1 to 7), they may request an immediate break. Registered students are not eligible to request a Leave of Absence during the first eight days of the first module of the programme; in these cases, students will be withdrawn and their start date deferred.

7.1.4 Where a student has registered on the capstone project module (CPM), they may only request to take a break up to and including the refund period. Any disruptions that the student encounters outside of the refund period must be managed under the York Online Disruptions affecting Assessment Policy.

7.1.5 Students who have failed the programme are not eligible for Leave of Absence unless they intend to continue their studies to achieve a lower exit award. For the avoidance of doubt, students who have submitted an appeal against programme failure and are not continuing for a lower exit award will be withdrawn from the programme. If an appeal is upheld, withdrawn students will be readmitted to the programme on the advice of the Special Cases team.

7.2 Timing and permitted periods

7.2.1 Students may request a planned break starting in the next online learning period at any time when module registration is open; in such cases, the minimum break period is the entirety of that online learning period.

7.2.2 Alternatively, students may request an immediate break midway through a module, providing that the request is submitted during the teaching period (weeks 1 to 7). In such cases, the minimum break period is the remainder of that online learning period: students are not permitted to depart from and then return to the same online learning period. In addition, registered students submitting a break request in week 7 will not be permitted to return to studies in the next online learning period; in such cases, the minimum break period is nine weeks.

- In some cases, a student who submits an immediate break request prior to week 7 and wants to return to the next online learning period may not be able to return at the date they have requested. This could happen if there is no module available for them to study, or their break request will require conditions of return, and the student is now too close to the deadline for meeting conditions of return for the absence to be processed with the requested return date.
- Where a student takes a Leave of Absence midway through a module and had previously registered for a module in the next online learning period, the upcoming module registration will be cancelled and the student refunded. If the student still intends to study on the upcoming module, they will be required to re-register for the module once they have confirmed their intention to return to study.

7.2.3 Students are not permitted to start a Leave of Absence in the assessment period (week 8) of a taught module, or in the winter or summer break. This is because the taught elements of the student's most recent module have been completed. Students must manage any disruptions only affecting the assessment period through the York Online Disruptions affecting Assessment Policy. In cases where the student's ability to engage with the module teaching was severely disrupted, they should also refer to the York Online Repeat Study Policy.

7.2.4 Students are strongly encouraged to submit their break request prior to disengaging with their studies. Where that is not possible, students are usually expected to apply within one month of disengaging. Leave of Absence that is entirely retrospective will not be considered or approved: in these circumstances, the student should refer to the York Online Repeat Study Policy.

7.2.5 The maximum period of a single Leave of Absence is up to one calendar year, or six online online learning periods, in the first instance. There is no maximum limit on the number of periods of Leave of Absence, or the total duration of those absences. However, students who have a high number of absences from the programme may be monitored so that support can be offered to ensure they have the best chance to succeed. Where the total accrued periods of absence exceed 24 months, or 12 online learning periods, new break requests will require additional approval (see section 7.6.3).

7.3 Returning from a requested Leave of Absence

7.3.1 Students are required to notify the University via e:vision of their intention to return to study. This may be at their expected return date or earlier, if their circumstances change. All students on a Leave of Absence are expected to monitor their University email address within eight weeks of their expected return date and respond to communications from the University about their return. Students are required to either confirm their intention to return, or to submit a new break request. Some students will be required to fulfil conditions of return prior to returning to their studies: any conditions will be communicated to students via email when their Leave of Absence is approved.

7.3.2 Where a student has not been set any conditions of return, they are expected to either notify the University of their intention to return or to submit a new break request to extend their Leave of Absence before the next key action deadline. If the student does not complete re-enrolment and module registration by the key action deadline, then they will be unable to return to studies in the next online learning period and will be placed on an unauthorised absence (see section 6).

7.3.3 Where a student has been set conditions of return, they will only be permitted to return to studies once they have demonstrated that these conditions have been fulfilled. Such conditions usually require the student to demonstrate their fitness to study, but other conditions may be imposed, for example, submitting outstanding assessments. If a student is unable to meet their conditions of return by the communicated deadline they can extend their break in studies by submitting a new Leave of Absence request. Students must meet their conditions of return or submit a new break request by the communicated deadline; failure to take either action will result in the student initially being placed on an unauthorised absence, and ultimately in withdrawal from studies.

- Where a student's conditions of return require them to demonstrate their fitness to study, the student will not be permitted to move to a 'fit to study' Leave of Absence type (see Appendix 1) until their conditions of return have been met. They may, however, change to another 'not fit to study' absence type with the original conditions of return applied to the new break in study.

7.3.4 When a student registers for a module from which they have previously taken a Leave of Absence, they will be allowed to rejoin the module from week 1. The returning student will join a new iteration of that module with a new cohort of students. The University may make reasonable changes to the course or to related educational and other services and facilities where it is necessary for the University to deliver a better quality of educational experience to students enrolled on the course. It is the student's responsibility to engage with all material in the new iteration of the module. Failure to engage from the beginning of the module, or with any changes made to the module content, is not grounds for mitigation under the York Online Disruptions affecting Assessment Policy, or the York Online Repeat Study Policy unless there are other extenuating circumstances which impact the student's ability to engage.

7.3.5 A student may only return to a module twice without additional approval (ie a total of three attempts at the module, see section 7.6.4).

7.3.6 Where a student does not take action in order to return to their studies following an authorised Leave of Absence, they will be placed on an unauthorised absence, as set out in section 6.

7.4 When evidence is required

7.4.1 When requesting to take a break, evidence will not normally be required. Exceptions to this rule are outlined in sections 7.4.2, 7.4.3 and 7.4.4 below.

7.4.2 Where a student's total accrued periods of absence (for the current request and any previous absences) exceed 24 months or 12 online learning periods, the student may be required to provide evidence or further information in support of their application, in order to demonstrate that they are likely to complete their programme of study. Failure to do so may result in the student's break request being rejected.

7.4.3 Where a student requests an immediate break from a module with multiple component assessments and the assignment deadline or exam start time for one or more of those assessments has passed, the student must provide evidence if they wish to repeat the affected assessments when they rejoin the module. In this case, the student will need to:

- explain why they believe the assessment was impacted by their circumstances, and
- provide evidence that demonstrates that the timing and nature of those circumstances would have negatively affected their ability to prepare for, or attempt, the assessment.

Failure to provide the requested evidence will not lead to a rejection of the break request, but will mean that the mark previously achieved for the assessment(s) in question will stand. If the student has already submitted a claim for the affected assessment(s) under the York Online Disruptions affecting Assessment Policy and that claim has been approved, then no further evidence or explanation is required. It is up to the student to decide whether the component assessment has been affected and whether they wish to repeat it.

7.4.4 When applying for a Leave of Absence with a period of repeat study, evidence will be required to support the Repeat Study request. Details are set out in the York Online Repeat Study Policy.

7.4.5 When applying to extend an existing Leave of Absence, evidence will not normally be required except in the following cases.

- Where the York Online Support Team is concerned about the student's welfare or their ability to complete the programme. For example, where a student has made little progress on the programme and has repeatedly extended their Leave of Absence, evidence that the student has the potential to return and complete within a reasonable period will be requested, to ensure the best outcome for the student and the currency of learning.
- Where a student is moving from a Leave of Absence with medical conditions of return to a Leave of Absence to focus on assessments. In such cases, evidence will be required that demonstrates the student is fit to take those assessments.

7.4.6 When returning from a Leave of Absence taken on medical grounds (either physical or mental health), students will be required to demonstrate that they are fit to return to their studies. In certain circumstances, students may be permitted to self-certify their return from medical Leave of Absence. This will typically be in cases where the student has a physical health issue where it is easy for the student to recognise and confirm that they are fit to study again eg when a student has recovered from an illness or injury and can confirm they have no lingering symptoms and/or that treatment has concluded. In other cases, evidence will be required as set out in section 7.5.

7.4.7 When returning from a Leave of Absence on compassionate grounds, students may be required to demonstrate that they are fit to return to their studies by providing evidence as set out in section 7.5.

7.4.8 Students should not wait for evidence to be available before submitting a break request. In cases where evidence or further information is required, the deadline for providing this information or evidence is the key action deadline. Where evidence is not received by this deadline, the Leave of Absence request will be reviewed without supporting evidence, and the student may be placed on an unauthorised absence for the following online learning period.

7.5 Acceptable forms of evidence

7.5.1 Where students are required to provide independent evidence, the following principles apply.

a. The evidence should be **reasonably contemporaneous** to the circumstances the student describes.

- Where a student wants to repeat a component assessment, then the evidence would be expected to demonstrate that their studies were disrupted shortly before the assignment deadline or exam start date, or during the exam availability period.
- Where a student needs to provide evidence of fitness to return to their studies, the student is expected to obtain this evidence during their Leave of Absence.

In all cases, where the student's statement is supported by non-contemporaneous evidence, this may still be accepted if the decision-maker is satisfied that the student was unable to secure evidence at a more appropriate time.

b. The evidence should be **independent of the student's account**.

- Where a student wants to repeat a component assessment, evidence will be expected to meet the standards set out in section 8 of the York Online Disruptions affecting Assessment Policy.
- Where a student needs to provide evidence of fitness to return to their studies, that evidence must be from a medical professional, or from a University of York support service, such as the Open Door Team or Disability services, and is expected to provide an independent assessment of the student's ability to study. A letter or certificate from a medical professional that simply repeats the student's own description of events and does not provide an independent assessment will carry less weight but may still be accepted.

c. The evidence should **corroborate the student's account**. It is important that the evidence allows the decision-maker to confirm the nature and impact of the circumstances beyond the student's statement. This means that the evidence should support the student's account, including the nature and duration of its impact. This is to permit the decision-maker to come to a conclusion that is objective, appropriate and fair.

7.5.2 All evidence must be in English or be accompanied by an English translation; translations should preferably be provided by an independent third party. It is the student's responsibility to source the translation.

7.5.3 Bereaved students will not be expected to provide independent evidence confirming the death of another person. Students will also not be expected to provide independent evidence confirming sexual violence or domestic or intimate partner abuse, or of a miscarriage or of an abortion, or of complications arising from a miscarriage or abortion, or of health conditions related to pregnancy.

Students may still be required to provide a statement which explains the circumstances, when they occurred, and how their studies were impacted.

7.5.4 The University recognises that students may encounter circumstances where it is not possible for a student to get independent evidence. In such cases, a contemporaneous statement by the student, along with an explanation of why independent evidence cannot be obtained, may be sufficient. In such cases, consideration will be given to whether the explanation as to why evidence cannot be obtained is plausible.

7.5.5 Where a student has genuine reasons for being unable to provide evidence to support their return, and the nature of their medical condition does not permit section 7.5.4 to apply, the student may be required to attend a virtual meeting with a relevant member of University staff (for example, a member of the Open Door Team or Disability Services), to ascertain if they are fit to return to study. Where concerns are identified about the student's welfare, and the student is considered to be at risk if they return to studies, they will not be permitted to return and instead will be required to extend their break.

7.5.6 The University reserves the right to check the authenticity of all information and supporting evidence provided by the student. Where it is suspected that a student has submitted evidence that is not genuine or has otherwise fabricated information regarding their request they may be investigated for suspected misconduct under Regulation 7: student discipline.

7.6 Approval of Leave of Absence requests

7.6.1 Break requests will be automatically triaged. Where a student's proposed break meets specific criteria, their request will be approved automatically. Criteria for automatic approval are based on: the total accrued periods of absence (including the new request); the timing of the request; the student's reason for requesting a break; and whether the student's request includes repeat study of previous modules or an immediate break from a module with component assessments. Automatically approved requests will not be reviewed by University staff.

7.6.2 Other break requests will be checked and approved by the York Online Support Team. Academic staff from the student's department may be consulted on any academic conditions of return. Academic staff may also be consulted where a student has had multiple absences that are likely to affect their ability to complete the programme, where the total accrued periods of absence exceed 24 months (or 12 online learning periods), or where a student is requesting to return to a module for the third time (ie it will be their fourth attempt at that module). No student will be refused a Leave of Absence from a taught module unless there are serious concerns about their ability to complete the programme.

7.6.3 Where the total accrued periods of absence exceed 24 months or 12 online learning periods, absences will require additional approval from the Head of Online Partnerships (or designated deputy). The total accrued periods of absence includes any unauthorised absences or 'No modules available to study' Leave of Absences that are on the student's record. Where the student's likelihood of successfully completing their programme is called into question, the student may be referred to the University's Support to Study Process or the application may be rejected.

7.6.4 Approval will also be required from the Head of Online Partnerships and from the Special Cases team where a student is requesting to return to a module for the third time (ie it will be their fourth attempt at that module).

7.6.5 Students will receive an email stating whether their request has been approved, and outlining any conditions of return. Where a claim is rejected or partially rejected, the student will be notified by

email that their request has not been upheld, provided with the reason for the decision, and informed of their right to appeal (see section 12).

8. Academic engagement during an absence

8.1 Access to study materials

8.1.1 If a student takes an immediate Leave of Absence midway through a module (ie between weeks 1 and 7), the student's access to that module on the Learning Management System will be removed. Upon returning to studies, the student will not be permitted to regain access to the affected module, but will be returned to a new iteration of the module as set out in 7.3.4.

8.1.2 Students will retain access to completed modules, including modules with outstanding assessments, throughout the period of absence.

8.1.3 Students on a Leave of Absence will retain full borrowing rights from the University Library and are permitted to access IT facilities.

8.2 Assessments scheduled for the period of absence

8.2.1 In most cases students are not permitted to engage with their studies or to attempt any assessments for the duration of their absence; any assessments taken will be considered null and void and the student will need to attempt them again after they have returned to study. Exceptions to this rule are outlined in sections 8.2.2 and 8.2.3.

8.2.2 Students are expected to continue to engage with their studies and attempt scheduled assessments if they are on a Leave of Absence for any of the following reasons:

- Focus on assessments
- No modules available to study
- Cancel module registration.

(For more information about these absence reasons, see Appendix 2.) In these cases, the student is expected to monitor their University email during the Leave of Absence to ensure that they are aware of the timings and requirements of any assessments that are scheduled.

8.2.3 Enrolled students who submit a break request in week 8 of their current module are expected to complete all of the scheduled summative assessments for that module, including any deadline extensions. Likewise, students who submit a break request in weeks 1-3 of their current module are still expected to submit any end-of-module summative assessments for the previous module, including deadline extensions. This is because they have completed the teaching for that module and cannot use a Leave of Absence to request mitigation for an assessment only.

- If the student is unable to sit the exam or submit their assignment by the advertised deadline, they need to request a deferral or 'sit as if for the first time' using the York Online Disruptions affecting Assessment Policy.
- 'Sit as if for the first time' assessments, deferred assessments and reassessments are not considered end-of-module assessments, and therefore students are not expected to attempt these assessments on Leave of Absence unless any of the criteria in section 8.2.2 apply.

8.2.4 Where a student meets the criteria outlined in 8.2.2 or 8.2.3 but is unable to complete assessments during a Leave of Absence, they are expected to defer the assessment via the York Online

Disruptions affecting Assessment Policy. Students who do not attempt the assessment or submit a Disruptions affecting Assessment claim will fail the assessment and the standard rules for non-submission will apply, as set out in the University assessment policies and procedures. Missing an email which notifies a student of the scheduling of their assessment is not considered grounds to mitigate failure.

8.2.5 In all cases except for those outlined in 8.2.2 and 8.2.3, assessments that are scheduled to take place during the student's Leave of Absence will be automatically deferred. These assessments will be rescheduled to take place at the next available opportunity after the student has returned to active study or has gone onto a 'fit to sit' Leave of Absence (see Appendix 1).

8.2.6 Requesting a Leave of Absence does not permit the student to repeat assessments that have already taken place. Consequently, an assessment that was scheduled to take place before the student's Leave of Absence start date will not be automatically deferred.

- Where a student requests to take an immediate break midway through a module and wishes to repeat a component assessment that has already taken place, they will be required to meet the evidence requirements as set out in section 7.4.3.
- Where a student wishes to repeat an assessment from an earlier module (for example, an extension, reassessment or 'sit as is for the first time'), they will need to submit this request via the York Online Disruptions affecting Assessment Policy.

9 Programme end dates

9.1 When a student takes a break from studies, the programme end date on their student record will be automatically updated to include the period of absence. The updated programme end date will not reflect any additional breaks from study that may be required in future in order to wait for modules to be offered again. Students will be able to see their original expected end date and new expected end date in their break request in e:vision in order to help them assess the impact that the requested break will have on their end date. Students may also refer to the York Online Module Schedules and seek advice from the York Online Support Team to determine whether they may need additional breaks from the programme in the future.

10. Fee payment, refunds and funding

10.1 Paying fees

10.1.1 All payments, regardless of the payment plan selected or sponsor arrangements, must be paid by the student via the module registration process (in the 'Your Study' section of e:vision), using a credit or debit card accepted by the University. No alternative payment methods will be accepted.

10.1.2 York Online students are classed as self-funding. Sponsors or other third parties cannot make payments directly to the University on a student's behalf, nor be invoiced for fees. Where a student has a sponsor arrangement in place they therefore need to agree individual payment arrangements with their sponsor that enables the student to pay the University directly. Invoices and receipts will be issued in the name of the student and will not be amended. Invoices and receipts are available for students to view in the 'Your Finance' section of e:vision.

10.1.3 The only exception to the above is where the University has agreed recurrent funding arrangements with established loans procedures, such as Student Finance Northern Ireland or Sallie Mae student

loans. Such exceptions will be agreed on a case-by-case basis by the Head of Online Partnerships, in consultation with the Fees Office.

10.1.4 Exceptions will not be made for individual students sponsored by their employers.

10.1.5 When arranging fee payments, students must not share their University user account password with anyone, in accordance with Regulation 11.3.

10.2 Refunds

10.2.1 Where a student has paid for a module and then applies for a Leave of Absence within the refund period, their period of absence will cover the whole of that online learning period and they will receive a refund.

- If the student is on the 'Pay as you go' payment plan the money will be refunded to the card used to make the module payment. The student will be required to pay for the module when they next register for it.
- If the student is on the 'Pay upfront' payment plan, the money will be held by the University as a credit for future modules.

10.2.2 Applications for Leave of Absence received outside of the refund period will not result in a refund. Instead the fee for that module will be retained and re-applied when the student studies the same module at a later date.

10.2.3 Where a student withdraws from the programme, and ceases to be an enrolled student of the University, any refund will be applied in line with the University's Student Tuition Fee Refund Policy.

10.3 Funded students and Leave of Absence

10.3.1 Where a student has financial support from a UK regional government funding body, such as Student Finance England, the University is obliged to inform the funding body of any break in their studies. Payments will be suspended during the period of absence. These rules apply to all breaks in study, including unauthorised absences, absences where the student has no modules available to study, and absences to focus on assessments.

- Depending on the date of the Leave of Absence and when students receive their student finance, a student may have an overpayment and be required to repay immediately, or have the overpayment deducted from future instalments. Students who are unsure of the impact of taking a break on their funding arrangements should contact the Student Hub.

10.3.2 When a student returns from Leave of Absence, the University will inform the funding body and payments will resume. Funding body rules mean that students must have commenced their next module before payments can resume: the University is not permitted to confirm student attendance until after the online learning period has begun.

- Where a student in England, Scotland and Wales who is on the 'pay as you go' payment plan is due to return to a new module, they will be required to pay for that module before they receive their next loan payment.[1]

[1] Student Finance Northern Ireland pays the funding directly to the University so a different process is in place for these students.

- If the student is required to complete annual re-enrolment (see section 4), the University will be unable to confirm their attendance until the re-enrolment task has been completed.

10.3.3 Where a student is in receipt of a student loan or any other type of funding, it is their responsibility to ensure that the proposed period of absence is compatible with the regulations of any granting agency from which funding would normally be received, and that such agencies are informed of the proposed leave.

11. Withdrawal and readmission

11.1 Students who wish to terminate their studies with the University before completing all modules are expected to submit a withdrawal request on e:vision. Students may withdraw at any point before they have completed all modules. Once the student has registered for all modules, completed the teaching and assessments for those modules, accepted or rejected any repeat study, and is awaiting their final award outcome, withdrawal from the programme is no longer permitted.

11.2 Where a student does not take action by the key action deadline, they may be withdrawn for non-engagement following two consecutive unauthorised absences (see section 6).

11.3 In addition, where a UK-based student does not provide the University with current, valid identity documents to evidence their eligibility to study in the UK, that student may be withdrawn.

11.4 Where a student has withdrawn or been withdrawn from the programme for reasons other than academic failure or disciplinary exclusion, they may request the withdrawal be reversed by responding to the withdrawal notification email explaining why they were unable to take action sooner. This request must be submitted within 30 calendar days of the withdrawal notification. If the student has good reason for not taking action sooner, is in good academic standing and is eligible to work towards an award of the University, they will be readmitted.

11.5 Where a student who previously chose to withdraw or was withdrawn for reasons other than academic failure or disciplinary exclusion wishes to be readmitted more than 30 days after the date of the withdrawal notification, they must apply for re-admission.

11.6 Where a withdrawn student who previously failed their programme or received a lower exit award wishes to be readmitted, they are required to follow the academic appeals process.

11.7 Approval requirements for students seeking readmission are defined by Regulation 6.8.

12. Right to appeal

12.1 Students have the right to appeal within 28 calendar days of any formal decision concerning student progression, ie:

- where a break request is rejected or partially rejected
- where a request to extend an existing Leave of Absence is rejected or partially rejected
- where a student is placed on an involuntary Leave of Absence due to concerns regarding a student's academic performance
- where a student is withdrawn because they have failed the programme and do not wish to continue for a lower exit award.

In such cases, the student may submit a Formal Stage Academic Appeal to the Special Cases team within 28 days of the decision notice.

12.2 Students do not have the right to appeal in cases where they are required to take a Leave of Absence because there are no modules available to study, because this is not the result of an academic decision. In cases where a student is unhappy about the provision of a service, this is handled via the complaints process.

13. Data protection and safeguarding

13.1 Information and documents provided by students under this policy will be treated confidentially in line with the University of York Data Protection Policy and the University's privacy notice for students.

13.2 The York Online Support Team typically obtains personal information directly from students, for example: when they contact the team by email, telephone or video call; when they enrol on the programme or select and pay for a module; or when they submit a Disruptions affecting Assessment claim form, request a Leave of Absence or submit a Repeat Study request in e:vision. The York Online Support Team may also receive information or data from the student's academic department/school, their Student Success Coordinator or Disability Services.

13.3 Students' personal information is used to plan for and support a student's trajectory (eg to advise them on module registration); to respond to registration and payment queries; to terminate a student's enrolment (eg in the case of consecutive unauthorised absences); to prepare and process Leave of Absence requests, inform outcomes (eg to establish conditions of return) and process those outcomes (eg to ensure students are able to return at the appropriate time and that their assessments are scheduled appropriately); to update the student record; and to establish whether students may benefit from additional support or signposting to other University services. Anonymised collated data on student module registration will be shared with academic departments to enable them to plan teaching workload.

13.4 Personal information will be available to the York Online Support Team, and may be discussed within the team and with the Student Success Coordinators in order to support the student journey and provide services to students. Special Category data may be discussed within the team when one student case falls under multiple different processes (eg the Disruptions affecting Assessment process; the Leave of Absence process; the Repeat Study process; or the appeals process). Evidence, which may include special category data, provided under one process may be used in support of a claim submitted through a different process, where applicable, with the student's permission (eg evidence submitted in support of a York Online Disruptions affecting Assessment claim may be used if a student submits a Leave of Absence request on the same grounds but provides no evidence).

13.5 Where a York Online Support Team member believes a student may benefit from, or requires, additional information or support, personal information, including special category data, will be shared within the team in order to facilitate the provision of appropriate support (eg advising a student about other policies relevant to their circumstances or checking in on a student's welfare).

13.6 Outcomes from Leave of Absence requests made under this policy, including whether or not a student has conditions of return, will be shared with a student's academic supervisor and/or their Student Success Coordinator to enable them to provide advice about progress and trajectory through the programme. Outcomes may be shared with other relevant members of academic staff

where a student needs assessments to be rescheduled. Details of the claim itself (ie the reason for it and evidence submitted) will not be shared.

13.7 Personal information will be shared with relevant academic staff in the school/department, if a Leave of Absence request or its outcome requires consultation. Personal information will also be shared with the Head of Online Partnerships or their deputy, and/or with the Special Cases team, where approval is required from them. This may include special category data.

13.8 In the event that an appeal is submitted regarding a Leave of Absence outcome or a withdrawal, personal information will be shared with members of the Special Cases team considering the appeal; the Chair of Board of Studies (or equivalent role) who will approve recommendations about the appeal; and occasionally members of the Standing Committee on Assessment, in order to respond to an appeal. To investigate an appeal, the York Online Support Team may need to request relevant information from module tutors, academic supervisors or Student Success Coordinators; in such cases, the staff concerned will be aware that an appeal has been submitted but will not be provided with personal information.

13.9 In the event that a student submits a complaint about their experience of this policy, the request form or emails, any evidence, and the outcome will be reviewed as needed by the Head of Online Partnerships, or their deputy, in order to investigate the complaint and provide a response.

13.10 Where the York Online Support Team has a concern regarding the welfare of a student they may seek advice from the Open Door Team or Disability Services, and may share personal information where it is deemed necessary.

13.11 Where the York Online Support Team has a concern regarding the welfare of a child or vulnerable adult they will seek advice from a Safeguarding Designated Contact, and may submit a safeguarding report containing a student's personal information. Please see the University's Safeguarding Framework on the University website.

13.12 In the event that a student discloses sexual misconduct or harassment to a member of staff, that staff member will share the disclosure to relevant staff members at the University who can advise on support and any appropriate next steps. The information provided in the report will be treated confidentially in accordance with the Report + Support Privacy Notice.

Appendices

Appendix 1: table of Leave of Absence reasons and 'fitness to sit'

When applying for a Leave of Absence, students are required to provide a reason for why they want to take a break. Reason codes are used to determine whether the student is permitted to engage in their studies during the period of absence, what level of approval is required, and when the Leave of Absence can begin.

The following table lists all of the absence reasons that may be attached to a student's Leave of Absence, and what each reason means for the student's break in study. Where the assessment fitness column says 'Fit to sit' this means that the University will assume the student is fit to study, and therefore expects them to monitor their University email and to engage with any assessments scheduled during the period of absence. In comparison, students who select 'Not fit' absence reasons will not be invited to any assessments during their break in studies.

Absence reason name	**Assessment fitness**	**Selectable by student**	**Absence timings**
Caring responsibilities	Not fit	Yes	Future or immediate start
Cancel module registration	Fit to sit	If registered on module	Future start or immediate start in refund window
Compassionate	Not fit	Yes	Future or immediate start
Employment / placement	Not fit	Yes	Future or immediate start
Financial	Not fit	Yes	Future or immediate start
Flexible break in study	Not fit	Yes	Future start only (next OL)
Focus on assessments	Fit to sit	Yes	Future start only (next OL)
Health	Not fit	Yes	Future or immediate start
Motivational	Not fit	Yes	Future or immediate start
No modules available to study	Fit to sit	If eligible	Future start only (next OL)
Other	Not fit	Yes	Future or immediate start
Parental leave	Not fit	Yes	Future or immediate start
Personal reasons	Not fit	Yes	Future or immediate start
Technical or academic skill development	Not fit	Yes	Future or immediate start
Unauthorised absence	Not fit	No	Next OL (no action taken)

Appendix 2: further guidance on Leave of Absence reason codes

Students who request a Leave of Absence are required to provide a reason for the absence. The following guidance is designed to help students decide which absence reason to select. The examples provided in each case are intended to be illustrative, not exhaustive. If a student feels that multiple reason codes apply to their situation, they should select the reason that has most directly contributed to their decision to take a break in their studies. If a student is unsure which absence reason best fits their circumstances, they should ask the York Online Support Team for guidance.

Where the student provides information or evidence that suggests the primary reason for the Leave of Absence is different to that stated by the student, the York Online Support Team reserves the right to amend the LoA reason code to better reflect the information that has been submitted. This is in order to ensure accurate data for reporting purposes and that the University is fully able to meet its duty of care.

Cancel module registration

A student may cancel their module registration up to and including the refund period if they decide they do not wish to proceed with the module, but otherwise consider themselves fit to study.

Students who cancel their module registration are assumed to be fit to sit, and are therefore expected to engage with their studies (particularly preparing for and sitting assessments) during the absence. See section 8.2 for information about assessments scheduled during a period of absence.

Caring Responsibilities

Caring responsibilities refers to unpaid care of a family member, partner or friend. This may be due to a long-term illness, disability, a mental health condition, or an addiction. A caring responsibility may be short-term (eg to support recovery following an accident) or long-term (eg supporting a relative with a chronic health condition). Caring responsibilities might include physical care (eg helping someone out of bed), personal care (eg helping someone wash), emotional support, collecting prescriptions and helping to give medicine, and providing emergency care.[2]

A common example of caring responsibilities is childcare.

Students who request a Leave of Absence on the grounds of caring responsibilities are not permitted to engage with their studies (including sitting assessments) during the absence.

Compassionate

An absence on compassionate grounds refers to cases when a student is experiencing emotional distress due to circumstances that have impacted a family member, partner, colleague or friend. The student does not necessarily have to have directly witnessed the incident or be impacted themselves in order to experience emotional distress. If the most significant result of the circumstances is that the student is required to provide aftercare to the affected person, then “caring responsibilities” may be more appropriate. If the distress that the student experiences is long-lasting and interferes with the student’s ability to function in their daily life, studies or relationships, or leads to long term changes to mood, physical symptoms or changes in behaviour, then “Health (mental)” may be more appropriate.

[2] *Students with Caring Responsibilities*. UCAS. Available at: https://www.ucas.com/undergraduate/applying-university/individual-needs/students-caring-responsibilities [Accessed 4 January 2024].

Examples of compassionate grounds include bereavement, and cases where someone close to the student has suffered an illness or injury (for example, a cancer diagnosis or an accident).

Students who request a Leave of Absence on compassionate grounds are not permitted to engage with their studies (including sitting assessments) during the absence.

Employment/Placement

Employment/placement refers to cases where the student's job or professional development opportunity is impacting their ability to study.

Examples of employment/placement grounds include: where the student is working increased hours; is currently seeking new employment; is starting a new job; has been required to undertake intensive work-related training; has been offered a secondment, internship or other professional development opportunity. In cases where changes to a student's employment are permanent or open-ended and likely to continue for a considerable period of time, the student should consider if and how they will be able to manage their studies at the end of their Leave of Absence.

Students who request a Leave of Absence on employment/placement grounds are not permitted to engage with their studies (including sitting assessments) during the absence.

Financial

An absence on financial grounds refers to when a change in the student's financial situation prevents them from being able to study (usually because they are unable to register and pay for new modules). This could be for a range of reasons, including new financial obligations (eg childcare costs, changes in mortgage rates) or a change in income. If the student is facing a change in employment but the primary impact is that they are unable to spend as much time studying, or are too tired to study, then "Employment/Placement" may be more appropriate.

Students who request a Leave of Absence on financial grounds are not permitted to engage with their studies (including sitting assessments) during the absence.

Flexible break in study

A flexible break in study refers to cases where a student wants to take advantage of the flexible design of their programme in order to proactively manage their studies. This kind of absence cannot be selected if the student wishes to stop mid-module: students can only begin a flexible break in study at the start of a new online learning period.

Examples of taking a flexible break in study include: deciding not to begin a new module that would coincide with an upcoming holiday, family event or religious festival; awaiting results for an assessment before proceeding to a new module; or deciding to complete the programme at a slower pace (for example, studying for four online learning periods per year rather than six).

Students who take a flexible break in study are not permitted to engage with their studies (including sitting assessments) during the absence.

Focus on Assessments

This absence type is designed for students who want to prepare for or attempt an upcoming assessment but do not want to study a new module at the same time. This kind of absence cannot be selected if the

student wishes to stop mid-module: students can only begin a Leave of Absence to focus on assessments at the start of a new online learning period.

Examples of when a student may wish to take a Leave of Absence to focus on assessments include: when they are preparing for a scheduled assessment and do not have time to balance this work alongside learning new module content; when the student is unwilling to proceed 'at risk' to a new module without attempting an outstanding assessment; or when a student has decided that they would like to withdraw from the programme early, but wish to complete outstanding assessments for modules for which they have already paid. This type of Leave of Absence is therefore potentially useful for students who have failed a previous module and are required to attempt the module reassessment; or who have been granted deferrals or 'sit as if for the first time' (SAIFFT) assessments via the York Online Disruptions affecting Assessment Policy.

Please note that students will be invited to attempt outstanding assessments at the next available opportunity; it is not possible for the University to offer assessment opportunities on an individual basis.

Students who take a Leave of Absence in order to focus on assessments are assumed to be fit to sit, and are therefore expected to engage with their studies (particularly preparing for and sitting assessments) during the absence. See section 8.2 for information about assessments scheduled during a period of absence.

Health

There are three health-related reasons: Health (mental); Health (physical); or Health (physical & mental). These three reasons cover any kind of health condition that impacts a student's ability to study. An absence on health grounds may be for a short-term illness or injury (such as an infection or broken bone) or for a long-term health condition (for example, depression, a cancer diagnosis, or long COVID).

If the student's health condition is likely to require ongoing medical attention, is defined as a disability under the Equality Act 2010, or may otherwise affect the student's ability to study for over twelve months, the student should register with Disability Services prior to their return to studies. Disability Services will assess whether the student requires reasonable adjustments, which may be provided in a Student Support Plan.

Students who request a Leave of Absence on any kind of health grounds are not permitted to engage with their studies (including sitting assessments) during the absence.

Motivational

Motivational refers to cases where a student is struggling to engage with the course content, and there is no externally-driven cause for their lack of engagement.

Examples could include when a student has found the course material less relevant or interesting than they expected, or they simply don't want to engage in their studies at this moment in time.

Students who request a Leave of Absence on motivational grounds are not permitted to engage with their studies (including sitting assessments) during the absence.

No modules available to study

This absence type applies where the student only requests a Leave of Absence because they are unable to register for any of the modules that are being offered in the next online learning period, but is otherwise fit to study.

Students who request a Leave of Absence on the grounds that there are no modules available to study are assumed to be fit to sit, and are therefore expected to engage with their studies (particularly preparing for and sitting assessments) during the absence. See section 5.3 for more information regarding this kind of absence.

Other

If none of the reasons for absence outlined in this appendix fit the student's circumstances, then they should select that they have "other" grounds for the absence. Leave of Absence requests that use this reason code will always be reviewed and checked by a member of the York Online Support Team, and may be assigned a different code if one of the other reasons for absence is found to be appropriate.

Students who request a Leave of Absence on these grounds are not permitted to engage with their studies (including sitting assessments) during the absence.

Parental Leave

Parental Leave refers to any disruption in studies due to maternity, paternity, or adoption. If a student receives funding from the Student Loan Company and intends to submit a Leave of Absence request due to pregnancy-related health issues, they should select 'Health (physical)' as grounds for the absence, in order to ensure they receive all funding they are entitled to. They will not be required to provide medical evidence in order to return to their studies. If a student is requesting a Leave of Absence in order to provide on-going childcare, then "caring responsibilities" may be more appropriate.

Students who request a Leave of Absence on grounds of parental leave are not permitted to engage with their studies (including sitting assessments) during the absence.

Personal Reasons

Personal reasons refers to any disruption to a student's studies that is personal and does not fit into any of the other categories. Leave of Absence requests that use this reason code may not always be reviewed by a member of the York Online Support Team. Consequently, if the student wishes to request additional support, they should also contact their Student Success Coordinator to discuss relevant support services that the University provides.

Examples of personal grounds include: going through a divorce or the breakdown of a long-term relationship; buying or selling a house; house repairs or renovations; relocating to a new country; or direct involvement in legal disputes.

Students who request a Leave of Absence on grounds of personal reasons are not permitted to engage with their studies (including sitting assessments) during the absence.

Technical/Academic skill development

Technical or academic skill development refers to cases where a student decides that they require additional preparatory study of, or training in, a specific skill before they feel they are ready to succeed in their studies. However, students are reminded that they are not permitted to be enrolled simultaneously on a York Online programme and for another qualification at this University or any other institution (see Regulation 6.2.d). Therefore in cases where a student has decided that they need to complete another qualification before continuing with the current level of studies, they will be required to withdraw from their programme.

Examples of this could include taking time away from the programme in order to develop core skills in topics such as maths, statistics, or academic writing. This could include self-directed study, relevant work experience, or study on a skills course, providing that course is not working towards a different qualification.

Students who request a Leave of Absence on grounds of technical or academic skill development are not permitted to engage with their studies (including sitting assessments) during the absence.

Non-selectable reason: unauthorised absence

If a student fails to inform the University of their intentions to study in advance of the key action deadline, then they will be placed on an unauthorised absence.

Students who are placed on an unauthorised absence are not permitted to engage with their studies during the absence (including sitting assessments). See section 6 for more information regarding this kind of absence.

Document control

Approval:	Head of Online Partnerships
Policy Owner:	Head of Online Partnerships
Responsible Service:	York Online Support Team
Policy Manager:	York Online Policy and Product Manager
This policy supersedes:	York Online Registration, Absence and Engagement Policy, 2025/26
Related policies, procedures, guidelines and regulations:	Policy on Credit Transfer and the Recognition of Prior Learning Regulation 6: General academic regulations and procedures for students on taught programmes Regulation 7: Student discipline Regulation 8: Enrolment, residence and payment of fees Regulation 11: Using University information Student Tuition Fee Refund Policy York Online Disruptions affecting Assessment Policy York Online Repeat Study Policy
Equality Impact Assessment:	N/A
Approval date:	12/10/2026
Effective from:	12/10/2026
Date of next review:	31/07/2027

In-year amendments

Date	Details of change