

Uva Wellassa University

The adoption of the following policy is recommended by the Senate Standing Committee on Quality Assurance and the Senate of Uva Wellassa University.

Policy Title: Policy on deferment of registration and leave of absence at Uva Wellassa University
Policy Number: UWU-P-016
Responsible Party/s: Deans of Faculties; Registrar-Uva Wellassa University
Effective Date: 26.04.2024
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Purpose Statement:

This policy outlines guidelines for undergraduate students at Uva Wellassa University seeking deferment or a leave of absence. Deferment of registration allows enrolled students to postpone their academic program for an entire academic year due to valid reasons. Students may opt for deferment, retaining admission status, and the university reserves their place. Varied deferment policies exist among institutions, requiring a formal request with detailed reasons and supporting documentation.

A leave of absence permits students to temporarily step away, maintaining their course position. Flexibility exists for this option, but students must be mindful of course-specific absence limitations. This break addresses personal or medical issues, ensuring continued enrollment. Awareness of guidelines related to the break's duration is crucial. Deferment of registration or leave of absence approval isn't automatic, subject to institution-specific policies, with potential conditions for students during the period.

Application Process:

Deferment

1. It is mandatory for all fulltime students of the University to register for their academic programmes on time and attend regularly to the prescribed work of their academic programme without discontinuity, to the satisfaction of the Dean of the Faculty, barring compelling circumstances.
2. All registered students should renew their registration within the period specified by the Students Affairs Division at the beginning of each academic year. If a student fails to renew his/her registration, he/she should make a written request to the Dean of the Faculty for permission for late registration by giving a reason/s for not renewing the registration on time. The Dean reserves the right to accept or reject the reason/s stated.
3. Whenever a registered student fails or is unable to attend an academic programme for an unspecified period, the student or his/her parent/ guardian should inform the respective Head of the Department and the Dean of the Faculty immediately when such inability is recognized. However, within 02 weeks of such notice, the student should ensure to send a written communication to this effect to the Head of the Department or the Dean of the Faculty or the Senior Assistant Registrar/Assistant Registrar of the Faculty.
4. Deferments are considered only if the student is registered for the respective degree programme and has not taken any examination. However, after sitting for an examination, a student may request for "leave of absence" during the academic programme as detailed under No.9 below.
5. If any student wishes to get his/her registration deferred at the time of registration, he/she should;
 - i. register with the Uva Wellassa University,
 - ii. register for the academic programme in the respective Faculty,
 - iii. registered for the course units of the academic year of the Degree programme before the final deferral date,
 - iv. make a written request to the Faculty through the Head of the Department (HoD) of the respective study Department for a deferment. The request must include a detailed explanation of the reason for deferment and any supporting documentation (e.g., medical certificates, and letters from relevant authorities). Only requests with reason acceptable to the Faculty Board will be entertained.
6. When a student requests a deferment, the HoD shall place the request at the Faculty Board and Senate. The decision will be communicated to the student in writing, indicating whether the deferment has been approved or denied. Approved deferments will specify the approved period and any conditions that must be met.
7. When the deferment is granted;

- i. the period of deferment shall not exceed one academic year at a time except on approved medical grounds *, (but there is a possibility of subsequent extensions as per academic year in exceptional circumstances if needed)
 - ii. the total period of deferment granted shall not exceed two academic years including the period granted on medical grounds*,
 - iii. the period of such deferment recommended by the respective Faculty Board and approved by the Senate will be excluded from the stipulated time period specified for the respective degree programme.
 - iv. Students must resume their studies at the end of the approved deferment period.
8. The university records that it has provided the student with advice on the impact the decision to take a deferment may have on academic progress, including any impact on professional/social recognition and students have to confirm that they have received that advice.

Leave of absence

9. A student may request for "leave of absence" for medical or any other acceptable reason (eg: to accept a foreign scholarship/training etc.) while following the academic programme and after sitting for one or more examinations. Such leave as recommended by the respective Faculty Board and approved by the University Senate will be excluded from the stipulated period specified for the respective degree programme.
10. Absence with a reason/s not acceptable to the Faculty Board may also be considered provided that the period of absence is not excluded from the stipulated period specified for the respective degree programme.
11. After obtaining "leave of absence", the student is still eligible to earn a Class, if he/she completes the degree within the stipulated period in accordance with the Degree awarding criteria.
12. The maximum period of registration of a student at the University will be a period equivalent to double the stipulated time period for his/her respective degree programme.

Note :- Medical Certificates submitted should be acceptable by the Chief Medical Officer of the Uva Wellassa University.

Financial Aid during the Deferment/ Leave of Absence period:

13. Deferment may impact financial aid, scholarships, and other forms of financial assistance. Students are advised to consult with the Students Affairs Division-Uva Wellassa University or the relevant Faculty to understand the implications and make necessary arrangements.

This document was approved by the 196th Meeting of the Council of Uva Wellassa University

Conditions for Return:

14. Students on deferment / Leave of Absence are expected to notify the Department and the Faculty of their intent to return by a specified deadline.
15. Returning students must meet any conditions outlined in the approval letter.

Appeals Process:

16. Students who receive a denial for deferment may appeal the decision by submitting a written appeal to the Faculty Board within 30 days of receiving the denial.

Implementation:

This policy shall be effective as of [effective date] and will be reviewed periodically for any necessary updates or amendments.

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