



**SWISS INSTITUTE  
OF MANAGEMENT  
AND SCIENCES** 

**Stimulating . Inspiring . Multicultural . Sustainable**

# **WITHDRAWALS, DEFERRALS & TRANSFERS POLICY**

SWISS INSTITUTE OF MANAGEMENT AND SCIENCES

## **Document Control**

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ENROLMENT DEPARTMENT  
Industriestrasse 24, 6300 Zug, Switzerland



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## 1. DEFINITIONS

**“Withdrawal”** refers to the cessation of study on a particular programme with no intention of continuing at a later date. Withdrawal from a study programme can be initiated at any time, by either the student or the Institute.

**“Deferral”** refers to a delay in a student’s enrolment/commencement of a programme of study, until a later semester/year.

**“Interruption / Intermission”** refers to a temporary break from studies where the student plans to resume their studies at a future date.

**“Resumption of Study”** refers to the commencement of a study programme following a deferred start or a period of interruption/intermission.

**“Transfer”** refers to the process of a student moving from one programme of study to another. This may be to start another programme or to join a programme at an advanced stage where a student has sufficient academic credits and enrolment rules permit this.

**“Awarding body”** refers to a higher education provider with degree awarding powers. SIMS delivers programmes under award validation and franchise agreements with recognised university partners; procedures for reviewing and approving withdrawals, deferrals and transfers may therefore vary between programmes, depending on the programme’s awarding body.

**“Exit Award”** refers to any partial award that may be given where the student has not achieved sufficient credits to claim the full award sought but has successfully completed some components. A student may withdraw or be withdrawn from their programme with an exit award, which may include a:

- **Certificate of Higher Education (CertHE):**

A CertHE is awarded after one year of full-time study (or equivalent) at a university or other higher education provider.

If a student has been awarded a CertHE, they will have obtained 120 credits at Level 4 on the National Qualifications Framework (or over 120 but less than 240 credits) and have confirmed fails in their assessment record that prohibits further progression toward obtaining the intended degree or award.





- **Diploma in Higher Education (DipHE):**

A DipHE is awarded after two years of full-time study (or equivalent) at a university or other higher education provider.

If a student has been awarded a DipHE, they will have obtained 240 credits at Level 5 on the National Qualifications Framework (or over 240 but less than 300 credits) and have confirmed fails in their assessment record that prohibits further progression toward obtaining the intended degree or award.

Students who have settled all their debts/fees with the Institute and have been awarded an exit award will be sent a certificate and academic transcript of results.

An **“Academic Transcript”** is a list of the programmes a student has been enrolled on and the grades that they received during a programme of study.

## **2. PRINCIPLES**

Those processing withdrawals, deferrals, interruptions and transfers at SIMS will be guided by the following principles:

- i. The Institute will consult with all students seeking to withdraw, defer or transfer to another course and/or provider to ensure they fully understand the academic and financial implications.
- ii. The Institute will ensure that students seeking to withdraw, defer or transfer have exhausted all available student support options prior to committing to proceed.
- iii. The Institute will respect a student’s decision to voluntarily withdraw from a programme or transfer to another provider without exerting undue pressure to remain and will readily assist the student in the proceeding.
- iv. Where a student leaves their programme before completion, the Institute will ensure they receive any exit award that may be due to them, as well as a transcript of their achievement to date from the awarding body.
- v. Where the Institute seeks to withdraw a student from a programme, it will do so only as a last resort when all possible remedial interventions and attempts at reconciliation have been exhausted.
- vi. All procedures for involuntary withdrawal will give the student in question the opportunity to present their case to the deciding panel.
- vii. Where the Institute has taken a decision to withdraw a student, they will be notified of their right of appeal and the correct means of doing so.
- viii. The School will uphold a student’s right to a refund of fees paid in accordance with its Tuition Fee and Refunds Policy.





## 3. WITHDRAWAL FROM STUDY

### 3.1. Where the student initiates withdrawal

If a student is contemplating withdrawing, the Institute will make every effort to offer appropriate advice and to make enquiries about whether any additional assistance could be provided that would enable the student to continue on the programme. Students are advised to speak to Student Support for advice about any further assistance that might be available. It is at this stage that students will be advised of the academic and financial implications of such a decision.

If, after consulting Student Support, the student decides to proceed with the withdrawal, they must complete a Request to Withdrawal Form and submit it to Student Support; the form can be downloaded from the Student Portal.

### 3.2. Where the Institute initiates withdrawal

The Institute may initiate the process of withdrawing a student in the event that:

- The student has failed to progress academically and all assessment opportunities have been exhausted.
- The student has failed to satisfy SIMS's attendance requirements.
- The student has repeatedly and/or severely breached the Institute's codes of conduct, particularly where this pertains to the health, safety and well-being of individuals.
- The student has failed to return from a period of interrupted study
- The student has failed to re-enrol where required
- The student has not paid their tuition fees
- The student has provided false or misleading evidence in connection with their application, registration, or at any other time.

Note: The above examples are not exhaustive.

### 3.3. Consequences of withdrawal

Any student withdrawing from their programme of study should take into consideration the following consequences of withdrawal:

- Their registration with SIMS and the awarding body shall be terminated, and they shall no longer be a registered student of either institution.
- The Institute will duly process records with awarding bodies, other external bodies, any regulatory or governing body or other agencies will be notified. For the purpose of the student record, the date of withdrawal will be the same as the date the decision to withdraw is made or the date provided on the relevant form, unless evidence is readily available to confirm an earlier date.

- Students must take into consideration and refer to Student Support for guidance on the implications of withdrawal on their student loan and their finances.

## 4. DEFERRAL OF STUDY

For all students registered with the Swiss Institute of Management and Science, the following applies:

- Students may be permitted to interrupt their studies for a maximum of two calendar years, subject to the stipulations of the programme of study. The initial period will normally be for one calendar year.
- Should an extension to this period be required, an additional request must be submitted and granted.
- Students who have interrupted their studies will not be permitted to submit any work for assessment, undertake an examination of any type or attend work/clinical placements.
- Students will not be able to defer modules only. Where a student is unable to attend their module and/or submit for assessment but will be able to submit at the next assessment point, they should refer to the Mitigating Circumstances Policy.
- Students may apply to defer their studies by filling in and submitting a Request to Defer Form to Student Support. The form can be downloaded from the Student Portal.

Circumstances that could be grounds for deferral shall be the same as those for mitigation and shall include the following:

- Physical or mental ill-health
- Severe financial hardship
- Emotional/personal difficulties, e.g. bereavement
- Disability e.g. where a student's disability comes to light for the first time at the assessment
- Unavoidable absence from the School, e.g. requirements of the employer
- Unavoidable absence from domicile, e.g. eviction
- Other serious circumstances which could not be foreseen by the students

Note: The above examples are for illustration only and not intended to be definitive or exhaustive.

### Resumption of study

A date of resumption of study is agreed upon between the student and the Institute at the time of the application for deferral of studies, which is normally anything from one semester to two calendar years. On resumption of study, where the student is liable for the fee, the



student will be invoiced the full tuition fee for the academic session, plus any repeat fee applicable, with a discount, applied equally to the tuition fee charged for the period of study prior to the deferral.

### **Withdrawal following deferral**

Students who wish to withdraw following the period of deferral should notify Student Support of their intention to do so. This may be done automatically by the Registry Department if a student fails to reregister on his/her programme of study within two weeks of the agreed resumption period.

## **5. TRANSFER**

Students who wish to transfer to another SIMS course during the first two weeks of starting their current course may make an application for transfer to the Registry Department. The registry will examine the transfer application carefully, taking into account class size, course availability at another Campus and other relevant factors, in particular, whether the transfer is in the best interests of the student.

If permission is given for the transfer, the student agrees to undertake additional studies themselves to enable them to catch up with the course within a reasonable time; e.g. 4 weeks.

If the result of the transfer entails moving to a course where the fees are reduced, a proportionate discount or refund will be given. If the result of the transfer entails moving to a course where the fees are increased, additional fees to cover the balance will apply.

Where a student wishes to transfer to another institution the following applies:

- Any transfer requested will be treated as a Student Initiated Withdrawal and as such must follow the relevant process (this is inclusive of any process involving tuition fees).
- The new institution would be the entity responsible for assessing any accreditation for prior learning.
- Where a student has passed modules on the relevant programme of study, an academic transcript of the completion of said modules would be provided by either the validating Institute or awarding body. If the student has passed and completed all the required modules for any given exit award, certification will be awarded by the relevant validating institute or awarding body. As such for all Institute validated programmes; a Certificate of Higher Education (level 4, 1st year of degree programme), or a Diploma of Higher Education (level 5, upon 2nd-year completion of a degree programme) would be awarded.