



## PROFESSIONAL PRACTICE IN HEALTH FRAMEWORK

Whilst studying at Northumbria there may be unexpected circumstances where you need to consider the process of transferring (changing course), taking a break in study (interruption) or leaving the University (withdrawal). The information below will help you to understand each of these processes.

Health and Social Care Continuing Professional Development (CPD) modules are now incorporated into the Northumbria Professional Practice in Health Framework. This means if you started your programme after September 2022, instead of completing a single module, you will be enrolled onto a programme of study giving you the opportunity to work towards an agreed award. For example, a BSc, Graduate Certificate, Post Graduate Certificate or MSc.

If you are considering transferring onto another programme, you must speak to your programme leader. Your programme leader will be able to advise you if there is the option to transfer and will discuss with you how to proceed. It is important to know that the opportunity to transfer is likely to be limited.

We understand that in some cases you may need to consider taking a break in study (interruption). You must speak to your programme leader in the first instance. To ensure that your learning remains up to date, a break in study may need to be authorised by your programme leader. A break in study will normally be up to a maximum of two years, and the point at which you take a break in study may impact your return.

Should you wish to leave the University (withdraw completely from your programme) you must consider and discuss the implications of this with your programme leader. You will be issued with confirmation of credits that you have successfully achieved. You may be eligible to receive a lower award, depending on the point of withdrawal.

Once you have spoken to your programme leader, you must follow the guidance outlined in your Student Portal and submit your request for a transfer, interruption or withdrawal via the Student Change of Circumstances (ChoC) Portal. A member of the Student Engagement Team will then contact you to guide you through the process.

**IMPORTANT** - If you do not complete a ChoC request to officially transfer, interrupt or withdraw, but have stopped engaging with your programme, the most likely PAB (Programme Assessment Board) outcome is that you will FAIL. If you receive a FAIL decision, and wish to repeat, there are likely to be additional costs. You will need to speak to your employer (sponsor, funding body or Trust) for advice with funding.