



**INTERMISSION PROCEDURES: PROCEDURES FOR
INTERRUPTING A PROGRAMME OF STUDY FOR STUDENTS
STUDYING FOR UNIVERSITY OF
ESSEX AWARDS AT SOUTH ESSEX COLLEGE**

**South Essex College of Further & Higher Education
August 2018**

Introduction

This document outlines the procedures that apply to students studying for University of Essex awards at South Essex College who wish to interrupt their programme of studies. The process of interrupting a programme of study is called *intermitting*.

Students may only intermit with the permission of the College and the University of Essex. Students must seek permission using the process outlined below and should continue to attend the programme of study until that permission has been granted. Failure to follow the procedures could result in a student being permanently withdrawn from the programme.

What is intermission?

Intermission (temporary withdrawal provides you with the opportunity to take a break from your studies. Normally, this is for reasons beyond your control (e.g. health or personal problems) although other reasons are permitted. An intermission is approved for a defined period of time, after which you are expected to return to your studies.

A request to intermit needs formal approval and requests are governed by The University of Essex [regulations](#) and guidelines.

Repeating after partial completion

If you have completed any modules and want your achievement in these modules to be considered by the exam board you should request this when you complete the form. These module marks will then be formally recorded on your transcript and you will not need to register to complete these modules again.

Thinking about intermitting

You may be thinking about intermitting for various factors: health; personal or family reasons; or feel you need a break from your studies for other reasons. Before deciding that intermission is the best action for you, there are people at the College who can offer you information and advice. If you are considering intermitting, some of the practical things that you need to consider include:

- Academic issues
- Accommodation
- Financial matters
- Support availability
- Visas

Please contact hesupport@southessex.ac.uk to discuss how these issues may affect you and whether support could be provided which will help you to continue your studies.

Applying for permission to intermit

If you wish to intermit you must apply by completing the intermission form provided on the website at <http://www.southessex.ac.uk/higher-education/higher-education-policies> providing acceptable reasons for your request. **If you have completed any modules and want these to be considered at the exam board you should provide this information when you complete the form.**

The form should be sent to the Information Services team by the deadline published for that academic year. **The deadline for 2018-19 academic year is 22nd March 2019 as published on the HE Assessment Year Planner.**

The Programme Partnership Manager and CMA Compliance & Information Manager (HE), will consider the request and decide whether or not to give permission to intermit from the College and your programme of studies. In some cases the decision may be referred to the Dean/Deputy Dean for Academic Partnerships (University of Essex) who will make a decision whether to approve the intermission request. The Dean of Higher Education and Dean/Associate Dean for Academic Partnerships may prescribe conditions which need to be fulfilled before you are permitted to resume your programme of study.

The CMA Compliance & Information Manager (HE) or nominee will advise you by email of the decision, the date when you will be expected to return to the College to resume your studies and any conditions which may be attached. Modules are subject to change and may not be timetabled for the same terms in subsequent years; this therefore may have consequences for the date of return to the programme of study. Requests for intermission submitted after the published deadline may be considered provided an explanation is given of the reasons for the late application.

Registration status of intermitting students

Once approval for intermission has been given, your registration status will be changed from *full-time* to partial registration, which means you will no longer be entitled to attend tuition or have access to College computing facilities or borrowing rights in the Library. However, in certain circumstances, the College may allow you to use these services. You must make any request to do so in writing to the Head of Higher Education.

Intermission - While you are away

Keeping in touch

You will continue to have access to your College e-mail account, and the College will use this to remain in contact with you. Please make sure you continue to change your password when prompted. If you forget your password or can't login contact our IThelpline@southessex.ac.uk

Keep an eye on your e-mail account as we will e-mail you about aspects of your return to your studies. You are advised to ensure that you keep alternative copies of any essential documents stored on the College network. Any material stored on the College network will be held until the end of the academic year in which you intermit, after which time it will be removed.

Getting ready to return

Where necessary, you should ensure that the reasons for your intermission are addressed and resolved prior to your return, making use of College Student Support Services, hesupport@southessex.ac.uk where appropriate and providing any evidence that may be required to meet conditions of return. Any medical evidence that may be required for return should be sent to headmissions@southessex.ac.uk by Friday 2nd August 2019.

Visas

International students should seek advice from hesupport@southessex.ac.uk as there may be implications for their visa status if they intermit. You must ensure that you comply with any visa conditions during your period of intermission. If you hold a Tier 4 visa you should contact HE Student Support for information on complying with your visa conditions during your period of intermission. **A CAS needs to be requested up to four months before your intended return date.**

Maximum Period of Study

Undergraduate students have a maximum period in which to complete their studies. This is set at the point they register and is normally the length of their programme plus two additional years. This is to allow some flexibility in cases where students find they must intermit, or they fail a stage of study and must repeat it, or they want to transfer to a new course and must retake a stage of study. However, students must complete their studies within this maximum period.

Each of the following counts as one additional year. You will not be permitted to do any of these actions more than twice, or exceed two of these actions in any combination.

- Repeating a stage (whether by full or part-time attendance);
- Undertaking reassessment the following year without attendance;
- Transferring to a new course and repeating a stage;
- Intermitting for part or all of a year.

If your intermission is due to serious extenuating circumstances, such as a severe medical condition, then the Dean can consider extending your maximum period of study by one year.

Further details about the length of study for each award can be found in the Framework for University of Essex Undergraduate courses in the [Rules of Assessment](#)

Financial Matters

Student Finance England (SFE)

These notes are for general guidance only and the information, which is based on the Student Support Regulations, is subject to amendment from time to time. It is therefore essential that students contact Student Finance England directly to discuss their individual cases. Please visit <http://www.studentfinanceengland.co.uk/>

If it has been agreed by the College and University that a student can intermit, Student Finance England will normally suspend his/her award for up to one year and reinstate it when he/she returns. Students who repeat all or part of their first year of study are normally entitled to repeat funding, provided that they are repeating for the first time. Repeat funding for second or third year is discretionary and is usually only granted by Student Finance England in exceptional circumstances, often involving severe medical or personal problems.

Tuition fees

Students will be liable for tuition fees when intermitting as follows

Students who withdraw or intermit after Thursday 18 th October 2018 and before Friday 21 st December 2018	25% of fees payable
Students who withdraw or intermit after Thursday 3 rd January 2019 and before Friday 22 nd March 2019	50% of fees payable
Students who withdraw after Monday 8 th April 2019	100% of fees payable

If intermission is requested and approved prior to **Thursday 18th October 2018** then no fees will be incurred.

Student loans

Students cannot apply for a loan while intermitting. If he/she already has a Student Loan, he/she is not required to make any repayments while intermitting. However, if the student decides to leave the programme permanently after the period of intermission, rather than returning to study, he/she should contact Student Finance England so that they do not risk falling into arrears.