

## **Student Intermission Guidance Notes**

**What is intermission?**

- LLM Legal Practice (SQE1&2) . must complete, including all assessments, within 6 years from course start date.
- Business School (postgraduate) . must complete, including any re-sits, within 5 years from course start date
- Computer Science (postgraduate) . must complete, including any re-sits, within five years from the course start date.
- Psychology (postgraduate) . must complete, including any re-sits, within five years from the course start date.
- Education MA programmes (Education and HE AML) . must complete, including any re-sits, within five years from the course start date.
- Education PG Dip programmes (Education and HE AML) . must complete, including any re-sits, within four years from the course start date.
- Education PG Cert programmes (Education and HE AML) . must complete, including any re-sits, within three years from the course start date.

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You will not be eligible for any bursary/scholarship funding during a period of intermission. If you have taken out a loan to cover your course fees, you should check with the loan provider if intermission will affect your funding entitlement and loan repayment.

If a sponsor is paying your course fees, you will need to discuss your situation with them and ensure that they are happy to continue with your sponsorship.

Course fees on the later course which you return to may increase and you would be liable for this increase.

If you have any queries regarding the financial implications of intermission, please contact our Student Finance team by phone 01483 216380 or email [studentfinance@law.ac.uk](mailto:studentfinance@law.ac.uk). If you would like advice about accessing other forms of financial support whilst on intermission, please contact our Money and Housing Advice service by email at [moneyandhousingadvice@law.ac.uk](mailto:moneyandhousingadvice@law.ac.uk).

**Council tax exemption:** If you are returning to a full-time course, you will retain your student status for council tax purposes and may be eligible for exemption in the usual way (depending on your living arrangements). If you withdraw or abandon your programme of study you will have to pay Council Tax from the date you finished your studies. You should contact your local authority if you have any questions or concerns about your liability for Council Tax. Please note, students on SQE Prep courses are not eligible for council tax exemption.

**Visa implications** if you are sponsored by the University on a Student visa, it is important that you refer to the Information for International Students booklet, which explains the implications for your visa sponsorship when taking an intermission (this can be found within the International Students organisation on ELITE). If you still have any questions, we strongly recommend you contact International Student Advice at [visaadvice@law.ac.uk](mailto:visaadvice@law.ac.uk)

In most cases, the University will be required to report a withdrawal of your student visa sponsorship to UK Visas & Immigration. As you would no longer be studying on a full-time course, you would be required to leave the country. You are expected to send a copy of your travel booking to the Visa Compliance Team, as well as a copy of your boarding pass and the entry stamp that you receive in your home country once you have left the UK.



the following year. Please note, if you are approaching an assessment period and do not intend to sit your assessments, you should contact the Assessments team to submit a Concession or Mitigating Circumstances application. For further guidance, please contact [AssessmentOffice@law.ac.uk](mailto:AssessmentOffice@law.ac.uk).

**\*\*BPTC/BPC Students Only: Practitioner texts** - You will be provided with a new set of materials when you return to the BPTC/BPC with the exception of the Civil Procedure White Book (if you are advised by your Programme Leader), you can be supplied with updated copies but there will be a charge for this.

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### What happens while I am away?

When you return to the course, you will continue to have access to ELITE and your ULaw email account. We will keep in touch with you and will contact you by email approximately three months before you are due to return, requesting that you complete a re-registration form (you will also be notified at this stage of any increase in course fees and amount payable before your return including the fee for additional practitioner text books on the BPTC/BPC). If it is easier for you to re-direct your ULaw emails to a personal account, instructions for how to manage this can be found on ELITE.

During your intermission, you may find it useful to refer to our [Taking a Break from Study: Information & Guidance](#) area on ELITE. This area provides answers to many frequently asked questions, as well as links to lots of handy resources and support, including Skills for Study (our study skills portal) and Togetherall (online platform to support your wellbeing).

If you are awaiting results from this year's course, please contact the Assessments Office directly when the results are released as your result will not be included in the published lists until you return. Students may not sit outstanding assessments during their period of intermission.

Should your contact details change during your period of intermission, please ensure that you advise the Student Journey Team by email (contact details list can be found at the end of this document) or update them via ELITE (go to Student Support>Information>Update your details).

The re-registration form will need to be completed and returned within one month of your planned return date. If you decide at this stage to withdraw from the course, you will not be liable for any further course fees. If you are re-joining the course, once we have received the form, we will advise you of any increase in course fees which may be payable prior to your re-registration being finalised.

If we do not hear from you within one month of your planned return date, we will assume you do not wish to return, and you will be withdrawn from the course.

*Please note: if you have intermitted on medical grounds, the University may (in its absolute discretion) require evidence that you are fit to return to the course. If you are unable to obtain this from your medical practitioner or what is provided is deemed to be insufficient, the University may require a second medical opinion. In this case, you may be asked to submit yourself for examination by a medical practitioner nominated by the University. The Student Journey Team will advise you of this when they contact you about your return.*



Please be aware that the course you intermitted from may not be running or may have been amended during your break from studies. Where possible the university will inform students of any changes to programmes at the point of return and relevant options will be provided.

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### Further Intermission

Where approved, intermission is allowed for **one year only** unless there are exceptional evidenced circumstances. In situations where a further period of intermission is requested, the case is reviewed by a panel of three staff at Manager level or above. This panel meets at several points during the year. Should you need to request a further intermission, you will

The panel reviewing your request will consider each case individually however will take the following into account:

- Form/reasons for previous intermission, together with any evidence provided
- Form/reasons for further intermission request, together with evidence provided
- An attendance/participation report from your original course
- Confirmation of fee status, including reference to any payment plan agreed at the point of intermission where applicable
- Whether the situation resulting in the request is likely to be improved should a further period of intermission be granted

You will usually be notified of the outcome within seven calendar days of the review meeting.

### Appeal Process

If you are dissatisfied with the outcome of a request to intermit, you may request a review of by the University within 14 calendar days of the intermission decision.

Please note that for a review to be considered you would normally need to:

- Provide further evidence to substantiate the appeal, together with a full explanation of why this evidence was not supplied with the initial request;
- or
- Demonstrate that the intermission process was not followed correctly and that this had a detrimental impact on the outcome;
- or
- Demonstrate that the reviewer/panel reached a decision that no reasonable body could have reached.

It will not be sufficient simply to reiterate the original intermission request.

## Useful Contacts

<b>Team</b>	<b>Email</b>	<b>Phone</b>
Student Journey	<a href="mailto:studentjourney@law.ac.uk">studentjourney@law.ac.uk</a>	n/a
Student Immigration and Compliance	<a href="mailto:visacompliance@law.ac.uk">visacompliance@law.ac.uk</a>	01483 216588
Student Finance	<a href="mailto:studentfinance@law.ac.uk">studentfinance@law.ac.uk</a>	01483 216380