

Title:	Policy and Guidance on Intermission
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External Reference Points:

External Source	Reference Points
UKQC- Core Practices	<ul style="list-style-type: none"> The provider supports all students to achieve successful academic and professional outcomes.
UKQC- Advice and Guidance	N/A
Awarding Body Reference	<ul style="list-style-type: none"> Programme Specifications London Met Academic Regulations London Met: Quality Manual Pearson Programmes: Quality Manual Pearson BTEC Higher Nationals Centre Guide to Quality Assurance and Assessment
Other reference Points	<ul style="list-style-type: none"> NCL Quality Assurance Manuals NCL: Student Handbooks/ Course Handbooks NCL: Teaching and Learning Policy NCL: Assessment Policy NCL: Suspension and Termination of Students for Disciplinary Reasons. NCL: Student Attendance and Progression Policy Student Loans Company (SLC) Quick Guide-Suspension CoC (Change of Circumstances) Student Loans Company (SLC): Quick Guide-Resumption CoC (Change of Circumstances)

1. Intermission

1.1. An 'Intermission' is a temporary withdrawal / leave of absence which provides a student with the opportunity to take break from his/her studies which is for the reasons beyond their control (e.g. health or personal problems).

1.2. An intermission is approved for a definite period of time after which the student is expected to return to their studies.

1.3. A request to interrupt needs formal approval and is governed by Nelson College London rules and regulations.

1.4. Student(s) should seek relevant information and advice from Nelson College London authorities before making an application for intermission as it may have some significant consequences.

1.5. A student may also be given an option by the College either to interrupt or withdraw from the course if they do not meet the student attendance and progression policy for personal circumstances such as a prolonged sickness (cumulatively 35 days or more in an academic year).

1.6. Student(s) should consider the following issues before making an application for intermission:

1.6.1. Academic Issues

1.6.2. Funding Issues

2. Academic Issues:

2.1. Student(s) contemplating intermission should be aware that the courses may change from year to year and this may affect the units that are available to them on their return.

2.2. Student(s) should consider the impact on any prescribed maximum period within which they have to complete the award for which they are registered.

3. Funding Issues

3.1. Funding from the Student Loans Company (SLC)

3.1.1. Students need to be aware that if they are from a Home or EU country and in receipt of tuition fee loans and the College approves the intermission, then Student Finance England will normally suspend an award, and reinstate it when a student returns. However, a student may be entitled to funding for the full duration of the course plus one additional repeat year, minus any previous full or part years of the study.

3.1.2. If a student has to repeat any year of study, including a period of intermission, then this will be counted as 'plus one year' even if a student is repeating only a part of the year.

3.1.3. If a student has previously studied at a higher education institution or has repeated intermissions, then the entitlement to funding might be affected.

3.1.4. The student(s) should consult with Nelson College London to discuss how the above stated funding issues might affect them before making an application to interrupt.

3.1.5. The College will notify the Student Loans Company (SLC) of any timely Change of Circumstances (CoC) i.e. when a student has:
a) suspended their studies.

(A suspension CoC will be used when a student takes an agreed leave of absence, with a view to returning in the future).

b) resumed their studies.

(A resumption CoC will only be used when a student returns after a period of suspended study in the same academic year).

3.2. **Compelling Personal Reasons (CPR)**

3.2.1. Eligible EU/UK student(s) could be entitled to full funding plus one additional 'gift year' for the complete duration of their course.

3.2.2. For funded student(s) who have had more than one period of intermission or repeat study then this can mean that the full funding is not available for the complete course. However, if a student has intermitted from the course or had to repeat the year due to personal or family crisis or ill health (including mental health) then the student might be eligible to apply for an additional year (or years) of full funding from their funding provider. This is known as Compelling Personal Reasons (CPR).

3.2.3. An application for CPR should be made to Nelson College London. The student should provide a full description of CPR and how it has affected their ability to study. The case should be supported with evidence from a professional service (if possible).

3.2.4. The evidence that a student can provide will vary depending on the situation but could include letters from a GP / Hospital / Consultant / Psychiatrists / Counsellors / Mentors for health related issues or Crime Reference numbers from the Police, birth/death certificates and letters from religious ministers for other issues. The student can also include letters from tutors or other staff if they have been in contact with regarding the discussion of their situation.

3.2.5. On receipt of CPR, the College will advise the student on how to inform their funding body.

3.3. **Student loans**

3.3.1. Student(s) cannot apply for a loan while they are intermitting. If they already have a student loan, then they are not required to make any repayments while intermitting.

3.3.2. If a student decides to leave the College permanently after the period of intermission, rather than returning to study, then he/she might fall into arrears with the Student Loans Company (SLC).

3.3.3. If a student is repeating a period of study, then he/she may apply for a student loan for this period of time.

3.4. Sponsors

Student(s) are advised to check the regulations for intermitting and / or repeating a part of the course if they are funded by any other organisation. (e.g. overseas government).

3.5. Student status and welfare benefits

Student(s) will be partially registered while they are intermitting and this may affect their eligibility for benefits and exemptions. (e.g. Council Tax and Welfare Benefits).

4. Applying for Intermission

4.1. Request for Intermission

Students can make a request for intermission if they are prevented by ill-health or any other cause from making a progress in their studies. The students are advised to discuss their request to intermit with the College authorities before completing the relevant online application form to speed up the process.

4.2. Applying for intermission

4.2.1. Students studying on London Metropolitan University courses should make an application to the Head of Programme Delivery (LMU Programmes) for a period of intermission up to six months. The maximum period permitted is one year and any further requests above one year must be approved by the Principal or his/her nominee.

4.2.2. Students studying on Pearson Programmes should make an application to the Academic Manager (Pearson Programmes) for a period of intermission up to six months. The maximum period permitted is one year and any further requests above one year must be approved by the Principal or his/her nominee subject to the maximum registration period of five years as stipulated by Pearson.

5. Intermission: Some General Information

5.1. It is possible for a student to take time out from the course - with permission - for one or two terms or for one full academic year. In exceptional circumstances, a period of up to two academic years away from the College may be allowed as long as it does not exceed the maximum period of study on the programme on which a student is enrolled.

5.2. Depending on the structure of the course and the time in the year when a student decides to intermit, they may be required to repeat a period of study on their return. For example, if a student intermits towards the end of the autumn term, they would have studied some modules and completed some assessment(s) will be required to start the year again i.e. from the beginning of the autumn term. Some courses can be recommenced at the start of the spring term, if the whole of the autumn term has been completed.

5.3. It is not permissible, however, for students to elect to repeat a stage of study with the sole purpose of improving grades. Only Assessment Panel (HND Programmes) / Board of Examiners (LMU programmes) can impose or offer a repeat stage, and it will usually be

offered only to those students who do not meet the requirements to progress to the next stage of study.

5.4. **What happens when a student decides to intermit?**

Once the approval for intermission has been given, the registration status of the student will be changed from full-time to partial registration, which means that the student will no longer be entitled to attend tuition.

5.5. **Minimum period of intermission**

Intermission will not normally be granted for a period of less than one term.

6. Maximum Period of Study:

6.1. The maximum period in which the student(s) at Nelson College London can complete their studies is set at a point at which they register and lasts till the full length of the programme plus two additional years.

6.2. The two additional years are allowed to provide some flexibility in cases where a student identifies that there is a need for them to intermit, or they fail in any stage of study due to serious personal reasons and must repeat it, or they want to transfer to a new course or are required to retake a particular stage of study. The College may at its discretion reject any application for repeat of a course.

6.3. Transfers to a programme are included in the original maximum period unless they involve moving to or from a four-year course.

6.4. Each of the following counts as one additional year. The student(s) will not be permitted to undertake any of these actions more than twice, or exceed two of these actions in any combination:

- 6.4.1. repeating a stage (whether by full or part-time attendance)
- 6.4.2. undertaking reassessment the following year without attendance
- 6.4.3. transferring to a new course and repeating a stage
- 6.4.4. intermitting for a part or all of a year

6.5. If a student is seeking intermission due to serious extenuating circumstances, such as a severe medical condition, then the Academic Manager (Pearson Programmes) /Head of Programme Delivery (LMU Programmes) can consider extending the maximum period of study by one year.

(For some courses, however, the regulatory body rules may mean that the maximum period cannot be extended, even in the case of serious extenuating circumstances).

7. When a student is on 'Intermission'

7.1. Student(s) will continue to have access to their Nelson College London email account and should make sure to change the password when prompted.

7.2. The student should regularly check their email account as they will receive emails from the College which will provide them with the information about returning to their studies.

The students will also be provided with opportunities to sign up to relevant mailing lists to keep in touch with events at Nelson College London

8. Library Access

8.1. Student(s) will continue to have some Library access during intermission. They will have online access to a restricted set of e-resources which can be accessed remotely.

8.2. Student(s) will also be able to borrow up to a specific number of textbooks at a time.

9. Getting ready to return

9.1. Where necessary, the student(s) should ensure that the reasons for their intermission are addressed and resolved prior to their return, making use of College support services where appropriate.

10. Visas

10.1. The student must ensure that they comply with any visa conditions during their period of intermission.

11. Breach of rules and regulations of 'Policy and Guidance on Intermission'

11.1. The Registrar may suspend or terminate the registration of any student who breaches the rules and regulations of 'Policy and Guidance on Intermission'

(Request for Intermission Form is annexed to this Policy)