

Student Intermission Guidance Notes

What is intermission?

Intermission is a temporary leave of absence from your course and allows you to take a break from your studies. Usually, this is as a result of unforeseen circumstances, e.g. unexpected health or personal problems, although other reasons are considered. It is important to note that there is no automatic right to intermit and this is subject to formal approval.

An intermission is for a defined period of time – this will be dependent on your course but will be a maximum period of one year. Please refer to the Intermission Policy on the University of Law website at <http://www.law.ac.uk/about/policies/>

Thinking about intermission? Please come and see us.

There are a number of things to consider if you're thinking of a period of intermission before making a final decision. Speaking to a member of staff will assist you in making the right choices and we will see if we can support you in continuing with your studies on your current course.

Academic – does the regulatory body require that you complete the course within a specified timeframe?

- MA Law/GDL Full-Time – must complete, including any re-sits, within 3 years from course start date
- MA Law/GDL Part-Time – must complete, including any re-sits, within 4 years from course start date
- LPC (all study modes) – must complete, including any re-sits, within 5 years from first assessment date
- BPTC Full-Time – must complete, including any re-sits, within 4 years from course start date (actual period of registration ends 30th September in the 4th year)
- BPTC Part-Time – must complete, including any re-sits, within 5 years from course start date (actual period of registration ends 30th September in the 5th year)
- iLLB 6 year – must complete, including any re-sits, within 9 years from course start date
- LLB 4 year/LLB 4.5 year/LLB 4 year (inc Foundation Year) – must complete, including any re-sits, within 6 years from course start date
- LLB 3 year – must complete, including any re-sits, within 5 years from course start date
- LLB 2 year – must complete, including any re-sits, within 4 years from course start date
- BSc Policing 3 year – must complete, including any re-sits, within 5 years from course start date
- BSc Policing 4 year (including Foundation Year) – must complete, including any re-sits, within 6 years from course start date
- BA Criminology 3 year – must complete, including any re-sits, within 5 years from course start date

- BA Criminology 4 year (including Foundation Year) – must complete, including any re-sits, within 6 years from course start date
- LLM, MSc and MA academic programmes – must complete, including all assessments, within 5 years from course start date
- PG Diploma/Certificate in Legal Technology – must complete, including all assessments, within 5 years from course start date
- Business School (undergraduate and postgraduate) – must complete, including any re-sits, within 5 years from course start date

In extenuating circumstances, it may be possible for students to apply for an extension to the above timelines however this is subject to an approval process. Where required, students should contact the Programme and Student Lead for their course to discuss this in further detail.

Although it is unusual for courses to change dramatically, there can be changes year to year. For example, LPC students should be aware that the range of elective modules available during Stage 2 of the course may vary as these are subject to demand. The same is true for the BPTC, Law Masters and LLB options.

Accommodation – will your living arrangements change during a period of intermission? If you are living in privately-rented accommodation and are bound by a rental agreement, you should check the consequences of leaving early and review potential associated costs.

Financial – you should carefully consider your financial circumstances and the impact of intermission from your course - please refer to the Course Fee and Instalment Schedule to check your fee liability and discuss any queries with the Student Services team.

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.

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.

Visa implications – if you are an international student and have been issued a Tier 4 visa on the basis of enrolling onto a full-time course, we would be required to report your change of status to the 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 International Visa Office, 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.

A fresh application would be necessary for your return and this would need to be supported by our International Visa Office team. **Intermission is only granted for Tier 4 students in special circumstances** and it is therefore essential that you discuss your situation with our staff before making an application.

BPTC Students: Practitioner texts - You will be provided with a new set of materials when you return to the BPTC with the exception of the Civil Procedure White Book and Blackstone's Criminal Practice. If you require a new copy upon your return (as advised by your Programme Leader), you can be supplied with updated copies but there will be a charge for this.

How can I intermit?

In order to ensure that intermission is the best option for you, please contact either your Personal Tutor or our Student Services team (contact details list can be found at the end of this document). They will arrange a time to meet you, discuss your situation and advise you if there are any other alternatives for you to consider. They will also discuss with you your likely return date – these are at set points within the course and are dependent upon your leaving date. You will be issued with new study materials when you return if they have been updated**.

The terms of intermission are:

1. Your course fees have to be paid up to date* - please refer to the Course Fee and Instalment Schedule to check your fee liability
2. Upon returning to the course, you will be liable for any increase in course fees.
3. Intermission is granted for a defined period of time but up to a maximum of one year.
4. Any results for assessments already completed will be carried forward.
5. You will be subject to the regulations, policies and protocols of the University in place at the time of your return.
6. Where applicable, you will need to complete the course, including any re-sit assessments, within the timescales required by the relevant regulatory body (see page 1).
7. If you subsequently decide to withdraw from the course, or are withdrawn from the course by us, then you will not be refunded any course fees that you or a sponsor have paid and will remain liable for any fee liability incurred.
8. You will retain access to ELITE and your ULaw email account during your period of intermission but will not be able to access other services, e.g. extra-curricular activities, clubs and societies. You will continue to have careers support however you will not be eligible to participate in any pro bono or mentoring activities. If you are already participating in these activities, you should speak to a member of the employability team after you have made your decision. You can use ULaw libraries on a reference only basis. If you have started a course of counselling prior to a period of intermission, you will be able to complete this but you will otherwise not be permitted to use the service before you return.

* If a student has no means of paying fees outstanding, the University may agree an individual payment plan (ensuring that all fees are paid prior to the student's return date). If this applies to you, please clearly outline your situation when you submit your application – a member of the Student Finance team will then contact you to discuss further.

After meeting with the Student Services team/your Personal Tutor, you will be required to complete and return the 'Request to intermit' form. If you are requesting to intermit on medical grounds, you will be required to submit supporting evidence, e.g. medical report. Once received, this will be assessed by the Head of Operational Services and/or Programme Student Lead. The Head of Operational Services/Programme Student Lead reviewing your request will consider each case individually however will take the following into account:

- Previous attendance record
- Any supporting evidence provided
- Whether the situation resulting in the request is likely to be improved should a period of intermission be granted

You will be advised by email within 5 working days whether formal approval has been given or if, for any reason, your request will take further time to review. A request to intermit cannot be processed until all relevant evidence has been submitted and reviewed. This message will also advise you of your return date. Return dates are calculated according to the date of your intermission request – you will usually need to return at the equivalent point for the course you return onto, e.g. if you intermit in January, you would usually be invited to return in January the following year.

****BPTC Students Only: Practitioner texts** - You will be provided with a new set of materials when you return to the BPTC with the exception of the Civil Procedure White Book and Blackstone's Criminal Practice. If you require a new copy upon your return (as advised by your Programme Leader), you can be supplied with updated copies but there will be a charge for this.

What happens while I am away?

While you're away, you will continue to have access to ELITE, including our 'Break from Study' area 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). 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 under the 'My Help' pages.

During your intermission, you may find it useful to refer to our 'Break from Study' area on ELITE. This area provides links to lots of handy resources and support, including Skills for Study (our study skills portal) and Big White Wall (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. If you wish to re-sit an examination/assessment prior to your return you will need agreement at Senior Management level. Please e-mail the Assessments Office to request permission.

Should your contact details change during your period of intermission, please ensure that you advise the Student Services 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. 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, 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 Services team will advise you of this when they contact you about your return.

International Students: *As explained above, Tier 4 students are very rarely able to intermit. However, if you were given permission to intermit and you require a Tier-4 visa for your return to the course, you will need to contact our International Visa Office, visaoffice@law.ac.uk, three months prior to your expected return date. The team will advise you if they can provide a CAS number and will inform you of any documentation needed.*

Returning to your course

As you approach your return date, it will be useful for you to begin planning to ensure your transition is as smooth as possible. We will do all that we can to support you during this process but would recommend that you consider the following.

Academic preparation

When you have re-registered with us, we will send you a course year plan by email to assist you in completing your preparation for teaching sessions. You will be given access to your new course on ELITE from the start of the course, even if you are not due to return until mid-term. If you are returning mid-term, we would recommend that you review materials relating to the workshops which have taken place prior to your return. You will be advised of your Personal Tutor when we re-register you and you can contact them for guidance after this point.

Accommodation

If you need to find private-rented accommodation for your return to the course, you should do this as soon as possible to avoid any last minute panic. You can access our accommodation database, during your period of intermission which has a wealth of useful information and properties listed. Our Accommodation Officer will also be happy to help, accommodation@law.ac.uk.

Funding

Prior to returning to the course, you should make sure that any funding is in place. Any increase in course fees will need to be paid prior to your return. If you have a sponsor, you should advise them of your plans to resume your course. Our Student Services team will be happy to assist you with any funding queries.

Socialising, Clubs and Societies

There are lots of opportunities to get to know other students whichever time of year you are returning to us. If you are returning at the start of your course, induction and the usual early-term activities such as the Freshers' Fair are ideal.

At other times of the year, clubs and societies and employability events provide the ideal chance to meet new people. Further details can be found on the 'Student Hub' pages on ELITE and in and around Centres – just ask the Student Services team if you need further information.

Support

Please use our support services to assist you in your return to study. Our Student Services, Academic staff and Counselling team are available to help and would be happy to discuss any concerns you have before or after your return date.

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 a number of points during the year. Should you need to request a further intermission, you will need to submit a further 'request to intermit' form with evidence to support your reasons.

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 report from your original course (or for online courses, your submission record)
- 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 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 this decision using the 'Review of Intermission Decision' form. This form must be received 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

	Email	Phone
Student Services		
Birmingham	studentservices-birmingham@law.ac.uk	01483 216080
Bristol	studentservices-bristol@law.ac.uk	01483 216220
Chester	studentservices-chester@law.ac.uk	01483 216388
Exeter	studentservices-exeter@law.ac.uk	01483 216118
Guildford	studentservices-guildford@law.ac.uk	01483 216622
Hong Kong	studentservices-hongkong@law.ac.uk	
Leeds	studentservices-leeds@law.ac.uk	01483 216682
Liverpool	studentservices-liverpool@law.ac.uk	01483 21 6149
London Bloomsbury	studentservices-bloomsbury@law.ac.uk	01483 216450
London Moorgate	studentservices-moorgate@law.ac.uk	01483 216955
Manchester	studentservices-manchester@law.ac.uk	01483 216225
Norwich	studentservices-norwich@law.ac.uk	01483 405526
Nottingham	studentservices-nottingham@law.ac.uk	01483 405551
Reading	studentservices-reading@law.ac.uk	01483 216981
iLLB Administrator	i-llb@law.ac.uk	01483 216858
iLPC/iGDL Administrator	i-administrator@law.ac.uk	01483 216248
iMA Law Administrator	i-malaw@law.ac.uk	01483 216833
International Visa Office	visaoffice@law.ac.uk	01483 216588
Student Finance	studentfinance@law.ac.uk	01483 216380

Version history

Version	Amended by	Revision summary	Date
V1.0		Approval and publication	July 2019
V1.1	Senior Quality Officer	Change to coding convention	April 2020