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External Reference Points:

External Source	Reference Points
UKQC- Core Practices	N/A
UKQC- Advice and Guidance	N/A
Awarding Body Reference	<ul style="list-style-type: none"> N/A Programme Specifications London Met Academic Regulations London Met Quality Manual
Other reference Points	<ul style="list-style-type: none"> NCL Quality Assurance Manuals Student Handbooks/ Course Handbooks Teaching and Learning Policy Assessment Policy

1. Intermission:

Intermission (temporary withdrawal/leave of absence) provides a student you with the opportunity to take a break from her or his studies. Normally, this is for reasons beyond the student’s control (e.g. health or personal problems) although other reasons are permitted. An intermission is approved for a defined period of time, after which the student is normally expected to return to his/her studies. A request to intermit needs formal approval and requests are governed by College regulations and guidelines.

Before deciding that an intermission is the best action, a student should seek relevant information and advice from the College. A student considering intermitting needs to bear some practical issues in mind

2. Academic Issues:

Students contemplating intermission should be aware that courses may change from year to year. This may affect the modules that are available to them on their return. Students should also 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:

If you are a Home or EU student in receipt of tuition fee loans to pay your tuition fees and the College approves your intermission, Student Finance England will normally suspend your award, and reinstate it when you return. However, you are entitled to funding for the full duration of your course plus one additional repeat year, minus any previous full or part years of study. If you have to repeat any year of study, including because of a period of intermission, this will be counted as your ‘plus one year’ even if you are only repeating

part of the year. If you have previously studied at higher education level or have repeated/intermitted prior to this your entitlement to funding may be affected. Please discuss these possibilities with us.

3.2. Compelling Personal Reasons:

Normally students are only entitled to full student funding for the full normal duration of their course, plus one additional 'gift year'. For those who have had more than one period of intermission or repeat study this can mean that there isn't full funding available for the whole of the course. However, if you have intermitted from your course or had to repeat the year due to a personal or family crisis or ill health (including mental health) then you may be eligible to apply for an additional year (or years) of full funding from your student funding provider. This is known as Compelling Personal Reasons (CPR). To apply for CPR you should write to us in the first instance, giving a full description of your CPR and how they have affected your ability to study. The evidence that you are submitting to support your case should be from a professional service if at all possible. The evidence that you can provide will of course vary depending on your situation but could include letters from 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. You may also want to include letters from tutors or other staff if you have been in contact with them regarding your situation. We will then advise you how to inform your funding body.

3.3. Student loans

- 3.3.1. You cannot apply for a loan while you are intermitting. If you already have a student loan, you are not required to make any repayments while you are intermitting. However, if you decide to leave the College permanently after your period of intermission, rather than returning to study, you might fall into arrears with the Student Loans Company.
- 3.3.2. If you are repeating a period of study, you may apply for a student loan for this period if you wish.

3.4. Sponsors

If you are funded by another organisation, such as on overseas government, you should check carefully what their regulations are for intermitting and, potentially, repeating a part of your course. Some sponsors will require any period of intermission to have their approval in order to retain your eligibility for their support.

3.5. Student status and welfare benefits

- 3.5.1. While you are intermitting you will be partially registered. This may affect your eligibility for benefits and exemptions, including Council Tax and Welfare Benefits.
- 3.5.2. In the case of students studying courses awarded by London Metropolitan University, where the student is prevented, by ill health or other cause, from making progress with the research, the student shall apply to the Head of Programme Delivery for a period of intermission of up to six months. The maximum permitted period of intermission shall be one year. A further exceptional

request above one year must be approved by the Principal (or nominee) who may exceptionally approve an intermission for a further additional year

4. Visas:

- 4.1. If you hold a Tier 4 visa you should be aware that taking a break in your studies could have serious consequences for your future plans.

5. How to Intermit:

Once you have decided to intermit you need to submit your request to intermit for approval. Your request will be considered by the College authorities. You are strongly advised to discuss your request with the College before completing the relevant application online form; this should speed up the process once the form has been submitted.

5.1. General information

- 5.1.1. It is possible to take time out from your course - with permission - for one term, two terms or one 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 your maximum period of study.
- 5.1.2. Depending on the structure of your course, and the point in the year at which you intermit, it may be necessary to repeat a period of study in the year in which you return. For example, if you intermit towards the end of the autumn term, even though you will have studied some modules and completed some coursework, you would normally be required to start the year again, 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.
- 5.1.3. It is not permissible, however, for students to elect to repeat a stage of study with the sole purpose of improving grades. Only a Board of Examiners can impose or offer a repeat stage, and it would usually only be offered to students who do not meet the requirements to progress to the next stage of study.

5.2. What happens when I intermit?

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

5.3. Minimum period of intermission

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

6. Maximum Period of Study:

Nelson College students have a maximum period in which to complete their studies. This is set at the point at which you register, and is normally the length of your programme plus two additional years]. This is to allow some flexibility in cases where you find you must intermit, or you fail a stage of study and must repeat it, or you want to transfer to a new course and must retake a stage of study. Transfers of programme are still included in the original

maximum period unless they involve moving to or from a four year course. However, you must complete your 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 Head of Academic Services can consider extending your 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. While you are away:

- 7.1. You will continue to have access to your Nelson College London email account, and the College will use this to remain in contact with you. Please make sure you continue to change your password when prompted.
- 7.2. Keep an eye on your College email account as we will e-mail you about aspects of your return to your studies, and there will be opportunities for you to sign up to relevant mailing lists so that you can keep in touch with what is going on at the College.

8. Library Access:

- 8.1. You will continue to have some Library access while you are intermitting on the following basis: you will have online access to a restricted set of e-resources which you can access remotely and you will be able to borrow up to x books at a time.

9. Getting ready to return :

- 9.1. Where necessary, you should ensure that the reasons for your intermission are addressed and resolved prior to your return, making use of College support services where appropriate.

10. Visas:

- 10.1. 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 our Academic Services for information on complying with your visa conditions during your period of intermission.

(Request for Intermission Form is annexed to this Policy)