

UCP-ASS007 Higher Education Student Intermission of Study Procedure

1. INTRODUCTION

- 1.1 It is the expectation of UCP that a student will complete their course in one continuous period of uninterrupted study. However, it is understood that students may encounter personal difficulties or situations which may seriously disrupt their studies. This procedure outlines the procedures to be followed concerning the intermission of a student which, if approved, allows a student to stop studying for an agreed period of time before resuming their studies.
- 1.2 The purpose is to have a clear procedure that will:
 - a) Apply a uniformity and consistency of treatment across UCP.
 - b) Provide clear guidance on the process to be followed when a student fails to satisfy progression criteria, or initiates intermission from their studies at UCP.
 - c) Enable up-to-date student information to be available.
 - d) Serve as a UCP procedure statement to any interested third parties.
 - e) Enable accurate data to be provided for statistical and audit purposes.
 - f) Provide evidence for the appropriate funding body that students are on programme.

2. SCOPE

- 2.1 This procedure applies exclusively to all Higher Education provision offered by University Centre Peterborough including to sub contractual provision.
- 2.1 This procedure applies to students registered with UCP.

3. RELATED DOCUMENTS

- FORM-Intermission Form
- ADMIN LETTER-Successful Intermission Claim
- ADMIN LETTER-Unsuccessful Intermission Claim
- UCP-ATT001 Higher Education Student Attendance Procedure
- Awarding Body Regulation:
 - Anglia Ruskin University
https://web.anglia.ac.uk/anet/academic/academic_regulations.phtml
UCP Rules, Regulations and Procedures for students (ARU students)
 - The Open university- Academic Regulations for Validated Awards
 - Bishop Grosseteste University
<https://www.bishopsg.ac.uk/about-bgu/policies-and-procedures>

4. RESPONSIBILITIES

- 4.1 All staff who are responsible for the collection, storage, processing of student data and for providing advice to students are responsible for ensuring that this procedure is complied with.

5. RISK ANALYSIS

5.1 This policy is required to ensure that student's attendance registration is updated when they intermit and the correct procedure is followed.

Analyse risks of non-adherence to this policy

Failure to have this policy in place or non-adherence may result in inconsistence practices leading to dissatisfaction and poor reputation

Staff training needed

5.2 UCP will ensure that those who need to see the information will have received appropriate guidance and training.

6. DATA PROTECTION

6.1 UCP complies with the provisions of the General Data Protection Regulation Data Protection Act, 2018. As such, applicants' and student data are treated as confidential by all staff involved in this process and is not divulged unnecessarily or inappropriately. However, the aforementioned Act requires UCP to release certain information to UK authorities upon request in order to assist those authorities with the prevention and detection of fraud or other crimes. We will release the requested information on receipt of an appropriate request from UK authorities such as (but not limited to) the police, Home Office (for immigration and related matters), local authorities, and the Department for Work and Pensions.

6.2 Intermission applications, including any evidence, are treated as confidential, unless for the protection of a student or other individuals, there are circumstances in which confidentiality cannot be maintained.

6.3 We may use anonymised data collected as part of student's application for intermission for the purpose of fulfilling statistical and reporting requirements.

7. TERMINOLOGY

7.1 Intermission is sometimes referred to by awarding bodies as a break in study, interruption of studies (the Open University) or intercalation. It refers to when a registered student is either considering or intending stop study for a specific period of time, but they intend to resume studies with UCP at a future date which has been agreed by UCP.

7.2 Withdrawal refers to where a student voluntarily wishes to leave UCP permanently and terminate their studies at UCP. It is also where a student is required to leave UCP. This may be for academic or other reasons (i.e., a student can be withdrawn by the Awards Board after exhausting all assessment attempts or after non-engagement or communication from the student in response to attendance monitoring messages).

8. Academic Regulation for Intermission

8.1 Anglia Ruskin University (ARU)

https://web.anglia.ac.uk/anet/academic/academic_regulations.phtml Accessed 08/01/2021

- a) Referred to as intermission by ARU.
- b) Registered students may apply for a period of intermission of up to 12 calendar months during which they may suspend their studies for personal reasons (e.g., health, financial). This period may be extended in exceptional case

- c) Any period of intermission must have an approved start and an approved return date which, in the latter case, must take full account of the academic coherence and requirements of the course for which the student is registered.
- d) The intermission of a student which commences in the first 3 teaching weeks of the first year of study may, in actual fact, constitute the deferral of the start of the course to a future period, rather than intermission. Such cases are determined by a variety of detailed considerations, and on an individual basis.
- e) Any period of intermission must be authorised in writing and in advance by the appropriate Student Adviser or Deputy Director. UCP is unable to guarantee to students that the course for which they originally registered will still be available when they resume their studies.
- f) Intermittent students who do not return to re-register for their course within 20 working days after the approved date of return from their period of intermission are assumed to have withdrawn from their course.

8.2 The Open University (OU)

See section 8 of The Open university- Academic Regulations for Validated Awards.

Referred to as Interruption of studies by the OU.

- a) A student may apply, or be required, to take a study break for a maximum period of twelve consecutive months under the agreed procedure for reasons of ill health or other extenuating circumstances (see Section F of the Academic Regulations for Validated Awards). This may be extended in exceptional circumstances as agreed between The Open University and UCP.

8.3 Bishop Grosseteste University (BGU)

(Code of Practice for Intercalation -Suspension of Studies) <https://www.bishopg.ac.uk/about-bgu/policies-and-procedures> Accessed 08/01/2021.

- a) Referred to as intercalation and suspension of studies by BGU.
- b) Intercalation is not to be used for students who are failing to meet the academic or skills requirements of the programme. Additionally, it is not to be used for students who are excluded pending investigation under the Student Disciplinary Procedure. The procedure for extenuating circumstances should normally be followed in cases where the issue can be resolved more efficiently.
- c) On recommencing their studies, students must complete with attendance all modules for the full year or, where the first semester has been satisfactorily completed, for the second semester only. Any marks previously awarded in respect of assessed work for incomplete modules assigned to the year or semester for which study has been intercalated may not be carried forward. Students may not resubmit work which has already been presented for assessment.
- d) Intercalation is granted for a period of up to one calendar year in the first instance. A second application may be made to extend this period by up to one calendar year if the evidence, medical or other, indicates that the student would benefit from a further period of intercalation.
- e) Intercalation shall not normally exceed the maximum period which is allowable between initial registration on a programme and its completion.

9. UCP Intermission Process

Before Applying for Intermission

- 9.1 Students wishing to intermit from their studies are encouraged to speak to their Course Leader to discuss any course related issues that are impacting on their studies before they formally apply for intermission. The Course Leader is involved in the assessment of a claim once submitted.
- 9.2 Wherever possible, a student should apply for intermission before they stop attending taught sessions. Some interruptions, however, are not predictable and a student may need to ask for intermission after difficulties have already come to light. In these circumstances the student should seek the advice of UCP Student Support as soon as possible to discuss options. However, retrospective applications for intermission, will not be considered without a credible and compelling explanation as to why the circumstances were not known before the beginning of the proposed period of interruption or why a student was unable to complete or apply before that date.

Applying for Intermission

- 9.3 To start the process of intermitting, the student needs to contact UCP Student Support and speak to a Student Adviser. A student can make an appointment with a Student Advisor by:
 - Peterborough: Visiting the UCP Student Support Centre, emailing support@ucp.ac.uk or telephoning 01733 214466.
 - Stamford: emailing support@ucp.ac.uk
- 9.4 To apply, an Intermission Form must be completed by the student. This is available from a Student Adviser. Students are encouraged to complete the form with a Student Adviser. The student should explain the main reason for intermitting, attach any supporting evidence, read the declaration, sign and submit the form to a Student Adviser. You should discuss with a Student Adviser when your intermission should start and end.
- 9.5 Acceptable supporting evidence includes:
 - Medical documentation such as a letter from a doctor.
 - Original (not photocopied) document written and signed by an appropriate third party, giving details of the circumstance, its duration, and, where possible, its impact. An appropriate third party would be one who knows the student in a professional capacity or one who can verify the circumstances (e.g. Employer, GP, University Counsellor). Statements from the Course Leader and Module Tutors cannot be used.
- 9.6 The completed form and any supporting evidence can be either submitted paper based onsite, or print, sign, date, scan and return it by email. If returning it by email they must send it from their Student email account to the above email address (see 8.3).
- 9.7 A Student Adviser checks that the student has completed the form correctly. This includes adding the students recorded last date of attendance (see 9.8), signing and dating the appropriate section of the form. The Course Leader is emailed an electronic copy of the form so that they can decide the outcome of the claim.

Last Date of Engagement:

- 9.8 The students last date of engagement is recorded as the date the student last engaged with their academic studies. There must be a record of the engagement i.e. register mark. This includes, but is not an exhaustive;
 - Lectures, tutorials, practical /lab sessions, workshop;
 - Attending a presentation, exam, in-class test;
 - Meeting with a member of staff for an academic related matter;
 - Attendance at placement.

Review of Intermission Application and Decision Making

9.9 On receipt of the intermission application from a Student Adviser, the Course Leader reviews the request. Factors which will be considered by the Course Leader when reviewing a request for intermission will include the following:

- The nature of the reason for the request – whether it is serious and likely to be a long-term issue.
- The documentary evidence provided in relation to the reason.
- The performance, attendance and engagement of the student up to the point of the request. Students who do not regularly attend, are not engaged or who are struggling to perform academically will be considered a very high risk in relation to an and it may be more appropriate for them to withdraw entirely from study.
- The overall duration of the course.
- Any planned major or substantive changes to the format of the course.
- Any actions or plan necessary for resumption of studies. The module enrolment structure the student is expected to follow when they return must be checked. This is to make sure that the intermission does not affect the student's ability to complete their course.

9.10 If the Course Leader recommends the application to intermit they must enter the date they expect the student to return to study.

9.11 Registered students may apply for a period of intermission of up to 12 calendar months.

9.12 An approved return date must take full account of the academic coherence and requirements of the course for which the student is registered.

9.13 The Course Leader enters their recommendation on the form, signs and dates the relevant section and forwards this by email to a HE Manager who reviews the whole application and evidence and makes a final decision and returns the completed form back to a Student Adviser.

9.14 A student Adviser informs the student of the outcome of their Intermission application and their right to appeal the decision.

Appeals Procedure

9.15 If a student's application for intermission is refused or the student does not agree with the length approved period of intermission, they have the right to appeal the decision. The student should follow the UCP-ASS005 HE Academic Appeal Policy available from www.ucp.ac.uk/policies/.

Access to Resources and Facilities During the Intermission Period

9.16 During an approved period of intermission students will not be registers at UCP. Access to IT and Library services will stop. Students should not undertake work on UCP premises (this includes all sites under the Inspire Education Group) as they will not be covered by insurance arrangements.

9.17 Students are not entitled to certain other benefits or services related to their studies e.g., exemption from council tax. Where relevant, a student must also abide by Student Finance England guidelines.

9.18 An intermitted student is unable to submit either formative or summative assessments during their intermitted period.

Financial Impact of Intermission

- 9.19 During a period of approved intermission, no tuition fee is charged. The process for calculating intermittent student's tuition fee liability and any refund for fees paid beyond the students last date of attendance is outlined in the UCP-FIN0001 Higher Education Tuition Fee Policy available from www.ucp.ac.uk/policies/ .
- 9.20 It is expected that students will liaise with Student Finance or their employer to resolve any financial or funding issues as a result of their intermission.

Contact with UCP During Intermission Period

- 9.21 It is the student's responsibility to maintain contact with their Course Leader and Student Adviser(s).
- 9.22 A Student Adviser will attempt to contact intermittent students by email or telephone at least one calendar month prior to the students expected date of return to study to offer support relating to resumption of study.

Resuming Study after Intermission

- 9.23 Students who intermit are expected to return and register to study at a date agreed at the time of the intermission.
- 9.24 Intermittent students who do not return to re-register for their course within 20 working days after the approved date of return from their period of intermission will be withdrawn from their course. Where a student fails to re-enrol, the last date of engagement is recorded as the first day of the new academic year.
- 9.25 Before resuming their studies, the student is required to complete the following steps. Failure to do this may result in a delay to resuming their studies.
 - a) Attend a meeting with the Course Leader and Student Adviser where the student confirms that the underlying reasons for their intermission have been addressed and resolved.
 - b) Complete registration processes within 20 working days of the agreed date of return from intermission.
 - c) Engage with an agreed plan for resumption of studies.
- 9.26 A student who has not completed all teaching on a module before intermitting should on return take the module again. The reasoning being that if they have not had all of the teaching then it is not reasonable to expect them to be able to complete the assessments.
- 9.27 If a student intermitted after teaching on a module was concluded must undertake/ submit any outstanding assessment in the next assessment period after they enrol.

Extending Periods of Intermission

- 9.28 A request by a student to extend their agreed intermission period will only be considered in extenuating circumstances.
- 9.29 The student must reapply to intermit by submitting a new intermission form following the process outlined above.
- 9.30 When reviewing the application, the Course Leader must assess whether the total duration of the absence affects the currency of study and their proficiency in any required professional skills and experience.

10. INTERMISSION REQUEST TIMELINE

STAGE	TASK	RESPONSIBILITY	TIME FRAME
1	Informal discussion encouraged	<ul style="list-style-type: none"> • Student • Current Course Leader and/or Student Adviser 	At the earliest opportunity
2	A formal discussion regarding period of intermission (of up to 12 months) <i>Initiate discussion with student about any fee liability where applicable.</i> <i>Course Leader completes a schedule of the module structure the student is expected to follow when they return</i>	<ul style="list-style-type: none"> • Student • Student Adviser • Course Leader – where appropriate 	
3	The student must complete an Intermission Form before or during the meeting and return it to Student Support. <i>If the student is unable to complete the Intermission Form in person, directive can be taken from correspondence from their UCP email account.</i>	<ul style="list-style-type: none"> • Student • Student Adviser 	
4	Student Adviser checks section A of the intermission form which has been completed by the student.	<ul style="list-style-type: none"> • Student Adviser 	
5	Course Leader reviews and recommends intermission or outlines reasons for rejection of application.	<ul style="list-style-type: none"> • Course Leader 	
6	HE Manager reviews application from student, Course Leaders recommended outcome and decides the outcome.	<ul style="list-style-type: none"> • HE Manager 	
7	If application rejected , Student Adviser informs the student	<ul style="list-style-type: none"> • Student Adviser 	
7	If approved , Student Adviser informs the student and sends the completed Intermission form to Management Information Services and the UCP Academic Office. the Awarding Body informed if applicable	<ul style="list-style-type: none"> • Student Adviser 	
8	Management Information Service Administrator updates the Student record Systems with the last date of attendance and expected return date of the student. The student's status is changed to indicate that they are intermeshed. Student Finance is informed if required.	<ul style="list-style-type: none"> • Management Information Service Administrator 	
9	Academic Officer updates PRSB registration if required and updates the students Assessment record (to indicate if and when assessment is due in the next assessment period when the students expected return from study or if attendance the module is to be restarted	<ul style="list-style-type: none"> • Academic Officer 	
10	The Intermission form is processed.	<ul style="list-style-type: none"> • Management Information Services 	