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# Intermission Procedures forTaught Students

An intermission is an approved leave of absence from all study for a defined period, normally for no more than one year at a time. Intermitting is intended to relieve you of a disadvantage and does not change the number of terms you will spend at the University, or your examination results.

It is important that you seek help if you are experiencing problems with your studies. If you feel you have a genuine need to take a break from your studies, you can contact your tutor, Academic Advisor or your Division’s Student Support team[1](https://www.kent.ac.uk/teaching/qa/guidance/intermission_procedures.html#1). You might also be able to get some help from the Student Learning Advisory Service or your Student Union.

Intermission is not a decision to be taken lightly and should only be used in exceptional and/or unforeseen circumstances. There may be other ways to help you with the difficulties you are experiencing that the university can support. We strongly encourage you to speak to the Advice Centre in Kent Union. They will be able to advise you about the financial implications of intermission and what it means for your visa status if you have a visa to study.

## **How to request an intermission**

### Possible Reason to intermit

Typically, intermission will be for one of the following reasons:

1. personal - family or personal reasons (other than illness), which prevent you from continuing your studies;

2. financial - your financial situation prevents you from continuing your studies;

3. medical:

a) absence from the University due to medical or emotional reasons, or other such extenuating circumstances;

b) illness or extenuating circumstances, which are having a negative impact on your studies;

c) illness or extenuating circumstances, which have interrupted your studies.

### Application to intermit

### Process

If you have sought advice and feel that a break from your studies is the best way forward, you may be able to interrupt your studies for normally not more than one year at a time.

Students must request intermission by completing the Leave to Intermit Application Form from the University[3](https://www.kent.ac.uk/teaching/qa/guidance/intermission_procedures.html#3).

If you have to leave the University quickly for medical reasons, try to ensure you are seen by a doctor at the time, so that they can give you a medical certificate which reflects the severity of your condition.

All intermissions must be confirmed by your Division. This is so that we can ensure that you are aware of the implications of intermission and are supported at the point of intermission and at the point of return. It will also allow us to keep your records updated. Once you have completed the form you must return it to [your Division](https://www.kent.ac.uk/guides/divisional-student-support-teams).

Intermission is normally granted for a complete academic year, or occasionally part of an academic year.

Please note, if you intermit, the number of terms you study does not change. This means that the time spent intermitting will count towards your overall time of study.

Your intermission will be recorded from your last date of attendance. The last date of attendance is defined as the last date that you attended your course.

Being in attendance on a course is defined by the Student Loans Company as "*active and ongoing engagement with the activities and learning opportunities made available by the provider within the course duration, including, but not limited to, scheduled learning and teaching activities*". Emails to you, meetings with your senior tutor and completing work in your own time would not be deemed as being in attendance.

**Submission of evidence**

Whatever the reason, you should provide evidence to the Student Support Team of your Division. When the reason for intermitting is medical, you should provide medical evidence.

Letters and statements must be from medical professionals and third parties who know the student in a professional capacity and can verify the circumstances from a position of authority (for example, Lecturer, Academic Adviser, College and Community Life team, Students’ Union representative, GP, University Counsellor or University Student Support and Wellbeing Adviser). The letter or statement should fulfil the following requirements:

* be written on headed notepaper giving the name and contact details of the provider
* include a signature (where an electronic copy is sent to the student from the provider, the student should include the original email and attachment as this can be accepted as an electronic signature)
* relate specifically to the dates and duration of the illness or incident (where applicable
* contain a clear medical diagnosis or opinion provided by an appropriately qualified practitioner (where applicable)
* give details of the impact of the illness or incident on the student and, where known, on their academic performance
* provide documentary evidence confirming any other relevant extenuating circumstances, as appropriate

In some circumstances it can be difficult or inappropriate to obtain a letter or statement as laid out above. For example, where a student has been affected by the illness or personal circumstances of a relative or close friend. In these types of situations, supporting letters or statements from family members, friends, senior tutor or fellow students are acceptable in the first instance.

In cases of bereavement students may wish to provide a death certificate as supporting evidence to confirm the death of a family member or a close friend, however, this is not essential. A statement from a student, with a supporting letter from a family member, friend or personal tutor is sufficient and may provide better information than a death certificate.

Please note, medical certificates and other supporting documentation should be provided in English. If the original documentation is not in English, the student is required to also submit a translation into English that has been provided either by an accredited organisation or verified in writing by a member of University staff fluent in the original language.

If submitting third-party evidence, please remember to obtain the permission of the third party.

### Fees and Finances

If you seek a period of intermission, you are strongly advised to check the financial consequences with your sponsors. It is very important that your sponsor is consulted.

You will have to speak to your funding body to ensure that any funding you receive is not affected by suspending your studies through an intermission.

If you do not inform the University that you wish to intermit, you may be charged tuition fees.

**UK Students**

If you are a UK student, then you need to complete a Change of Circumstances Form for your funding body.

However, if you are a student who normally lives in England the Student Administration team for your campus will advise Student Finance England direct.

In any case, you are advised to contact Student Finance England yourself to determine how the intermission will affect your funding and the tuition fees you will have to pay when you return to the University.

You will also need to check with both our Finance Office and your funding body what proportion of accommodation and tuition fees will be charged and whether you are liable for any repayment

Please note that if you have not had permission to intermit, your fees will not be adjusted, and you will be charged full fees for accommodation and tuition.

### International students

If you are an international student sponsored by the University under a Student/Tier 4 visa and you intermit from your studies for a period longer than 60 days you will not be permitted to remain in the UK, as you will not be studying full time at the University of Kent. You should make arrangements to leave the UK unless you have another immigration status that entitles you to remain. You may want to seek advice from the Kent Union Advice Centre (Canterbury campus) or The Hub (Medway campus), as there may be implications for your visa.

Please [read our immigration intermission guidance](https://www.kent.ac.uk/studentimmigration/during-your-studies/changes-to-studies/intermissions.html).

### Accommodation

Please be aware that if you are living in campus accommodation you will need to [inform Kent](https://www.kent.ac.uk/accommodation/contact) Accommodation Office of your intermission or you may continue to be charged accommodation fees. Handing in your key is not sufficient notification of an intermission.

## **Changes to Intermission and Returning from Intermission**

If you subsequently want to change the period for which you have been permitted to intermit, you must seek confirmation through the Divisional Director of Education and UG Student Experience or Divisional Director of Graduate Studies and PG Student Experience on behalf of the respective Committee of the Division. Please get in touch with your Division’s Student Support Team to arrange this.

Before you return from intermission, please get in contact with your Division’s Student Support Team. If you return after intermission due to ill-health, you should to check with your doctor if you are having ongoing medical treatment and you may be referred to Student Support and Wellbeing.

If you are returning from intermission as a result of the Support to Study policy, you will have to provide medical evidence.

## **A few things to remember**

* We look for evidence of genuine need before confirming intermissions. Intermission is intended for exceptional and/or unforeseen circumstances only.
* Intermitting does not change the number of terms you will spend at the University, or your examination results.
* Intermission will not change an Exam Board decision, such as the status of your current assessment attempt.
* You will return to the same academic stage as when you left and will be expected to take all assessments from the point of return.
* If you decide to apply to intermit, it is your responsibility to check with both our Finance Office and your funding body what proportion of accommodation and tuition fees will be charged and whether you are liable for any repayment.

Last updated September 2022

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**1.**For Partner Colleges, this could be the college Programme Director or Head of Section or others as relevant.
**3.**Or Partner College, as appropriate.
**4.**Or Partner College advice unit, as appropriate.