



**Intermission procedures: procedures for  
interrupting a programme of study for  
students studying for Pearson BTEC  
Higher National qualifications  
2023-24**

<b>SLT Member Responsible</b>	Adam Fahey
<b>Author of Policy/Procedure</b>	Matthew Twitchett
<b>Original date of Policy</b>	August 2019
<b>Date approved by (QEB)</b>	15 <sup>th</sup> Sept 2022
<b>Next Review Date</b>	August 2024

## **SIGNIFICANT CHANGES FOLLOWING REVIEW**

**11<sup>th</sup> August 2023**

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<b>Page Number or Heading Name</b>	<b>Details of significant change</b>	<b>Changes made by</b>
	None	
3 and 4	Equality Impact Assessment Added	Sharon Dunphy

## Equality Impact Assessment

The aim of an equality impact assessment (EIA) is to consider the equality implications of any new or amended policy, procedure, practice, project, function on different groups of staff, students and visitors to the college. This EIA tool provides a simple framework that helps evaluate whether the change may inadvertently disadvantage protected characteristics and identify ways to proactively advance and promote equality.

You will need to consider each of the equations and provide information as to consideration and any changes made in relation to Equality, diversity and inclusion.

Date EIA completed.	11 <sup>th</sup> August 2023
Name of person responsible for completing the EIA	Sharon Dunphy
Role of person responsible for completing the EIA	Head of Quality and Compliance
Who is affected by the policy / decision / change	Students and Staff
What's the reason for the new policy / change in policy, practice, process etc.	This is a yearly review and update required by awarding organisations

You will need to consider whether its possible that the proposed new policy / change in policy /procedure/practice etc could discriminate or unfairly discriminate or disadvantage people. You should consider:

Who gets to participate	Who does not, or who now does not due to the changes proposed / made.
Who is at an advantage	Who is at a disadvantage, and again has this changed?
Who will benefit	Who will not benefit (or who did and now doesn't due to the changes proposed in policy
Who can access the policy	Who cannot, or now cannot.

Protected Characteristic	What degree of impact does the change have (score 1-5 with one being lowest impact and 5 being the highest)	What is a potential positive, neutral or negative impact? Include what you have considered. Are there any barriers?	What action will be taken to address any negative impact or remove any potential barriers identified? Note if we are not able to resolve anything identified.	Date by when and whom will this action be taken.
Age	1	None identified		
Disability	2	Some students may need support in understanding the policy. This will be provided by the student support teams in the College.	Students with an identified disability can seek support from the college student support team.	As and when required
Gender (Sex)	1	None identified		
Gender Reassignment	1	None identified		
Marriage or Civil Partnership	1	None identified		
Pregnancy / Maternity	1	None identified		
Race	1	None identified		
Religion or Religious Belief	1	None identified		
Sexual Orientation	1	None identified		
Any other element that needs to be considered.	1	None identified		

Note:

The terms stated under protected characteristics are the terminology used in the Equality Act 2010. As part of the policy approval process Executive Board will consider the EIA assessment and any potential barriers which we may not be able to overcome and whether the action proposed will mitigate sufficiently within legislation or whether we decide to not implement the new policy if the risk are significant. If the policy is approved the EIA is also approved

## Introduction

This document outlines the procedures that apply to students studying for Pearson BTEC Higher Nationals programmes at South Essex College Group who wish to interrupt their programme of studies. The process of interrupting a programme of study is called *intermitting*.

Students may only intermit with the permission of the College. Students must seek permission using the process outlined below and should continue to attend the programme of study until that permission has been granted. Failure to follow the procedures could result in a student being permanently withdrawn from the programme.

### **What is intermission?**

Intermission (temporary withdrawal) provides you with the opportunity to take a break from your studies. Normally, this is for reasons beyond your control (e.g. health or personal problems) although other reasons are permitted. An intermission is approved for a defined period of time, after which you are expected to return to your studies.

### **Repeating after partial completion**

If you have completed any units and want your achievement in those units to be considered by the assessment board you should request this when you complete the form. The unit grades will then be formally recorded on the assessment tracking sheet and you will not need to register to complete those units again.

### **Thinking about intermitting**

You may be thinking about intermitting for various factors: health; personal or family reasons; or feel you need a break from your studies for other reasons. Before deciding that intermission is the best action for you, there are people at the College who can offer you information and advice. If you are considering intermitting, some of the practical things that you need to consider include:

- Academic issues
- Accommodation
- Financial matters
- Support availability
- Tier 4 Visas

Please contact [hesupport@southessex.ac.uk](mailto:hesupport@southessex.ac.uk) to discuss how these issues may affect you and whether support could be provided which will help you to continue your studies.

## **Applying for permission to intermit**

If you wish to intermit you must apply by completing the intermission form provided on the website at providing acceptable reasons for your request. **If you have completed any units and want these to be considered at the assessment board you should provide this information when you complete the form.**

The form should be sent to [HEwithdrawal@southessex.ac.uk](mailto:HEwithdrawal@southessex.ac.uk) by the deadline published for that academic year. **The deadline for 2023-24 academic year is the 28<sup>th</sup> March 2024.**

The Director of HE Operations or Executive Director of Quality, Teaching and Learning will consider the request and decide whether or not to give permission to intermit from the College and your programme of studies. The Director of HE Operations or Executive Director of Quality, Teaching and Learning may prescribe conditions which need to be fulfilled before you are permitted to resume your programme of study.

You will be advise you by email of the decision, the date when you will be expected to return to the College to resume your studies and any conditions which may be attached. Units are subject to change and may not be timetabled for the same terms in subsequent years; this therefore may have consequences for the date of return to the programme of study. Requests for intermission submitted after the published deadline may be considered provided an explanation is given of the reasons for the late application.

## **Registration status of intermitting students**

Once approval for intermission has been given you will no longer be entitled to attend tuition or have access to College computing facilities or borrowing rights in the Library. However, in certain circumstances, the College may allow you to use these services. You must make any request to do so in writing to the Director of HE Operations or Director of Quality, Teaching and Learning.

## **Intermission - While you are away**

### **Keeping in touch**

You will continue to have access to your College e-mail account, and the College will use this to remain in contact with you. Please make sure you continue to change your password when prompted. If you forget your password or can't login contact our [IThepline@southessex.ac.uk](mailto:IThepline@southessex.ac.uk)

Keep an eye on your e-mail account as we will e-mail you about aspects of your return to your studies. You are advised to ensure that you keep alternative copies of any essential documents stored on the College network. Any material stored on the College network will be held until the end of the academic year in which you intermit, after which time it will be removed.

## Getting ready to return

Where necessary, you should ensure that the reasons for your intermission are addressed and resolved prior to your return, making use of College Student Support Services, [hesupport@southessex.ac.uk](mailto:hesupport@southessex.ac.uk) where appropriate and providing any evidence that may be required to meet conditions of return. Any medical evidence that may be required for return should be sent to [headmissions@southessex.ac.uk](mailto:headmissions@southessex.ac.uk) before your return to College.

## Visas

International students should seek advice from [hesupport@southessex.ac.uk](mailto:hesupport@southessex.ac.uk) as there may be implications for their tier 4 visa status if they intermit. 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 HE Student Support for information on complying with your visa conditions during your period of intermission. **A CAS needs to be requested up to four months before your intended return date.**

## Maximum Period of Study

Higher National students have a maximum period in which to complete their studies. This is set at the point they register and is normally the length of their programme plus one additional year. This is to allow some flexibility in cases where students find they must intermit, or they fail a stage of study and must repeat it, or they want to transfer to a new course and must retake a stage of study. However, students must complete their 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 Director of HE Operations or Executive Director of Quality, Teaching and Learning can consider extending your maximum period of study by one year.

## **Financial Matters**

### **Student Finance England (SFE)**

These notes are for general guidance only and the information, which is based on the Student Support Regulations, is subject to amendment from time to time. It is therefore essential that students contact Student Finance England directly to discuss their individual cases. Please visit [www.gov.uk/contact-student-finance-england](http://www.gov.uk/contact-student-finance-england).

If it has been agreed by the College that a student can intermit, Student Finance England will normally suspend his/her award for up to one year and reinstate it when he/she returns. Students who repeat all or part of their first year of study are normally entitled to repeat funding, provided that they are repeating for the first time. Repeat funding for second or third year is discretionary and is usually only granted by Student Finance England in exceptional circumstances, often involving severe medical or personal problems.

## **Tuition fees**

Students will be liable for tuition fees when intermitting as follows

Students who withdraw or intermit after Monday 9 <sup>th</sup> October 2023 and before Friday 15 <sup>th</sup> December 2023	25% of fees payable
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Students who withdraw or intermit after Thursday 4 <sup>th</sup> January 2024 and before Thursday 28 <sup>th</sup> March 2024	50% of fees payable
Students who withdraw after Monday 15 <sup>th</sup> April 2024	100% of fees payable

If intermission is requested and approved prior to **9<sup>th</sup> October 2023** then no fees will be incurred.

### **Student loans**

Students cannot apply for a loan while intermitting. If he/she already has a Student Loan, he/she is not required to make any repayments while intermitting. However, if the student decides to leave the programme permanently after the period of intermission, rather than returning to study, he/she should contact Student Finance England so that they do not risk falling into arrears.