



Intermission Guidance Notes for Staff

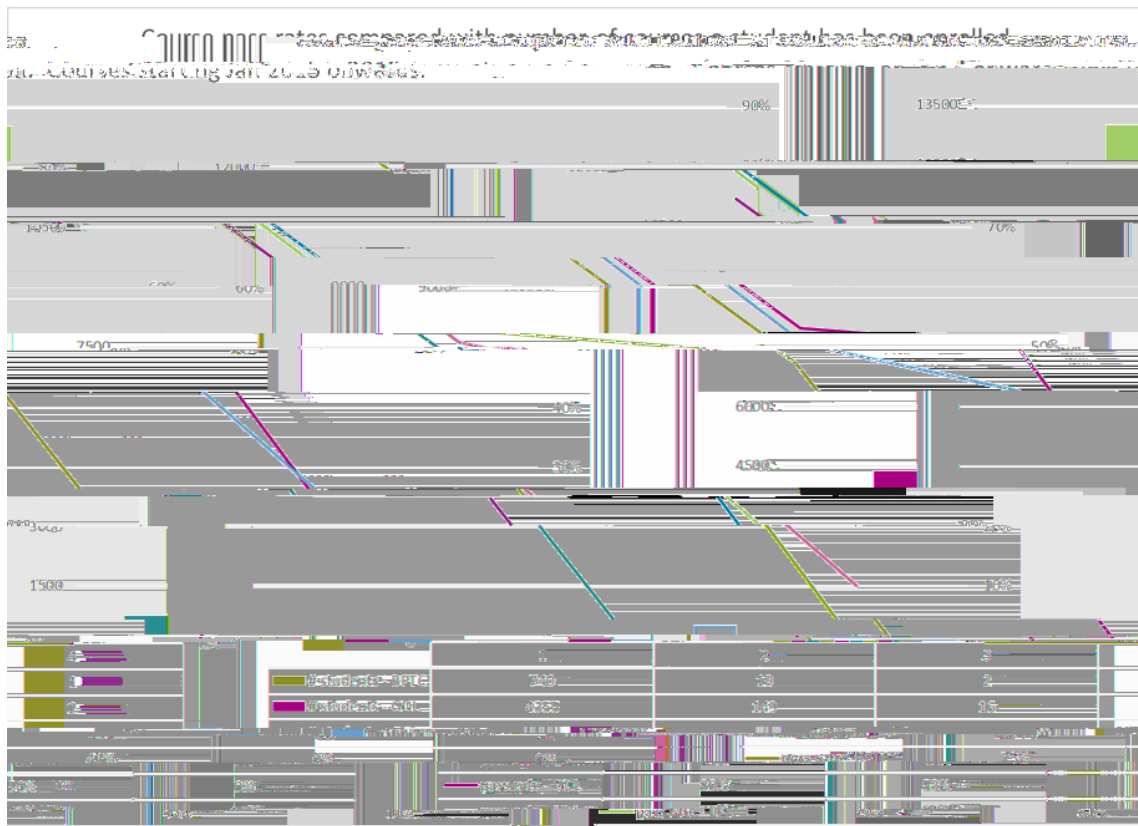
Students don't have any automatic right to intermit and it is subject to formal approval at the senior management level within Operation Delivery (or Programme Director for programmes running from GISMA, Berlin). However, in some circumstances it is unavoidable.

Students will self-select whom they speak to about their situation. Most will go to speak to the Academic Coach but others may talk to a subject tutor that they get on particularly well with, or they may go straight to their Programme and Student Lead or a member of the Student Journey Team.

If the student approaches their Academic Coach, Subject Tutor or Programme and Student Lead, the student should be advised to email Student Journey Team at studentjourney@law.ac.uk.

If the student approaches the Student Journey Team first, the student's status will be changed to B-Considering Intermitting. For attendance mode courses, Academic Coaches will be alerted to the request as the status will be noted on their automated weekly attendance report.

When a student contacts us requesting to intermit, we must have a conversation to discuss their reasons, ensure they are aware of other options, and assist them in making the best decision for them. Where possible, we should encourage students to remain on their existing course – statistics indicate this greatly improves their chances of completing successfully. Students who intermit have a much lower chance of successfully completing the course. See the graph below.



The member of staff who the student has approached should assess whether they are the best qualified to have the conversation with the student. For example, if they have approached their Academic Coach but they say they are thinking of leaving because they are in financial difficulty the student should be referred to the Student Journey Team. If after seeking advice from the relevant member of staff it is concluded that intermission is the right option, the student should be asked to email the Student Journey Team at studentjourney@law.ac.uk. The process outlined below will then be started.

Visa Sponsored Students (Tier 4 or Student Route) should be referred to the Information for International Students booklet for guidance on the visa implications for taking an intermission (this can be found within the International Students organisation on ELITE). If they still have questions after reviewing this information, they should be referred to International Student Advice, visaadvice@law.ac.uk

Visa Sponsored Students should also be advised that the Visa Compliance Team will need to authorise their request for an intermission. The students should email the Student Journey Team to start the intermission process and the Student Journey Team will liaise with the Visa Compliance team and seek authorisation before the request can be completed.

Student

Officer

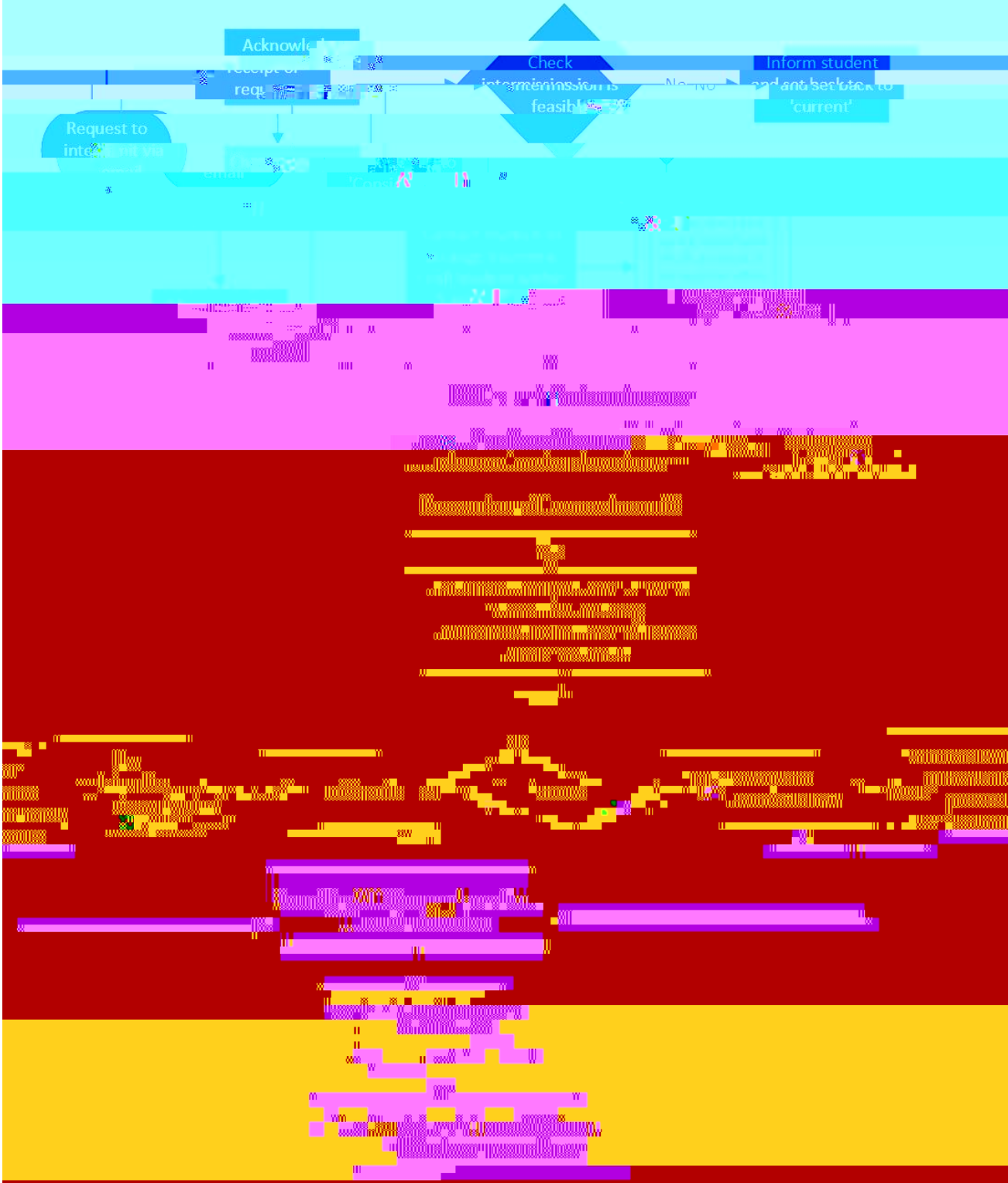
Journey
Adviser

Acknowledge receipt of request

Check internationalisation feasibility

Inform student and add details to 'current'

Request to internationalise via



Students should intermit and return to the same course as swapping study modes can result in complications with return dates/assessments. If a student wants to return on to a different study mode/to a different campus, initially this should be discussed with the appropriate Student Journey Advisor. In these cases, students should not be charged any transfer fee.

Intermission will be allowed for a minimum of six months and a maximum of one year only. A standard intermission is a year in length. In exceptional circumstances, any requests for a further period of intermission must be assessed by a review panel. The panel should include three members of staff at Manager Level or above and is organised by the Head of Student Information - Quality (see page 12 for further detail).

Backdated intermission is only permitted with authorisation from the Director of Finance and/or Head of Student Finance. Requests are handled by the Student Journey Team. If a backdated intermission is approved, students should not have any existing assessment records removed. Where relevant, students can submit a retrospective not fit to sit concession application.

The Student Journey Team can use the staff version of the intermission form so that we have a record of each conversation (example below). We should discuss the content of the Intermission Student Guidance Notes with the student so that they are fully aware of the implications and can consider their options before proceeding. If a student needs to intermit on medical grounds, they should provide medical evidence to support their application. In these cases, we may require evidence that they are fit to return when re-joining the course. Where a student is requesting to intermit for medical reasons, e.g. mental ill health, staff should check if the student is already registered with the Disability Support and Inclusion Service

- Students may have increased personal liability as a result of the intermission

The student should be advised to discuss the implications of intermitting directly with their funding provider.

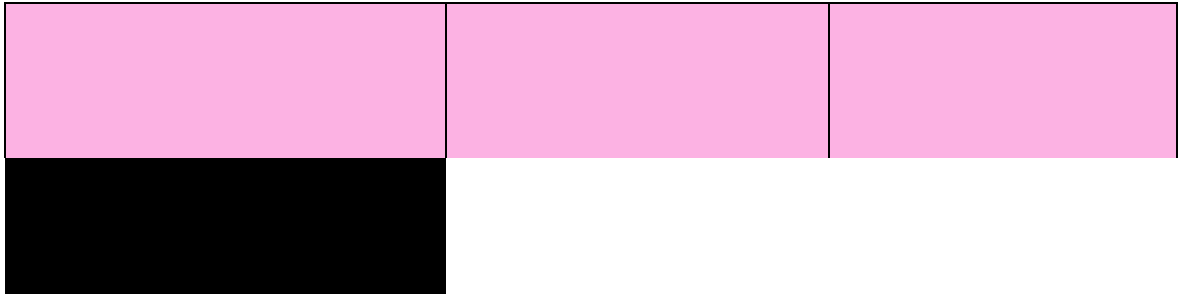
If a student has outstanding re-sits from the elements of the course completed so far, their re-sits must

Return Dates

Attendance Mode Course	Intermission Date	Return Date
PgDL	Up to and including end of unit 6	Beginning of equivalent semester
	After unit 6*	Beginning of the next semester*
MA Law SQE1	See PgDL above for PgDL	

<p>LPC</p> <p>All modes with January start date) including LPC Online from January 2021</p>	<p>Up to Feb consolidation week 6</p>	<p>Start of course</p>
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course will have multiple intakes each year, students will only be able to return to a course with the same running order		
	From unit 5	Beginning of next stage of programme (as applicable)
	<u>SQE Plus</u>	
	Up to and including unit 6	Beginning of SQE Plus
	Between units 7 and 9	Return at unit 7
	From unit 10	Beginning of next stage of programme (as applicable).
SQE1 preparation course	<u>SQE1</u>	
	Any time up to and including first set of mocks (usually around week 5 of FT teaching and week 12 of PT teaching)	Return to beginning of SQE1
	Between 1 st and 2 nd set of mocks from week 6 to week 8 of FT teaching and from week 13 to week 19 of PT teaching	Beginning of teaching after 1st mocks (around week 6 of FT teaching and week 13 of PT teaching).
	If during week 10 FT and weeks 20 or 21 PT	Intermission not permitted
SQE2 Preparation course	Intermissions are not	



For example, if a GDL student intermits during the week of workshop 6 within the Autumn term, they should be invited back from workshop 1 of the Autumn term the following year. If a GDL student leaves the course after workshop 8 within the Autumn term, they should be invited to return from workshop 1 of the Winter term.

Final Intermission Deadline: Students cannot intermit after workshop 7 (GDL) during the final term of their course. For LPC, week 36 is the last week that students can intermit.

*In these cases, students will need to decide whether to submit a concession application for their forthcoming assessments or sit the assessments with the rest of their cohort.

BPTC/BPC

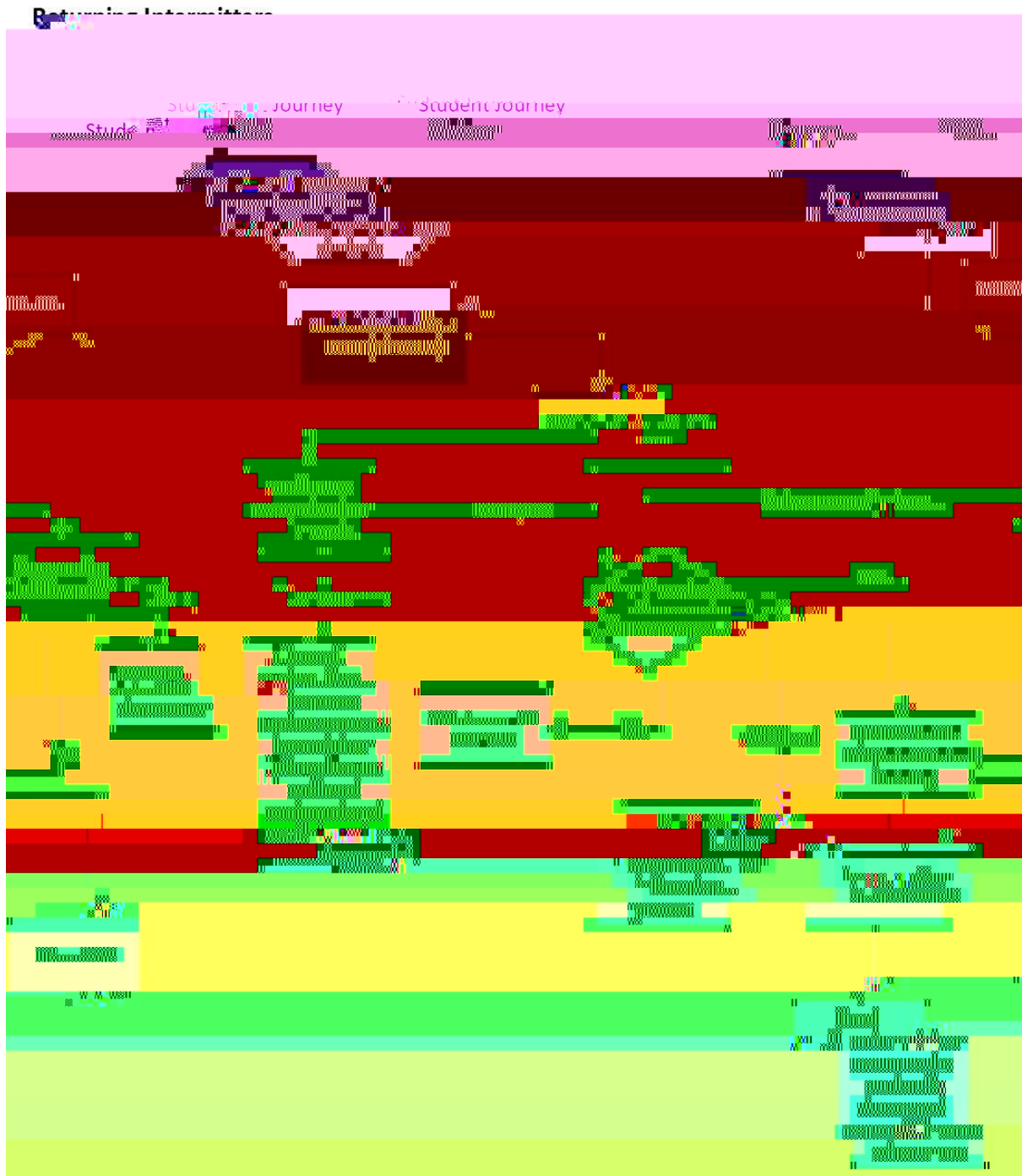
Due to the attendance requirements for BPTC/BPC, return dates should be discussed with the National Programme Director. In accordance with the Intermission Policy, any backdated intermission will need approval from the Director of Finance (see above).

LLM Legal Practice (SQE1&2)

A student may fail the external exam for SQE1 during the LLM programme however failing this assessment is not considered an acceptable reason for intermission. Students should continue with their studies as planned in this instance and use their course materials in order to revise for any later re-assessment.

	Unit 9 inclusive onwards – intermission is not permitted	Student uses assessment concession process
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RETURNING FROM INTERMISSION



Students should be contacted regarding their return at the following points:

- October – for those due to return January – April
- February – for those due to return May – August
- June – for those due to return September – December

The Student

