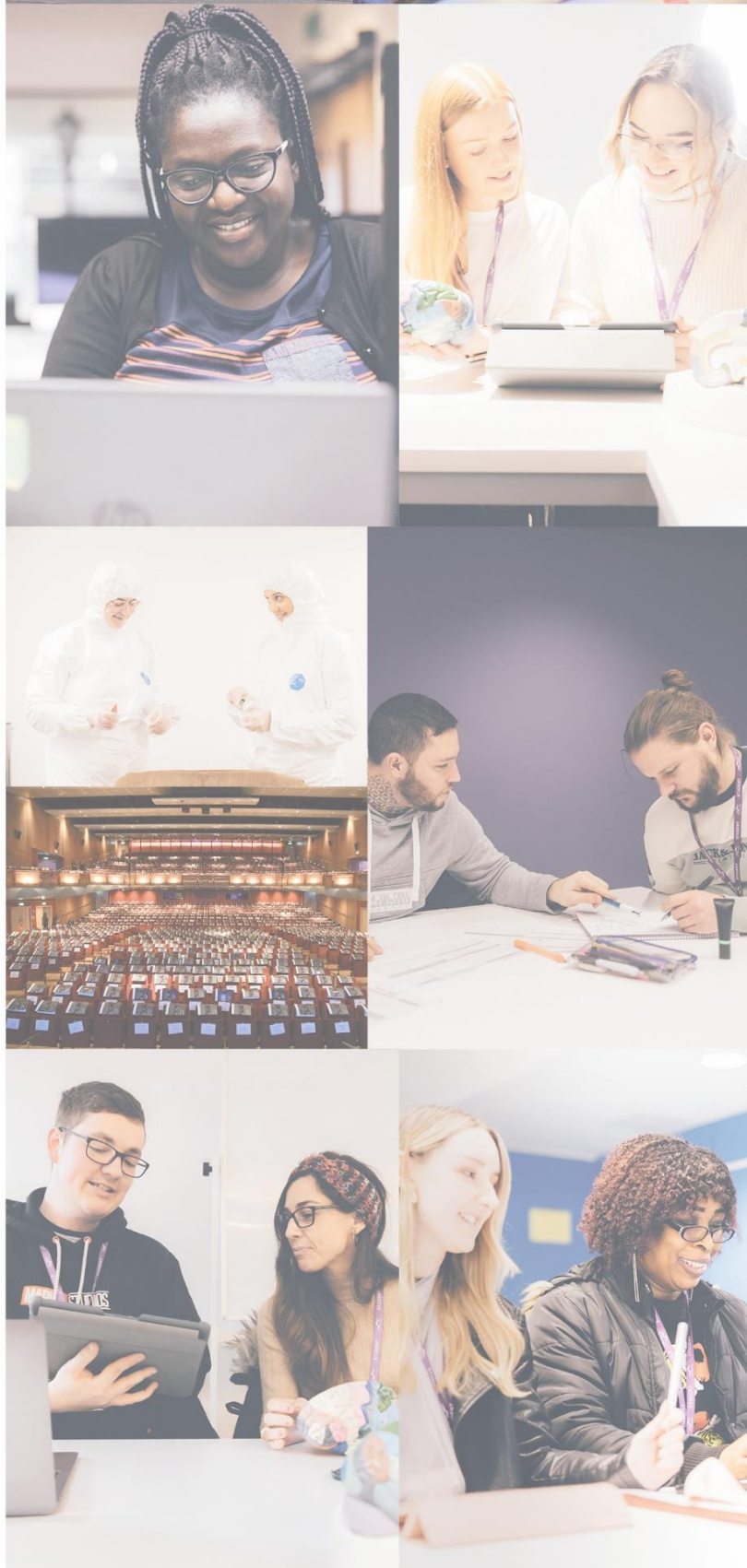




College Policy

Pearson Higher National Intermission Procedure (2024-25)

25th July 2024



Senior Leadership Responsibility	Deputy Chief Executive - Curriculum and Quality- Adam Fahey
Policy Author	Executive Director Quality, Teaching and Learning) – Matthew Twitchett
Roles Responsible for Reviewing	Executive Director Quality, Teaching and Learning.
Issue date of current version	24-25 V1
Date to be reviewed	August 2025
Type of Policy	Public

Significant changes following review of Procedure – 25th July 2025

Page Number or Heading Name	Details of significant change	Changes made by
10 – Section 11	Dates change for charges	Matthew Twitchett

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.	25-7-24
Name of person responsible for completing the EIA	Matthew Twitchett
Role of person responsible for completing the EIA	Executive Director of Quality, Teaching and Learning
Who is affected by the policy / decision / change	Students and Staff employed
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 it's 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 and help in raising an appeal. This will be provided by the student support teams in the College.	Students with an identified disability can seek support from a Carer/Parent or Guardian and the College in completing an intermission request	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:

1. The terms stated under protected characteristics are the terminology used in the Equality Act 2010.
2. 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.

South Essex College Group

1. Introduction

- 1.1 This procedure 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.
- 1.2 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.

2. What is intermission?

- 2.1 Intermission (temporary withdrawal provides the student with the opportunity to take a break from your studies. Normally, this is for reasons beyond a 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 expected to return to their studies.

3. Repeating after partial completion

- 3.1 If a student has completed any units and wants achievement in those units to be considered by the assessment board, they should request this when completing the form. The unit grades will then be formally recorded on the assessment tracking sheet and the student will not need to register to complete those units again.

4. Considering intermitting

- 4.1 A student can intermit for various factors: health; personal/family reasons or a break from studies for other reasons. If a student is considering intermitting, some of the practical things they need to consider may include:
 - Academic issues
 - Accommodation
 - Financial matters
 - Support availability
 - Tier 4 Visas
- 4.2 hesupport@southessex.ac.uk can be contacted to discuss how these issues could affect a student and whether support could be provided to them to help them continue with their studies.

5. Applying for permission to intermit

- 5.1 A student wishing to intermit must apply by completing the intermission form provided on the website. If a student completed any units and wants these to be considered at the assessment board, they should provide this information when they complete the form.
- 5.2 The form should be sent to HEwithdrawal@southessex.ac.uk by the deadline published for that academic year. The deadline for 2024- 25 academic year is the 28th March 2025
- 5.3 The Deputy Executive Director - HE and Quality 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 the programme of studies. The Deputy Executive Director - HE and Quality or Executive Director of Quality, Teaching and Learning may prescribe conditions which need to be fulfilled before the student is permitted to resume their programme of study.
- 5.4 The student will be advise by email of the decision, the date when they will be expected to return to the College to resume their 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.

6. Registration status of intermitting students

- 6.1 Once approval for intermission has been given, the student 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 a student to use these services. A student must make any request to do so in writing to the the Deputy Executive Director - HE and Quality or Executive Director of Quality, Teaching and Learning.
- 6.2 Students will continue to have access to their College e-mail account, and the College will use this to remain in contact with the student. If a student forgets their password or can't login, they should contact the IThelpline@southessex.ac.uk
- 6.3 Students should keep an eye on their e-mail account as the College will e-mail the student about aspects of their return to study. Students are advised to ensure that they 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 the student intermits, after which time it will be removed.

7. Getting ready to return

- 7.1 Where necessary, a student should ensure that the reasons for their intermission are addressed and resolved prior to making a return, students can make use of the College Student Support Services, hesupport@southessex.ac.uk where appropriate and providing any evidence that may be required to meet conditions of return.
- 7.2 Any medical evidence that may be required for return should be sent to headmissions@southessex.ac.uk before your return to College.

8. Visas

- 8.1 International students should seek advice from hesupport@southessex.ac.uk as there may be implications for their tier 4 visa status if they intermit. They must ensure that they comply with any visa conditions during the period of intermission.
- 8.2 If a student holds a Tier 4 visa, they should contact HE Student Support for information on complying with the visa conditions during the period of intermission. A CAS needs to be requested up to four months before your intended return date.

9. Maximum Period of Study

- 9.1 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.
- 9.2 However, students must complete their studies within this maximum period.
- 9.3 Each of the following counts as one additional year. A student 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.
- 9.4 If an intermission is due to a serious extenuating circumstances, such as a severe medical condition, then the Deputy Executive Director – Higher Education and Quality or Executive Director of Quality, Teaching and Learning can consider extending the maximum period of study by one year.

10. Financial Matters - Student Finance England (SFE)

- 10.1 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.
- 10.2 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.

11. Tuition fees

Students will be liable for tuition fees when intermitting as follows

Students who withdraw or intermit after Monday 30 th October 2024 and before Friday 20 th December 2024	25% of fees payable
Students who withdraw or intermit after Monday 6 th January 2024 and before Friday 4 th April 2025	50% of fees payable
Students who withdraw after Tuesday 22nd April 2025	100% of fees payable

If intermission is requested and approved prior to 7th October 2024 then no fees will be incurred.

12. Student loans

12.1 Students cannot apply for a loan while intermitting. If a student already has a Student Loan, they are 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, they should contact Student Finance England so that they do not risk falling into arrears.

Procedure End

