



INTERMISSION POLICY



- 1 The University of Law has been informed by the Office for Students Sector-Recognised Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. The Office for Students Sector Recognised Standards and the General Ongoing Conditions of Registration are the definitive reference points for all UK higher education institutions and set out how academic standards are established and maintained and how the quality of learning opportunities are assured and enhanced. This policy, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Introduction

- 2 The University of Law recognises the importance of the quality of learning opportunities for students. This policy outlines the principles and sets out the procedure to be followed where a student might want to take a break from those studies.
- 3 It is beneficial for students to complete their programme to their original schedule or cohort of study.
- 4 The University recognises, however, that where a student is experiencing disruption to the programme due to ill health, personal, financial or other reasons, the student may benefit from being allowed to take a break from their.



Expectation

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Intermission Policy



Procedural Approach

8 Students may decide to intermit,



will generally remain liable for any fees incurred prior to their period of intermission however students can submit a request in accordance with our fee appeals policy if their circumstances fall within the parameters outlined in the policy.

- 25 If a student does not respond to the University at least one month prior to the planned return date, the University will assume that the student does not wish to return and will withdraw the student from their course. In such cases, students will generally remain liable for any fees incurred prior to their period of intermission however students can submit a request in accordance with our fee appeals policy if their circumstances fall within the parameters outlined in the policy.
- 26 A student may appeal against a decision that:
- (i) their intermission request has been refused under paragraph 10;
 - (ii) a further intermission request has been refused under paragraph 17;
 - (iii) their studies are to be brought to an end following an intermission from studies under paragraph 23 or 25.
- 27 More details on these procedures can be found in the Intermission Guidance Notes.

Responsibility for the provision

- 28 The Operations Function.

Monitoring and evaluation of the provision

- 29 Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.



Version history:

Version	Amended by	Revision summary	Date
V1.0	Academic Registrar	Initial draft	13/11/13
V1.1	Learning Support	Quality assurance review	03/12/13
V1.2	VP (AGQS) and Academic Registrar	Incorporate input from CFO and in house counsel	08/07/14
V1.3	External QA Review	External review	04/08/14
V1.4	Review group: VP (AGQS), Academic Registrar, Head of Quality Assurance	Incorporate feedback from External QA Review.	06/08/14
V1.5	Executive management Board	Approval	13/08/14
V1.6	Proof Reader	Proofing	11/09/14
V1.7	Academic Board	Approval	16/09/14
V1.8	Head of Student Services	Annual review/update	14/10/15

Intermission Policy



V1.18	Head of Student Journey	Amendment to department names	August 2022
V1.19	Head of Access and Student Success	Rescheduled review/update	June 2024

V1.19