INTERMISSION PROCEDURES
FOR RESEARCH POSTGRADUATE STUDENTS

The application form should be returned to your School Office.

It is the applicant's responsibility to ensure that the form is submitted in good time.

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.

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.

Intermission

Students take time out from their studies (known as intermitting) for a variety of reasons, mainly personal, but sometimes financial or medical. If you feel you need some time out, go and see your supervisor. The University does not encourage people to take longer than normal to complete their studies but is willing to discuss this with you. Whatever is decided, you will need to speak to your funding body to ensure that any funding you receive is not affected by intermission.

For research postgraduate students, intermission may be granted in monthly units.  

Students must complete the application form to obtain permission to intermit from the University. Possible reasons for leave to intermit are:

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

2. **Financial** - when 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.

Whatever the reason, you should provide evidence to the School Administration Manager. When the reason for intermitting is medical, your School Administration Manager will require that you provide medical evidence. Before you return from intermission, you will be required to provide another medical certificate to testify that you are fit to return to your studies.

Acceptable supporting evidence other than medical documentation includes an original (not photocopied) document written and signed by an appropriate third party, giving details of the circumstance, its duration, and, where possible, its impact. An appropriate third party would be one who knows the student in a professional capacity or one who can verify the circumstances from a position of authority (e.g. lecturer, personal tutor, Students' Union representative, GP, University Counsellor) and who is in a position to provide objective and impartial evidence. Letters from family members or fellow students will not be acceptable.

A few things to remember

- Intermitting does not change the number of terms you will spend at the University or, if relevant, your examination results.

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1 Such monthly units can commence at any point in the month, e.g. if a student intermits for a month from 19 April the period of intermission will be 19 April to 18 May inclusive.
Intermittent is intended to relieve you of a disadvantage, not put you at an advantage to other students.

If you decide to intermit it is your responsibility to check with both the University of Kent Finance Office and your funding body what proportion of accommodation and tuition fees will be charged and if you are liable for any repayment.

If you subsequently want to change the period for which you have been permitted to intermit, you must seek approval from your Supervisor/Director of Graduate Studies (as appropriate).

If you have to leave the University quickly for medical reasons make sure 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.

If you are an international student sponsored by the University under a 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 Greenwich and Kent Unions (Medway campus), as there may be implications for your visa.

Notes:

1.1 A student seeking permission to intermit should first complete Section 2 of the form, which should then be passed to the supervisor.

1.2 The supervisor should provide a report on the student’s work, including specific comments on the reasons for intermission.

1.3 The form should then be forwarded to the School Administration Manager, who will submit it to the School Director of Graduate Studies for approval, accompanied by the student file.

1.4 School Directors of Graduate Studies may approve intermissions which cumulatively do not exceed six months. In all other cases, the School Administrator will submit the form for the approval of the Chair of the Faculty’s Graduate Studies Committee via the Faculties Support Office, with supporting evidence via Sharepoint.

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