

**THE WHITE BOOK
REGULATIONS (PROCEDURES)**

REGULATION P8

Leave to Disregard Terms and Other Allowances

University Applications

1. Where Ordinance C,XIII,11 applies, the student's Tutor or the Intermission and Return to Studies Co-ordinator, shall apply on his or her behalf:
 - (a) to the University Applications Committee, under University Ordinances, Chapter III, Allowances to Candidates for Examinations, Regulation 3, in the case of any undergraduate or LLM, MAST, MBA, MAdvStudies, or PGCE student; or
 - (b) to the Secretary of the Board of Graduate Studies, under University Ordinances, Chapter VI, Graduate Students, Regulation 12, in the case of a graduate student registered for the MPhil, MRes, or MEd degree or for a Diploma or Certificate; or
 - (c) according to the relevant University Regulations for intermission in the case of any other graduate student, normally to his or her Department or Faculty.
2. An application on behalf of an undergraduate student for leave to intermit shall normally be made in respect of all three terms of an academic year. In appropriate circumstances application may be made for three terms of a calendar year, or some shorter period, provided that resuming studies mid-year is acceptable to the relevant Faculty or Department.
3. A student who is granted leave to intermit is no longer formally 'in residence in the University' for the purposes of 'keeping terms', and may not, during the period of intermission, make any use of University facilities, including lecturing, teaching, library, or any other academic facilities.
4. A student who is granted leave to intermit may not return to study without the permission of the University Applications Committee.
5. A student who is granted leave to intermit and then resumes studies, accepts responsibility for complying with all University course or examination requirements which are in force when they resume, even where these are different from those in force when they intermitted. The Applications Committee will rule on whether components of a student's formal coursework, such as a project, extended essay or dissertation, which was assessed prior to intermission, may be taken forward.
6. A student whose permission to study in the University is subject to visa requirements imposed by the UK Border Agency (or other government authority), and who is granted leave to intermit, shall ensure that the intermission is notified to all relevant authorities and that they continue to comply with the visa requirements, both during the period of intermission and for the purposes of any resumption of studies.

College procedures

7. Any application to the University under paragraph [1] for:
 - (a) leave to intermit;
 - (b) leave to extend the period of such intermission;
 - (c) any other allowance available under University Regulations; or
 - (d) leave to return into residence and resume studies after a period of intermission;shall be made in accordance with College procedures under this Regulation.

8. The College reserves the right not to support an application which it considers inappropriate. In particular, an application is unlikely to be given College support if it is to:
 - (a) extend intermission beyond six terms; or
 - (b) resume studies when the College regards this as premature;The College shall in all circumstances provide appropriate pastoral support to a student while he or she participates in University procedures.

9. A student who becomes aware that, for medical reasons whether mental or physical or for some other grave cause, they are likely to be prevented from taking a University examination shall inform their Tutor as soon as they are aware of the relevant cause(s). A student who, for like reasons, misses all or part of a University examination or considers that they have underperformed in an examination shall inform his or her Tutor immediately. Any delay may prejudice the success of any application which is subsequently made.

10. An application made in the Easter Term shall not normally, but may exceptionally, seek leave to intermit; normally, an application shall be made for an alternative examination allowance.

11. Where an application is made to the University Applications Committee or to the Board of Graduate Studies on medical grounds, the student shall:
 - (a) complete a declaration form giving permission for medical evidence to be disclosed to the Senior Tutor and any other member of the Tutorial team who has, or may have, conduct of the application; and
 - (b) complete a declaration form giving permission for medical evidence to be disclosed to the medically qualified members of the Applications Committee, or to the Secretary of the Board of Graduate Studies, who shall advise other members of the Committee or Board accordingly; and
 - (c) provide the College as soon as reasonably practicable, and in any event prior to the close of the relevant University examination, with relevant evidence to support the claim(s) made concerning medical reason or other grave cause.Any delay in doing so which adversely affects the outcome of any application made by the College on the student's behalf shall be the responsibility of the student.

12. Medical evidence shall normally include a statement from a medically qualified practitioner, preferably practising in Cambridge, and, where relevant, from an

accredited counsellor and/or from the Disability Resource Centre. Evidence should normally provide:

- (a) a diagnosis of the medical or other condition(s), including its nature and severity;
- (b) the manner in and extent to which such condition(s) affect the student's examination preparation or performance, or academic progress;
- (c) for any application to intermit, an account of any proposed treatment while out of residence and a view as to when the student will be fit to resume studies.

13. Evidence of other grave cause should normally demonstrate that the cause was:

- (a) unexpected and could not be anticipated; and
- (b) entirely outside the student's control.

14. The College may submit such additional information as it thinks appropriate, but it shall not include any statement from the family or friends of the student, whether medically qualified or not.

15. Where an application is made to intermit, the student shall normally go out of residence within three calendar days of the decision to apply, and may remain in College beyond that period only with the consent of the Senior Tutor. During the period of intermission, the student may not make use of College facilities, academic or otherwise, nor return to residence in the College, without permission in advance from the Senior Tutor.

16. The Intermission and Return to Studies Co-ordinator, or a deputy, normally a Tutor, nominated by the Co-ordinator, shall hold an exit interview with the student before they leave, and ensure that the student understands the full circumstances of the application and its consequences. The student may contact the Co-ordinator at any time during the period of intermission for information and advice, and for permission to return to the College under paragraph [15]. Return to College shall be permitted for a small number of days, on a case by case basis, if and when there is an appropriate reason. The Co-ordinator shall make suitable arrangements for any return days.

Return to studies

17. A student who has been granted leave to intermit and who wishes to return into residence for the purpose of resuming studies shall inform the Intermission and Return to Studies Co-ordinator, so that an application to the Applications Committee may be prepared.

18. The student shall comply with the College's procedures for assessing his or her fitness to return, in accordance with paragraphs 19-23; and shall do so in good time for the College to submit the application by the date notified to the student and the College by the Applications Committee when leave to intermit was granted. Any delay by the student in complying with these procedures, which adversely affects the outcome of any application, shall be the responsibility of the student.

19. The student shall provide the College with:

- (a) further declarations under paragraphs 11(a) and (b);

- (b) a medical assessment from the medical or mental health practitioner who has most knowledge of the student during the period of intermission, and preferably from the practitioner who supported the application for leave to intermit;
 - (c) evidence that any treatment which it is intended shall be continued after return to studies can suitably be accessed in Cambridge, including, in particular, any relevant statement from the Disability Resource Centre.
20. A Return to Study Conference for the student, under paragraphs 21-24, shall be arranged by the Intermission and Return to Studies Co-ordinator, for a period of one week's residence in College accommodation, rent-free. Normally the Conference shall be held in July, on dates agreed with the student, for a return into residence in the following October. Where there is a different date for return, the Conference will be co-ordinated accordingly.
21. The Return to Study Conference shall not be initiated unless and until the required medical assessment is received, and not unless it confirms that the student is fit to return to study. The College may also require, and if so shall bear any expense of, a second professional assessment, such as a mental health assessment, conducted by a suitable person appointed by the College. Any second professional assessment shall normally be conducted during the Conference.
22. During the Return to Study Conference:
- (a) the student shall complete an academic assignment, broadly equivalent to a week's work on the course, set and marked by their Director of Studies, or a University Teaching Officer in the relevant subject;
 - (b) the student shall complete a written self-assessment, considering their fitness to return in the light of progress made during the period of intermission and experience of completing the academic assignment in the College environment;
 - (c) a meeting to consider and assess the student's fitness to return shall be held, in accordance with paragraph [23].
23. The fitness to return meeting shall be attended by the student, their Director of Studies, their Tutor, the Intermission and Return to Studies Co-ordinator, the Senior Tutor, and any student representative from SSCSU or the Cambridge University Students' Union whom the student nominates. The meeting shall discuss:
- (a) the outcomes of the period of intermission;
 - (b) the outcomes of the period of residence and study;
 - (c) the prospects for the student successfully completing the relevant course should they return to study;
 - (d) any conditions which should be placed upon their return.
- Any requirements of the student's Department or Faculty regarding a student's fitness to participate in any compulsory elements of the course, and any other health or safety issues which arise in the case, shall be taken into account.
24. In the light of the Return to Study Conference, the Senior Tutor shall decide whether or not the student is fit to return, taking into account their fitness to comply with any conditions that would be imposed. If the Senior Tutor considers that the student is fit to

return, the College will support a suitable application to the University for leave to return into residence.

25. Upon returning into residence, the student shall attend a first meeting with their Director of Studies, their Tutor, and the Intermission and Return to Studies Co-ordinator or the Senior Tutor for the purposes of setting a Return to Study Plan. The Plan shall include academic matters and support measures, and a process for holding a suitable number of further meetings to monitor progress and compliance. A copy of the Plan shall be provided to any relevant support agencies outside the College. The Intermission and Return to Studies Co-ordinator shall be primarily responsible for ensuring the implementation of the Plan. The Senior Tutor shall be responsible for monitoring the effectiveness of the Plan and for introducing any necessary changes.

Appeal

26. A student who is not satisfied with any decision made by the College under this Ordinance may appeal to an Academic Review Committee under Ordinance C,XIII,12(d) and Regulation P3,21(d) by giving notice in writing to the Senior Tutor within five calendar days of being notified of the College's decision.