

Guidance notes for disregarding terms, including intermission

Guidance notes for staff and students 2024-25

These guidance notes explain the processes and reasons for disregarding terms, including for intermission.

These guidance notes are for applications relating to the academic year 2024-25. The guidance notes complement the relevant Ordinances, which can be found online in [Chapter III \(Examinations\) of Statutes and Ordinances](#).

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1. Criteria for granting disregarding terms

1.1 What is disregarding terms?

Disregarding terms is used to discount terms for the purpose of study for two reasons:

1. Intermission, to permit students to have a break from students as a result of illness or grave cause; or
2. To enable a student to sit examinations in keeping with the regulations

Where disregarding terms has been awarded to allow the student to be in standing for an examination, this does not negate fact, i.e. that a student was in residence, kept terms and paid fees.

1.2 Who can have terms disregarded?

Students on the following courses can have terms disregarded as they are required to be resident in Cambridge for a specified number of terms in order to sit examinations and be awarded a degree:

- the Foundation Year;
- all Undergraduate courses;
- the following Postgraduate courses: EMBA; LLM; MAcc; MAST; MBA; MCL; MEng; M.Fin; MMath; MMus; MSci; PGCE, MArch.

1.3 Criteria for disregarding terms, including intermission

Disregarding terms, including intermission can only be granted where students have experienced illness or grave cause (see section 1.4), it cannot be used for employment opportunities or internships. Engineering students undertaking an industry placement do not apply for intermission, instead they apply to the relevant [Faculty Board process](#).

Intermission is granted for whole terms. It is normally granted for an academic year, but may be granted for a calendar year or for another period. In these cases, the college must check with the relevant Faculty / Department that a mid-year return is academically feasible and make the outcome clear on the application. A period of disregarded terms will not normally exceed three terms or one year.

When an application is made for a student to disregard terms after the start of the academic year, the College should consider whether any work already assessed should be carried forward. This request should be included within the application and is not automatically approved.

Only if there are solid academic reasons for a student to be allowed to repeat the teaching of a completed term, will this be permitted.

Where students have failed or not sat their examinations as a result of illness or grave cause, they may also require an exam allowance to be applied for alongside an application to disregard terms. Guidance notes on exam allowances are available [here](#).

Intermission cannot be used to avoid the Student Disciplinary Procedure. However, where circumstances require it, students may intermit while a disciplinary process is ongoing. Applications to consider disregarding terms to repeat teaching can only be considered following the outcome of any disciplinary process.

Where applications are made to intermit during Easter Term, the student may be permitted to resume study in the Lent Term of the following academic year, in order to embed knowledge,

reacclimatize to the academic environment, and/or put new reasonable adjustments or other support in place.

1.3 What is illness or grave cause?

Intermission can be granted where a student has experienced illness or grave cause that is:

- a) serious;
- b) unanticipated;
- c) entirely beyond the student's control;
- d) close in time to the assessment; and
- e) evidenced by contemporaneous evidence from an independent, appropriately qualified source

In exceptional circumstances it is accepted that there will be some anticipated events that meet the rest of the criteria and require terms to be disregarded, for example, required military service, or other activities that are highly exceptional and cannot be deferred, anticipated circumstances must be applied for in advance of them commencing.

1.4 Examples of illness or grave cause

Where the circumstances meet the criteria set out at 1.3 above, the following are a non-exhaustive list of examples that are **likely** to be accepted:

- worsening of an ongoing illness or disability, including mental health conditions;
- symptoms of an infectious disease that could be harmful if passed on to others;
- death or significant illness of a close family member or friend;
- unexpected caring responsibilities for a family member or dependant;
- significant personal or family crises leading to acute stress;
- witnessing or experiencing a traumatic incident;
- a crime which has had a substantial impact on the student;
- accommodation crisis such as eviction or the home becoming uninhabitable;

The following list are examples of circumstances **unlikely** to be accepted:

- holidays, house moves or other planned or expected events;
- minor illness such as common colds or hay fever;
- poor time management;
- minor transport disruption;
- minor life events, unless the circumstances have had a disproportionate impact that meet the criteria in section 1.3;
- the impact of a University sanction, including an academic penalty, as a result of academic misconduct or another breach of the University's Rules of Behaviour.

1.5 Evidencing illness or grave cause

As outlined in the criteria in section 1.3, contemporaneous evidence from an independent, appropriately qualified, source must be provided in order to be granted an exam allowance.

Evidence should include the nature, severity and impact of the illness or grave cause; it should state how the condition is likely to have affected the student's examination preparation and / or performance. The evidence should be precise, self-explanatory and where relevant, should offer a clear diagnosis from a medical professional.

Evidence should be obtained as close to the date of the examination as possible, students are expected to make use of College Nurses, Tutors and welfare staff, in addition to GP services. Evidence obtained after the impact of the illness or grave cause that states the student 'reported' they were impacted by illness or grave cause is unlikely to be sufficient.

Where an existing or long-term condition is relevant to the circumstances, pre-existing evidence can be used to confirm the condition, alongside contemporaneous evidence documenting the circumstances affecting the relevant assessments.

Where a student is aware of a long-term condition that affects their day-to-day activities, it is their responsibility to seek reasonable adjustments in advance of the examination taking place. Only unanticipated worsening or changing of the condition shall be considered to meet the illness or grave cause criteria and this will need to be sufficiently evidenced.

Evidence is treated sensitively and confidentially and is only seen by decision-makers and those staff administering the decision-making processes. Consequently, redacted medical evidence is not accepted.

Evidence must be from an independent source, not family or friends, and the author must be sufficiently qualified to provide the relevant evidence e.g. a doctor is qualified to diagnose illnesses, a nurse is qualified to report medical symptoms, an accredited counsellor is qualified to confirm the engagement they have had with a student; the ADRC (Accessibility and Disability Resource Centre) can provide screening assessments or evidence of engagements regarding a student's disability. Where a student's referral to a specialist medical advisor has been delayed for reasons outside the student's control, this should be made clear.

Evidence must be in English or include an official translation from a third party (not generated or translated by AI).

2. How to make an application for disregarding terms

2.1 General information

Applications for disregarding terms are submitted by email to EAMC@admin.cam.ac.uk by a College on the student's behalf (via Tutor or wellbeing advisor).

The application must be complete at the time of submission and the email must include all of the following:

- a completed and signed application form;
- a statement(s) from the College and/or student;
- a completed student declaration form;
- evidence of the medical circumstances or other grave cause;
- the full student support document (SSD), where appropriate, to include the disability information and document sections;
- any supervision reports available. For courses where supervision reports are not routinely available (e.g. the LL.M.), the College should supply whatever testimony of the student's industry and ability it can. Supervision reports should be provided in chronological order, most recent first;
- all available exam marks for the relevant examination including breakdowns of marks for previous years/terms.

Exceptionally, where the sender has become aware of an error in the submission of an application before the application has been considered, the application must be re-submitted in full, with an explanation for the re-submission. The date of re-submission will be used in determining at which meeting the application will be considered.

Students can expect an application to be considered at the meeting following the meeting deadline, with an outcome being sent within ten working days of the meeting date. Details of meetings and submission deadlines can be found [here](#).

2.2 College and student statements

Where an application is made from a College on the student's behalf, it is expected that the student's Senior Tutor or Tutor shall provide a statement. The College may wish to draw attention to any matters which it would like to be taken into consideration. There may be instances in which an additional statement by a DoS is helpful. The Committee pays close attention to the care with which College statements are prepared.

Students may also wish to provide a brief statement outlining the impact of the illness or grave cause. Any statement should be concise, factual and linked to the relevant criteria.

Depending on the case, it may be necessary to apply for an exam allowance of 'Allowed to Progress' or 'Reconsideration of original result' alongside a period of disregarding terms. Full details on disregarding terms can be found in separate guidance notes available [here](#).

2.3 Deadlines

Applications for retrospective disregarded terms where a student is already on intermission, are subject to a deadline of two terms after resumption of study has passed. Where an application has not been made by this deadline, students will be withdrawn from their course of study.

3 The consideration process for disregarding terms applications

3.1 The Examination Access and Mitigation Committee

The Examination Access and Mitigation Committee (EAMC) is a committee of the General Board, which meets at least monthly throughout the year to consider applications for examination allowances and related matters. Its membership includes representatives from across the Collegiate membership and medically qualified members. There is also a large volume of student casework undertaken under delegated authority, much of which involves the expert opinion of its medically qualified members.

The EAMC may only consider cases and make decisions within the bounds of the authority granted within Statutes & Ordinance and in accordance with this guidance. Applications that fall outside these parameters shall be declined.

The EAMC has the following overarching aims:

- To grant relief where students would otherwise be substantively disadvantaged by illness or grave cause in relation to their assessments;
- To endeavour to ensure parity of treatment between applicants to the Committee who share similar circumstances, while recognising that each case is individual.
- To be mindful of the interests of students undertaking the same course but who are not applicants to the EAMC.

All correspondence relating to exam allowances must take place using EAMC@admin.cam.ac.uk. There must be no attempt to correspond with individual EAMC members, Examiners or the Degree Committee regarding the details of applications.

3.2 General overview

The EAMC receives copies of applications seven days prior to a meeting. Prior to the Committee meeting, the Secretary may contact the Department or Faculty for further information, e.g. information on grade boundaries.

In considering the application, the EAMC shall consider the application presented, any additional information received from the Department, Faculty or relevant University office, and any previous applications that have been made to the EAMC.

3.3 Matters dealt with by delegated authority

Some matters may be dealt with by authority delegated to the Chair and/or Secretary. Typically, this includes straightforward applications to resume study or disregard terms (colloquially known as intermission).

In very exceptional circumstances i.e. where a decision cannot reasonably wait until the next scheduled meeting of the Committee and where the case is not straightforward, the Committee may be prepared to consider an application by circulation. If, however, in such circumstances any member of the Committee wishes the application to be considered at a scheduled meeting, then the application will need to await that meeting.

3.4 Outcomes

Once the EAMC has made a decision an outcome letter will be sent to the College via email, the College are then responsible for communicating the decision to the student as soon as possible. The student should be provided with a copy of the decision letter.

Outcome letters will normally be issued within ten working days of the EAMC meeting at which the application was considered.

4. Fitness/Capability to Study

4.1 University's Support and Capability to Study Procedure

Where a student does not wish to intermit but there are concerns that the student does not have the capacity to fully engage with student life, a College or University Support and Capability to Study Procedure, or Fitness to Study Procedure shall be initiated.

The University's Support and Capability to Study Procedure is available [here](#). The EAMC may refer a student to the University's Procedure.

4.2 Disregarding terms following the outcome of a College or University Capability to Study or Fitness to Study process

The EAMC recognises College Fitness to Study processes (or other similarly titled support processes) and the University Support and Capability to Study Procedure may result in a student being temporarily withdrawn from study.

In order that the student remains in standing for examination, an application for disregarding terms following this decision will be approved without need to supply medical or other evidence from that College process.

A short letter from the Senior Tutor is all that is required with the application form when submitting such an application. It remains essential that any application made under these circumstances should be shared with the student.

This action is taken note that the decision to temporarily withdraw a student shall be subject to procedural appeal routes and the complaint process of the Office of the Independent Adjudicator, the external ombudsman for Higher Education students.

5. Resuming Study

5.1 General Information

A student cannot resume their studies unless an application to Resume Study has been approved by the EAMC. For Guidance and details of the procedure please see [here](#).

Fee remission

From 1st September 2023, the fee remission process will be managed by the Fee Remission Panel. For queries about or how to apply for fee remission, please contact the Secretary of the Fee Remission Panel at feestatusandpolicy@admin.cam.ac.uk with any questions.

Extending intermission

Occasionally, in exceptional circumstances, a period of disregarded terms may be extended beyond three terms. The circumstances would have to be very exceptional for an extension beyond two years. A further application should be made by the college to the Committee for the extended period by using the application form to disregard terms.

International Students

Where an overseas student disregards terms, there may be implications for the University and for the individual student for visa requirements. In the first instance the college should contact the [International Student Office](#).

6. Reviewing disregarding terms decisions

Where a student is dissatisfied with the decision in relation to the exam allowance application, a review can be submitted within 14 days of receiving the decision in line with the [Procedure for the Review of Decisions of University Bodies](#).

Requests for review can only be made on set grounds: procedural irregularities; new evidence that for good reason could not be submitted with the original application; or a belief that the decision is wholly unreasonable. If the student remains dissatisfied following the review outcome, the student may take their case to the Office of the Independent Adjudicator.

7. Questions and further information

Any queries regarding disregarding terms should be directed to eamc@admin.cam.ac.uk.