

Guidance notes for resuming study following intermission or other reasons for disregarded terms

Guidance notes for staff and students

These guidance notes explain the process for students to apply to resume study following intermission (disregarding terms).

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. Resuming study – general information

1.1 When do students need to apply to resume study

When a student is near the end of a period of intermission (disregarding terms) and the student is ready to resume their studies, having met any conditions imposed when they began intermission (for example engaging with treatment, or having medical evidence of being able to engage with their studies), the College may apply for permission for the student to return. A student cannot resume their studies unless permission has been granted.

An application to resume study may also be required where a student has been Allowed to Progress and the Committee have suggested certain conditions before the student is able to begin the next Part of their course. Often students will be asked to provide evidence of fitness to resume and sustain study.

1.2 Deadlines for students applying to resume study

The deadline for a college to apply for a student to return for the academic year is **24 August**; for the calendar year is **24 November**; and for return in the Easter term is **24 March**. Any applications received after this date may be delayed with an outcome not known before the start of the term, putting the student's return to study in jeopardy.

Applications for resumption of study which request an earlier date than that which was approved in the Disregard Terms outcome letter may not be approved as this could result in the student being unfairly advantaged academically by repeating terms.

1.3 Arrangements following resuming studies

When a student returns to their studies, there may be conditions imposed on their return (for example, to engage with particular support, or register with a Cambridge GP).

Upon return, students may find that the content of the course and / or examination has changed. No special provision is made for this and the student is expected to comply with the course content and examination as required for that academic year.

International Students

Where an overseas student is returning following a period of disregarding terms, there may be implications for visa requirements. In the first instance the college should contact the [International Student Office](#).

2 Evidence of fitness to resume study

2.1 General Information

When the Committee grants a student permission to have terms disregarded, it normally attaches conditions of fitness to return. Evidence of these conditions having been met is required before the point when the student intends to return in accordance with the deadlines in paragraph 1.2.

All conditions shall have been made clear to the student when intermission was granted, including the deadline for satisfaction of such conditions. A clear statement of what facilities (if any) and support will be made available to the student to meet any such conditions should be given.

It is the student's responsibility to obtain evidence of fitness to resume and that any conditions have been met in time for the college to submit it by the Committee's deadline. If the evidence is delayed for reasons outside the student's or the College's control, this should be made clear.

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).

2.2 Medical evidence

Where students have intermitted due to illness or medical circumstances, medical evidence is required to confirm the student's ability to resume and sustain studies.

Wherever possible, medical evidence confirming fitness to return should be provided by the same person who made the original diagnosis. Where this is not possible, the student should arrange for the current practitioner, for example GP or consultant, to see the medical evidence from the time of the original diagnosis to inform their judgement on the student's fitness to return.

The evidence provided should demonstrate the following (where appropriate):

- any treatment received by the student **throughout** the period of intermission;
- student's engagement with this treatment **throughout** the period of intermission;
- improvement in the student's health to allow them to return and successfully sustain study;
- that where conditions were set, either by the College or EAMC, these have been met;
- actions taken by the student which demonstrate that the student is now well enough to return to study;
- any on-going treatment or support that would be required once the student returns.

In cases where continued medical treatment, including psychiatric treatment, is required, the Committee needs to be satisfied that such treatment can satisfactorily be delivered in Cambridge.

In the cases of disabled students returning from a period of disregarded terms, the Committee would expect an indication that the ADRC had been informed in order for any necessary support to be ready from the resumption of the student's studies.

2.3 Non-medical evidence

Where a student is resuming study following mitigating circumstances which are not medical, a letter from the College indicating that those mitigating circumstances are now resolved is required. The College must be satisfied that the student is able to return to study.

The University and/or the College may have set other, non-medical, conditions before resumption. For example, students may need to satisfy the requirements of a college examination or some other form of academic assessment as a condition of returning from intermission.

3. How to make an application

Applications for exam allowances are submitted by email to EAMC@admin.cam.ac.uk by a College on the student's behalf (via Tutor or wellbeing advisor) or via direct application from a student, within three months of the formal notification of the student's exam results.

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 completed student declaration form;
- a statement(s) from the College and/or student;
- evidence that any conditions of the original disregarding terms have been met, including any medical evidence of fitness to resume study (where required).;

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.

4. The consideration process for resuming study

4.1 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 the 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.

4.2 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, and any previous applications that have been made to the EAMC.

4.3 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.

4.4 Outcomes

Once the EAMC has made a decision an outcome letter will be sent to the College via email. Outcome letters will normally be issued within ten working days of the EAMC meeting at which the application was considered.

5. Reviewing resuming study decisions

Where a student is dissatisfied with the decision in relation to resuming study, 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.

6. Questions and further information

Any queries regarding exam allowances should be directed to eamc@admin.cam.ac.uk.