Contact: eamc@admin.cam.ac.uk

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 2026-27. The guidance notes complement the relevant Ordinances, which can be found online in Chapter III (Examinations) of Statutes and Ordinances.

These guidance notes apply to students on the following courses:

- Foundation year
- Undergraduate courses (Tripos), including integrated masters courses
- The following postgraduate taught courses:
  - MASt degrees in all subjects
  - MBA and EMBA;
  - LLM and MCL;
  - One year masters courses including: MAcc; MMus; March; MFin
  - PGCE;
  - Bachelor of Medicine, Veterinary Medicine or Surgery;
  - Bachelor of Theology for Ministry

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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 is ready to resume their studies, having met any conditions imposed when they began intermission (for example, engaging with treatment and having medical evidence of fitness to resume their studies), the College may apply for permission for the student to return. **A student cannot resume their studies unless permission has been granted for them to do so.**

An application to resume study may also be required where a student has been Allowed to Progress and the Committee have imposed 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 **16 August**; for the calendar year is **24 November**; and for return in the Easter Term is **24 March**.

Any applications received after the deadlines may not be processed before the start of the term. Students are unable to recommence their studies without a successful resume to study application. Therefore, late applications may result in students being prevented from returning. Such circumstances may result in a student being withdrawn – particularly where the student was fit to return but did not engage with College to provide the information or evidence for an application; or where the student has reached the maximum three-year period of intermission.

International students are encouraged to apply much earlier than the deadline, as a result of the additional time taken to apply for visas. Any questions about visa requirements should be directed to the International Student Office.

Applications for resuming study which request an earlier return date than that which was approved are unlikely to be permitted, as the intermission period considers both the student's circumstances and the academic feasibility of returning to the course of study.

1.3 Arrangements following resuming studies

There may be some conditions of return that apply after the student has been permitted to resume study and has returned to Cambridge, for example, registering with a Cambridge GP on arrival and maintaining engagement with particular support throughout the year.

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 will 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 ensure that any conditions have been met in time for the college to submit the application 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, as decision-makers must make fully informed decisions.

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, accredited translation from a third party (not translated by the student themselves or generated by the student or others using AI or any other unofficial translation services).

The University may check the veracity of any independent evidence that is included in the application. Any evidence that is suspected to have been amended, only partially submitted or falsified in any way will be reported as a suspected breach of the Rules of Behaviour and the consideration of the application will be paused until any investigation has been completed.

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 their 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.

Where evidence does not demonstrate the applicable elements, further evidence may be required, or the application may be declined.

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 to resume study 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, including Student Declaration (found at the bottom of the application 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 becomes aware of an error in the application before it has been considered, the corrected application must be re-submitted, in full, with an explanation for the re-submission in the covering email. The date of re-submission will be used in determining at which meeting the application will be considered.

Details of EAMC meetings and application submission deadlines can be found here. An application will be considered at the next upcoming meeting for which it has met the application submission deadline.

4. The consideration process for resuming study

4.1 The Examination Access and Mitigation Committee

The Examination Access and Mitigation Committee (the Committee) is a committee of the General Board, which typically meets monthly throughout the year (and more frequently during the summer) to consider applications for adjustments, allowances and related matters. Its membership includes representatives from across the Collegiate University 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 Committee 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 Committee has the following overarching aims:

- To grant remedy where students would otherwise be substantively disadvantaged by disability, illness or grave cause in relation to their study or 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 Committee.

Correspondence relating to applications 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.

4.2 General overview

The Committee receives copies of applications a week before the meeting. Prior to the meeting, the Secretary may contact the Department/Faculty or College for further information.

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

4.3 Matters dealt with by delegated authority

Some matters may be dealt with by authority delegated to the Chair and/or Secretary.

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 Committee has made a decision, an outcome letter will be sent to the College and the student via email.

The Committee's Secretariat endeavours to issue outcome letters within 10 working days of the meeting at which the application was considered. However, during peak times, particularly June to September, it may take up to 15 working days for outcome letters to be issued. The outcomes of applications which impact a student's ability to attend a graduation ceremony or are otherwise genuinely urgent and could not have been submitted earlier by the College/Student, will be prioritised and any request for decisions to be expedited following a meeting should be made clearly in the application.

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.