

ICE Intermission Procedure – quick guide

Before deciding to intermit



Discuss any issues with your programme team (Course Director) and Course Administration team



The [Deputy Director, Academic Centres Division \(Student and Professional Services\)](#) will be able to offer pastoral advice and support



Submit an online [Intermission Request Form](#)



Attach any evidence with your intermission form

Review



Applications to intermit will be reviewed by the Head of Human Resources, Governance and Administration



Your Course Administration team will communicate the decision to you and inform you of the terms and conditions of intermission

Returning from intermission



Contact your Course Administration team at least two months before returning to study



You will be offered a meeting with the Deputy Director, Academic Centres Division (Student and Professional Services)

Things to remember



In cases of unforeseen difficulty e.g. serious illness, or unexpected change in personal circumstances you may request to take a break from your studies and return at a later date



If you require the Intermission Request Form in a different format please contact the [Disability Liaison team](#)



You can seek independent advice from the [Deputy Director, Academic Centres Division \(Student and Professional Services\)](#)



We will only share the details of your intermission with those who need to know



Submit forms, evidence or any questions to us by email to the [Quality Governance team](#)

Resources



Intermission Procedure
[Procedure](#) on the ICE website
Or
in the [Student Handbook](#)



Intermission Form
[Online form](#) can be found on the website