

RADA Academic Regulations and Policies 2017-18

Appendix 7: Intermittence/Interruption of Studies Policy and Procedures

What is intermission/intermitting?

On occasion a student may ask to interrupt his or her studies and take a period of formal absence, usually for the remainder of the term or academic year. This can happen for a variety of personal circumstances including illness. Training within a conservatoire setting can be very intensive and RADA recognises that it is sometimes in the student's best interest to intermit and return to studies later.

What happens when a students asks to intermit?

- 1 If you think that you need to interrupt your studies for a term or more, you should discuss this with your Course Director/Leader at the earliest opportunity. While RADA does not encourage students to take longer than the usual course length to complete their studies, we will be willing to discuss this with you when there is a good reason to do so.
- 2 You might wish to intermit for a number of reasons, including:
 - a. Personal (for example a serious family problem);
 - b. Financial (a break is needed because you are having problems with your finances)
 - c. Medical (injury or illness that prevents you from fully engaging in the course)
 - d. Other mitigating circumstances which mean that you are not able to participate in the course.
- 3 Whatever is decided, you will have to speak to your funding body to ensure that any funding you receive is not affected by suspending your studies through an intermission.
- 4 Please note that if you have not had permission to intermit, your fees will not be adjusted, and you will still be liable for your fees.
- 5 The Course Director/Leader will determine whether or not to grant the intermission.

Applying for intermission

- 6 You may be asked to submit evidence, especially if the request is on medical grounds. Acceptable evidence includes a letter from your GP or other medical practitioner or another person who is in a position of authority and able to provide objective and impartial evidence of the need for the interruption. Letters from family members or fellow students will not be accepted.
- 7 We will look for genuine need before granting intermissions.
- 8 Intermission does not reduce the amount of time you spend at RADA and it is intended to relieve you of a disadvantage, not put you at an advantage to other students.
- 9 If you decide to apply to intermit, it is your responsibility to check with both Student & Academic Services at RADA and your funding body what proportion of tuition fees will be charged and whether you are liable for any repayment.
- 10 We will agree with you any terms, conditions and recommendation related to the period of

intermission. These may include an assessment before you return to training.

- 11 You are responsible for checking if you wish to change the terms of your intermission.
- 12 If you have to leave quickly for medical reasons, make sure you are seen by a doctor at the time, so that they can give you a medical certificate which reflects the severity of your condition.
- 13 Make sure your sponsor (any funding source) is informed.
- 14 If you are a UK student then you need to complete a Change of Circumstances Form for your funding body. Students who normally live in England should go through 'Student Finance England', accessible on <https://www.gov.uk/browse/education/student-finance>.
- 15 If you are an international student you should also seek advice from the UK Visa & Immigration service as there may be implications for your visa.

Policy created	This version July 2015
Version approval and date	Academic Board July 2015.