

# Application for Intercalation (Taking time out)

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## GUIDANCE NOTES

Students may wish to apply for a period of intercalation within their programme at University. Such intercalation requires the approval of the Registrar and is normally given on the following grounds:

- **Medical reasons** where there are strong medical reasons for a period of intercalation. In such cases the student is required to submit the appropriate medical evidence.
- **Personal reasons** where there are strong personal reasons for a period of intercalation. In such cases the student should briefly outline the circumstances pertaining to the request for intercalation.
- **Academic reasons** where there are good academic reasons for a period of intercalation beneficial to the student's programme.

A student wishing to intercalate should discuss the possibility with the Head of Subject. The student may find it appropriate to consult Student Services. When this form is completed it should be returned to us for approval by the Registrar.

If the intercalation is approved the student is informed in writing. We will inform the Local Education Authority, the Student Loan Company and any other relevant body. We will write supportively as necessary if an intercalation results from illness or other mitigating circumstance and may warrant special financial consideration from the funding

agencies. We will also notify key University services immediately via form WD1A.

The University may stipulate as a condition of intercalation that a student receives medical clearance either from his or her medical practitioner or from the University Medical Officer for return to the programme.

A student who wishes to intercalate may have to accept that in doing so he or she will return to a programme which has been modified from the one on which he or she originally enrolled. This may require acceptance of an ad hoc variation of programme in order to achieve completion.

Particularly in cases of illness the student is advised to keep in contact with his or her Head of Subject during the period of intercalation. We will write to students on intercalation in the semester prior to their expected return to University to check their intentions and to set re-enrolment processes in place. Re-enrolment of returning intercalating students is handled at the Student Advice Desk, in the Holgate building.

Students should note that the normal maximum period of intercalation for a three-year degree programme is one year. For a short programme of one year only one period of intercalation is permitted.

## PART 1

## To be completed by the student

### 1.1 About you

Name		Student ID	
Programme of Study		Year of Programme	

### 1.2 Period of intercalation

You wish to apply for intercalation from ..... to .....

Your last date of attendance (dd/mm/yy)      /      /  
Please specify full, exact date

Your revised expected date of completion  
.....

### 1.3 Grounds for application

Please circle the explanation/s that best describe your circumstances

- Medical reasons
- Personal reasons
- Academic reasons

