



BISHOP GROSSETESTE UNIVERSITY

Document Administration

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Table of Contents

Section	Page
Introduction	3
Terms upon which approval for Intercalation is granted	3
Process	4
Collaborative Provision	5



Introduction

1. The Code of Practice sets out the University's approach to a fair and transparent procedure for students who wish to intercalate (suspend/interrupt) their programme of studies for a prolonged period. It is intended to comply with relevant sections of the Quality Assurance Agency (QAA) *UK Quality Code for Higher Education*, specifically *Chapter B4 – Enabling student development and achievement [2013] (2015)*.

For a variety of reasons, some students may wish to take time out from their programme which may be necessary when, for example, students are experiencing persistent health related or personal circumstances making it impractical for them to commence the next level of their programme or complete the current level which, were they to do so, would result in a significant adverse effect upon their performance.

Intercalation is **not** to be used for students who are failing to meet the academic or skills requirements of the programme. Additionally, it is not to be used for students who are excluded pending investigation under the Student Disciplinary Procedure. The procedure for extenuating circumstances should normally be followed in cases where the issue can be resolved more efficiently. This Code of Practice is also intended to apply to the case of students who wish to take advantage of an exceptional and specific opportunity to gain experience that would benefit their studies.

Terms upon which approval for Intercalation is granted

2. Students seeking to intercalate their studies must complete the form *Application to Intercalate* available on the BGU website and provide appropriate evidence to support the application e.g. medical, counselling, financial, etc.
3. A request by a student to intercalate shall normally receive initial consideration on an advisory basis by the Academic Co-ordinator for the programme (or nominee). Final approval must, however, be given by the Head of School.
4. Where a student submits a request to intercalate prior to the commencement of the year or second semester, the Academic Co-ordinator (or nominee) should seek to establish that there are good and sufficient grounds for the request and that intercalation is in the student's best interest.
5. Students who have obtained agreement for intercalation shall normally recommence their studies at the start of the next academic year or, where the requirements of the first semester at that level have been completed satisfactorily, at the start of the second semester.
6. On recommencing their studies, students must complete with attendance all modules for the full year or, where the first semester has been satisfactorily completed, for the second semester only. Any marks previously awarded in respect of assessed work for incomplete modules assigned to the year or semester for which study has been intercalated may not be



carried forward. Students may not resubmit work which has already been presented for assessment.

7. Intercalation is granted for a period of up to one calendar year in the first instance. A second application may be made to extend this period by up to one calendar year if the evidence, medical or other, indicates that the student would benefit from a further period of intercalation.
8. Intercalation shall not normally exceed the maximum period which is allowable between initial registration on a programme and its completion.
9. International students may intercalate only in accordance with United Kingdom Visa and Immigration (UKVI) Directorate regulations.

Process

10. Students seeking to intercalate their studies should initially discuss the matter with the Academic Co-ordinator (or nominee) or, where this is not possible, write to the Academic Co-ordinator explaining the circumstances. Students should be offered advice on the implications of intercalation for their academic progress and be directed to seek guidance on the financial implications of such a step from Student Advice. In particular, students should be advised that the University cannot guarantee that the programme of study will be offered without changes in subsequent years. Students shall be directed to a copy of this *Code of Practice*.
11. If, following this consultation, students decide to proceed with the application, they will complete the form *Application to Intercalate*, which is available from the BGU website. All sections of the form must be completed.
12. Completed forms must be submitted to the Student Administration Manager who will forward it to the appropriate Academic Co-ordinator/Placement Office. The Academic Co-ordinator/Placement Office shall record the decision, forward the form to the Head of School for signature and then return it to the Student Administration Manager within five working days. The Student Administration Manager shall notify students of the outcome in writing within five working days, stating the point at which students are to recommence their studies. In cases where the Academic Co-ordinator/Placement Office or the Head of School does not support an application, students may appeal in writing within 10 working days to the Student Administration Manager stating the grounds for the appeal.
13. The Student Administration Manager shall advise the Student Loan Company of the decision to agree to an intercalation. The Student Administration Manager shall also advise the appropriate departments, including the Finance Department, regarding the decision and update the student record.
14. The Student Administration Manager will write to students one month prior to the date



on which they are due to recommence their studies, alerting appropriate departments, and providing details of registration and other appropriate information. Students will be directed to re-enrol in person.

15. Students who intercalate studies with outstanding resits must contact the appropriate Academic Co-ordinator before returning to the University. The Student Administration Manager will inform the Academic Co-ordinator of such a situation.
16. Students will not be entitled to use the University IT facilities and will only have reference access to the Library during the period of intercalation.

Collaborative Provision

17. Franchised partner institutions will abide by this code. Non-franchised partner institutions are expected to have a procedure for academic misconduct that is equivalent to that of the University. The partner institution will inform the Student Administration Manager of students who have intercalated their studies and the intended date of return.