

INTERNAL PROCEDURE



Title:	Intercalation
POLICY HOLDER:	Head of Higher Education
EXECUTIVE OWNER:	Deputy Principal
APPROVAL BOARD(S):	AMB/JBoS/LTC
VERSION NO:	5 – November 2016
DUE DATE FOR REVIEW:	September 2017

SUMMARY: Procedure for students seeking temporary suspension of studies from a Higher Education Programme

Accessibility: If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the Senior Communications Officer on 01603 773169.

Further information: If you have any queries about this policy or procedure, please contact the named policy holder or the Senior Communications Officer on 01603 773169.

Date	Version no.	Reason for/Summary of change(s)	Author/ Originated by	Approved by
November 2016	5	Annual update/To reflect HE School structure changes	HE Office	

Glossary of Acronyms used in this Procedure

CCN	City College Norwich
HoS	Head of School (HoS)
PO	Partnerships Office
UEA	University of East Anglia
UKBA	UK Border Agency

1 DEFINITION, PURPOSE AND SCOPE

1.1 Meaning of Intercalation

Intercalation means the temporary suspension of a student from their current programme of study (intercalation does not apply to an individual module or module(s) unless that constitutes the whole of the student's programme):

Temporary:- there is an expectation that the student will return to their programme of study as soon as reasonably possible.

Suspension:- the status of the individual as a student of the college changes from 'Live' to 'Intercalating'.

Current programme:- intercalation is a special arrangement which only applies within the same programme of study as that on which the student was registered at the date their intercalation was agreed. If a student arranges to intercalate but upon their return seeks for whatever reason to join another programme they will have no right to expect re-admission at the same or equivalent stage to that which they were on or about to start when the intercalation came into force.

1.2 Further Aspects

If intercalation is agreed and the student is currently enrolled on module(s) then they will be allowed to leave and upon return to that module, provided always that it is the same module, be able to restart the module afresh (with no grade penalty for a retake).

During the period of intercalation rights of access to College facilities and resources will be restricted (see section 3).

If the student is also a member of CCN staff then their rights and obligations as a staff member must be distinguished very clearly from those as a student and if the individual continues to work as a member of staff then they must not, if intercalating, seek to access resources or facilities that would otherwise be unavailable to them.

1.3 Purpose

The primary purpose of the Intercalation procedure is to regulate the arrangements put in place to enable students who experience unexpected and exceptional circumstances or an escalation of those circumstances to temporarily suspend their programme of study without incurring penalties for failing to complete modules on which they are, at the time the decision is made, currently registered.

A further purpose is to ensure that arrangements for support for, and communication with the student during the period of their intercalation are clearly set out at the commencement of the period of intercalation. In addition the procedure requires appropriate arrangements to be put in place to support an intercalating student in the period immediately preceding their return to the programme.

1.4 **Scope**

The procedure applies to all programmes governed by the Norfolk Regulatory Framework (NRF).

This document will be published on:

Blackboard:- HE @ CCN / Regulations and Procedures

2 **APPLICATION PROCESS**

- 2.1 The procedure leading to an application for intercalation can be initiated by the student or by an appropriate member of the academic staff, for example a course or personal tutor, Academic Leader or Programme Manager.

Requests for Intercalation must be made on the **Intercalation Application Form** available from Blackboard and signed by the applicant and submitted with the accompanying evidence.

There is currently no facility for online submission.

Applications for Intercalation must be submitted to the Academic Leader/ Programme Manager as soon as it becomes clear that it is the appropriate course of action.

The Academic Leader/Programme Manager must present the application to the Head of School who will consider all aspects of the application, including arrangements made for the student's support and who must ensure that these arrangements are clearly set out and understood by all parties. The HoS is empowered to decide whether or not intercalation can be granted. Once the application has been approved and signed by the HoS, intercalation under the terms set out in the completed application form is in force.

The HoS must then (within three working days of the decision) inform the student of the outcome of their application either by letter or email. The HE School Secretary will add the student's details to the Intercalation Log and notify the HE Office. The HE Office will update EBS records and notify the Student Loan Company (SLC) (where appropriate).

The time from initial receipt by the School of a completed application form to the communication of a confirmed outcome of the decision to the applicant shall be no more than 10 working days.

2.2 Guide to the Application Form

Section one – to be completed by the applicant (or in extremis by a member of CCN staff or a close relative/spouse):

- Essential personal details
- Reasons for the application
- Evidence provided in support of the application
- Signature of the applicant

Section two – to be completed by the Academic Leader/Programme Manager or Tutor:

- Start finish dates, duration of intercalation
- Programme Return Plan
- Signature of HoS who, in so doing approves (or disallows) the application.

Completed Application forms will be logged and retained by the HoS.

The Academic Leader/Programme Manager is responsible for informing the Assessment Board that intercalation has been agreed at its next meeting.

3 RESTRICTIONS

During a period of Intercalation, the individual will not be allowed to attend classes or to receive tuition from a member of College staff (unless this is specifically permitted in their intercalation approval)

The individual **will** continue to have borrowing and access rights to the College Information Store and the University Library.

The individual's borrowing rights from the College and University library stocks will be restricted both in the number of items they can take out and the duration of any loan period. Some resources (usually because of licensing restrictions) may not be available at all.

The individual is encouraged to remain in touch with their tutor, Academic Leader or Programme Manager but not for the purpose of receiving tuition (unless this is specifically permitted in the intercalation approval).

The individual may consult staff in the College Advice Shop.

The individual will not be allowed access to the Sports Park *as a student*.

The rights conferred by the University of East Anglia Campus Card will be restricted. Details will be provided on request from the University Library Service via the HoS and the Partnerships Office.

4 FINANCIAL ASPECTS

4.1 Debts

Before commencing (or as reasonably soon as possible thereafter) a period of intercalation the student must ensure that they have cleared any outstanding debts to the College or to the University including:

- The return of any outstanding library books and the payment of any fines
- The return of any borrowed materials or equipment
- Outstanding fees for tuition, visits, trips or any other activities for which a bill has been issued by the College but which remains unpaid and unscheduled for repayment.

4.2 Fees

If a student's Intercalation commences part-way through an academic year, their fees will be re-calculated based on the start date of the Intercalation.

- Term 1 – 25% fee
- Term 2 – 50% fee
- Term 3 – 100% fee

Upon return to study, students will be charged the outstanding balance for the remainder of their academic year.

4.3 Student Loans

During a period of intercalation, a student will not normally be eligible to receive a student loan. All matters regarding entitlement to or any other issue relating to student loans should be taken up by the student directly with the SLC.

4.4 Financial Support

During a period of intercalation a student will not normally be entitled to any financial support from the College. Any queries relating to financial support should be directed to the Student Finance Advisor in the Advice Shop.

5 ACADEMIC MATTERS

5.1 Students intercalating prior to taking an outstanding examination

If a student is intercalating prior to undertaking an outstanding examination they may also take advantage of the following additional support to help prepare for their examination.

5.2 Access to a module tutor, Academic Leader or Programme Manager

If a student is intercalating prior to undertaking an outstanding examination they may contact their Academic Leader/Programme Manager and the relevant module tutor to seek reasonable revision, examination and reassessment guidance (equivalent to the guidance provided to a student who is currently attending) during the period of intercalation.

5.3 Attendance at any module-specific revision, examination or reassessment guidance sessions

If a student is intercalating prior to undertaking an outstanding examination they may attend any *general sessions* providing guidance on revision, examinations or reassessment which are run by the School during their period of intercalation or any such sessions which are provided in respect of the module in which the student is undertaking the examination. The student should initially contact the Academic Leader, Programme Manager or Course Tutor to confirm whether any such sessions are being provided and to obtain the relevant details. The student should note however that revision, examination or reassessment sessions may not be provided for all modules or at all.

Students should also note that if they undertook the module in a previous academic year its emphasis or focus may have changed. In this situation the student should contact the Academic Leader, Programme Manager or course tutor who will ensure that the module tutor provides appropriate guidance.

5.4 Access to the Blackboard site for the module in which the outstanding examination is being undertaken

As described above an intercalating student will not retain full access rights to general College Blackboard sites nor any College Blackboard site being operated specifically in relation to the module in which they are undertaking the examination.

5.5 Queries on access rights to College facilities during a period of intercalation

Any queries regarding access rights to College facilities during a period of intercalation should be referred to the Academic Leader/Programme Manager/Course Leader in the first instance.

6 INTERNATIONAL STUDENTS.

An international student (non-EU) who is studying at CCN on a Student Visa who intercalates will lose their right to stay in the UK as they will no longer be actively studying. The College is required to inform the UKBA of any period(s) of intercalation by an international student. Advice to International Students with regard to their Visa status and entitlement to stay in the UK is available from the International Student Adviser in the Advice Shop.

7 ADDRESS WHILE INTERCALATING

The College will use the student's currently recorded home address as the effective postal address during the period of intercalation. It is the student's responsibility to inform the College of any required change in this address and to inform persons or organisations outside the College that you cannot be contacted via the College during the period of intercalation.

8 STUDENTS RETURNING FROM A PERIOD OF INTERCALATION GRANTED ON MEDICAL GROUNDS

The college will require any student who is preparing to return from a period of intercalation granted for medical reasons to produce evidence from an appropriately qualified medical practitioner that the student is sufficiently recovered to be able to resume the programme of study.

9 REGULATIONS

On returning to the College students will be subject to the rules and regulations in force on the date of their return.

10 RIGHT OF APPEAL

As an application for Intercalation is technically an application for a concession against the Regulations as set down in the NRF there is no formal right of appeal against a decision to reject an application for Intercalation.

APPENDIX 1

**INTERCALATION
APPLICATION FORM**

City College Norwich
Application for Intercalation

SECTION 1: TO BE COMPLETED BY APPLICANT

(or in exceptional cases on the applicant's behalf by a close relative/spouse)

Please complete **ALL** sections below.

Student Number: **Date of Application:**

FULL Name: Mr/Mrs/Miss/Ms/Mx

Current programme:

Date commenced:

Expected completion date:

Current year of course:

Status: **Full time** **Part time**

Does your employer support/sponsor you on this programme? Yes / No

If Yes, can you confirm that your employer is fully aware of your application for intercalation? Yes / No

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Give details of reason(s) for this application:

Attach to this application a copy of any sickness certificates/medical evidence or any other documentary evidence you wish to submit in support of this application and list the evidence you are providing in the box below.

Documentary evidence attached: (please list)

In signing this application I understand that I shall be temporarily be suspended from the college and will have only limited access to its staff, including my tutor, and its academic resources.

Signature of Applicant

Date

SECTION 2: To be completed by Academic Leader/Programme Manager

Date for intercalation to commence:

Date of return from intercalation:

(Intercalation may commence immediately or on a date agreed in advance. The period of intercalation will normally be for at least one whole semester and will normally be for a maximum of 2 whole semesters. Granting intercalation for immediate effect and during a semester will normally constitute an exceptional withdrawal from all current modules and no results will be presented at the end of semester assessment board thus allowing the modules to be studied 'ab initio' and without penalty on return to the programme)

Revised expected completion date

Plan for return to programme, including details of expected reading or access to any other specialist resources during the period of intercalation and the extent of access to and frequency of contact with tutors

- a) during the period of intercalation up to one calendar month before the expected return date *This should be no more than one phone call or email with follow up contact per month and at the initiative of the student.*
- b) during the 1 month leading up to the return date when more frequent contact would be expected

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This application for intercalation is recommended by

Name	Signed	Date

Academic Leader/Programme Manager

and has been discussed with and is approved by

Name	Signed	Date

Head of School

Completed applications should be handed in to the Advice Shop or to Reception at either Norfolk House or St Andrews House. The envelope should be marked “Intercalation – confidential” and addressed “To the Head of School of Higher Education”

REFUSAL OF APPLICATION FOR INTERCALATION

Reasons for refusal of application for intercalation:

Application refused by

Name	Signed	Date
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Refusal of application reviewed and agreed by:

Name	Signed	Date
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