

INTERCALATION

Introduction

This policy defines the College's procedure for students who wish to suspend/interrupt (intercalate) 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)*.

For various reasons, some students may wish to take time out from their programme, for example, when students are experiencing persistent problems with health or personal circumstances which make it impractical for them to commence the next level of their programme or to complete the level that they have already commenced. A case in which problems can be resolved quickly should normally be dealt with under the procedures for extenuating circumstances. This policy may also be applied in the instance of students who wish to take advantage of a specific opportunity to gain experience that will be of benefit to their studies.

Scope

This policy applies to students undertaking HE qualifications at Grantham College except where the regulations of the awarding body or validating institution take precedence.

All universities have their own process for Intercalation. The university's procedure must be adhered to in all circumstances and students must notify the College.

Terms upon which approval for Intercalation for students on a course which is not accredited by a university partner is granted

Students seeking to suspend their studies must complete the form *Application to Intercalate*.

A request by a student to intercalate shall normally receive initial consideration by the Curriculum Manager for the programme or, in their absence, by the Course Leader. Final approval must, however, be given by the Assistant Principal: HE.

Where a student submits a request to intercalate prior to the commencement of the year or second semester, the Curriculum Manager should establish that there are good and sufficient grounds for the request and that suspension of study is in the student's best interest.

Students who have obtained agreement for intercalation shall normally recommence their programme 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.

On recommencing the programme the student must complete 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 modules assigned to the year or semester for which study has been suspended may

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

Intercalation is granted for a period of up to one year in the first instance. A second application may be made to extend this period by up to one year if the evidence, medical or other, indicates that the student would benefit from a further period of suspension.

Intercalation shall not exceed the maximum period which is allowable between initial registration on a programme and its completion.

Process

A student seeking to suspend his or her studies should initially discuss the matter with the Curriculum Manager for the programme or, where this is not possible, write to them explaining the circumstances irrespective of whether they are on a university accredited course. The student must be offered advice on the implications of suspension for their academic progress and be directed to seek guidance on the financial implications from the Student Finance Officer. The student should be advised that the College cannot guarantee that the programme of study will be offered without changes in subsequent years.

If, following consultation, the student decides to proceed with the application, they must complete the form *Application to Intercalate* and all sections of the form must be completed.

The completed form must be returned to the Assistant Principal: HE. The Assistant Principal: HE, following discussion with the Curriculum Manager, shall record their decision and notify the student of the outcome in writing, stating the point at which the student is to recommence their studies. In a case where the Curriculum Manager does not support the application, the student may appeal in writing within 10 working days to the Assistant Principal: HE stating the grounds for the appeal.

The Assistant Principal: HE shall inform the Student Finance Officer, and the partner university if appropriate of the intercalation to agree to a suspension of studies and also advise the appropriate academic service departments including the Finance department and Registry.

The Curriculum Manager will write to the student one month prior to the date on which the student is due to recommence their studies to provide details of registration and other appropriate information and students must re-enrol in person.

Quality Assurance – Version Control			
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