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Approved by:	Executive on 23 January 2020
Review Date:	January 2023
Version	1.1



**POLICY STATEMENT NO. HE05**

**TITLE: CODE OF PRACTICE FOR INTERCALATION**

**INTRODUCTION/OVERVIEW:**

The Code of Practice sets out the College’s approach to a fair and transparent procedure for students who wish to suspend/interrupt (intercalate) their programme of studies for a prolonged period. For a variety of reasons, some students may wish to take time out from their programme; this may be necessary when, for example, 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 or which, were they to do so, would result in a significant adverse effect upon their performance. A case in which problems can be resolved more quickly should normally be dealt with under the procedures for extenuating circumstances. The policy has been developed with reference to Quality Assurance Agency (QAA) *UK Quality Code for Higher Education*, specifically Advice and Guidance on Enabling Student Achievement (2018).

**STATEMENT/ GUIDELINES:**

**1 Terms upon which approval for Intercalation is granted**

1.1 Students seeking to suspend their studies must complete the form *Application to Intercalate* available on the VLE.

1.2 A request by a student to intercalate shall normally receive initial consideration on an advisory basis by the Programme Leader for the programme or, in his or her absence, by a member of the programme team to whom the task has been delegated. Final approval must, however, be given by the Head of Higher Education.

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

1.4 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.

1.5 On recommencing the programme the student 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 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.

1.6 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.

1.7 Intercalation shall not prolong the maximum period which is allowed between initial registration on a programme and its completion.

## 2 Process

2.1 A student seeking to suspend his or her studies should initially discuss the matter with the Programme Leader for the programme. The student should be offered advice on the implications of suspension for his or her academic progress and be directed to seek guidance on the financial implications of such a step from Support Services. In particular, the student should be advised that the college cannot guarantee that the programme of study will be offered without changes in subsequent years. The student shall be given a copy of the Code of Practice.

2.2 If, following this consultation, the student decides to proceed with the application, he or she shall complete the form *Application to Intercalate*, which will be available from the VLE. All sections of the form must be completed.

2.3 The completed form must be returned to the Programme Leader where it will be forwarded to the Head of Higher Education. The Head of Higher Education, following discussion with the Programme Leader, shall record his or her decision and return the form within five working days. Head of Higher Education shall notify the student of the outcome in writing by way of a formal agreement, defining the academic stage on which studies will be resumed, and either including an agreed date for re-starting studies, or a statement as to when the position will be reviewed and who will initiate that process (College or student).

2.4 If appropriate the Head of Higher Education may refer the student to Support Services for appropriate advice/support before they return to their studies.

2.5 In a case where the Head of Higher Education does not support the application, the student may appeal in writing within 10 working days to the Assistant Principal Quality stating the grounds for the appeal.

2.6 The Head of Higher Education shall also advise the appropriate academic service departments including the Finance Department who will advise the Student Loan Company of the decision to agree a suspension of studies and update the student record

2.7 Students who suspended studies with outstanding resits must contact their Programme Leader before returning to the College.

2.8 **Collaborative Provision** - This procedure will apply to HND/C programmes and programmes validated by partner universities - although it may also be subject to their Intercalation procedures.

2.9 **Complaints and Appeals** - In order to safeguard the interest of applicants, the College welcomes complaints from any applicant who believes their application has not been dealt with in accordance with the College's policies and procedures. An applicant who wishes to complain should do so via the formal College HE Complaints procedure. The complaints policy is available on the College website.

2.10 **Data Protection** -The College will process personal information, collected in relation

to intercalation applications in accordance with the Data Protection Act 2018.

2.10.1 Discussions of applications are strictly confidential. Access to applications and supporting evidence is restricted to the Programme Leader, Head of Higher Education and Quality Assurance Administrator.

2.10.2 If the information presented raises concerns about the student's personal safety or about a risk to the public, the College reserves the right to disclose the information to the College's Safeguarding Officer. This would be in exceptional circumstances.

#### **IMPACT ASSESSMENT:**

This policy has been assessed and considered for impact upon people who share the following protected characteristics and factors: race, gender and gender identity, disability (including learning difficulty), religion and belief, sexual orientation, age, pregnancy, maternity and marital status.

#### **EQUALITY IMPACT ASSESSMENT SUMMARY:**

This policy has been impact assessed and has identified the following:

- Negative impacts N\*
- Appropriate actions/mitigations to address the negative impacts have been put in place (Y/N)
- Positive impacts Y

#### **PRIVACY IMPACT ASSESSMENT:**

NCS is committed to protecting the personal data of its students, employees and other stakeholders in accordance with the General Data Protection Regulation (GDPR). We have a variety of methods and controls to ensure we protect that data appropriately. Personal data processing activities are subject to a Data Protection Impact Assessment (DPIA) as a key component of a 'Privacy by Design' approach. The risks to the rights and freedoms of individuals resulting from the processing of personal data are examined, and appropriate measures are put in place to protect these rights throughout the processing lifecycle.

#### **LINKED POLICIES:**

Extenuating Circumstances Policy

#### **MONITORING PROCEDURE:**

Once a year, the Head of Higher Education will provide a report to Academic Board on applications providing statistical data, identify any trends or wider issues, and make any observations and / or recommendations which may assist the College to further good practice in the management of Intercalation applications. The process is monitored for its impact on retention and attainment annually.

#### **RESPONSIBILITY:**

Head of Higher Education

### **Intercalation Guidance Notes**

Students who have had satisfactory attendance, submission of work and application to their studies would normally have an application for intercalation (temporary withdrawal from studies) approved, provided that it is supported by their Programme Leader. Grounds for intercalation can be medical, personal or financial.

Students who have not been satisfactory in terms of attendance, submission of work and application to their studies are normally granted suspension of studies if they can provide compelling evidence of medical and/or compassionate circumstances affecting their performance, and if the Programme Leader supports the application.

Intercalation of studies may also be proposed by a Board of Examiners as a last resort in order to salvage the academic career of a student who appears to have lost motivation due to compelling, compassionate or medical circumstances.

### **Duration**

Intercalation of studies will normally be granted for a maximum of 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. Suspension of study shall not prolong the maximum period which is allowable between initial registration on a programme and its completion.

### **Criteria and conditions**

During a period of intercalation the following conditions will apply unless specific permission for a variation has been given:

- You are expected to spend the intercalated period away from the College.
- Your College Library borrowing rights are suspended during this period.\*
- You are not normally permitted to attend classes either formally or informally.

*\*with regard to Library access, if there is a requirement to produce essays or other written work as a condition of returning to college, students will be permitted to use the library for a suitable period before their return.*

### **Completion and submission of this form:**

Please ensure that all sections are completed before submission. Once you have completed Sections 1-4 you will need to take the form to your Programme Leader.

### **Returning to Study**

The Learner Services Manager HE will write to you a month prior to the start of your academic year. You will be invited to re-enrol at the beginning of the academic year irrespective of the point in the year that you will recommence attendance.

### **Finance**

The college must inform the Student Loans Company when students suspend their studies; you will not be eligible for funding during the period of intercalation.

## Application to Intercalate

Intercalation is a means by which you can apply to temporarily withdraw from your studies, usually for a period of one academic year. In many cases a period of intercalation can be of great value, enabling you have time to deal with a specific situation and to organise your resources so that you can return to your studies ready and able to perform to your best ability.

Please ensure that you read carefully the guidance notes attached prior to completing this form.

### Section 1 – Your details

Full Name (please print)			
Programme of study			
Subject (if applicable)			
Current year of study		Full or Part-time	

### Section 2 – Reasons for intercalation

Please tick all appropriate

The programme of study is not as expected –transfer to another programme at college	
Financial reasons	
Personal reasons	
Medical reasons	
Other major reason (please state)	
Last date of attendance	Expected return date

### Details of application

*Please provide details of your request for intercalation, all details are treated in strict confidence. Please attach all corroborating evidence. Continue on an additional sheet if necessary and securely attach.*

### Section 3 – Declaration

I have read the guidance notes and the Code of Practice on Intercalation and I understand the implications of temporary withdrawal from my studies at the College.

Student signature		Date:	
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### Section 4 – Keeping in touch and returning

Please enter the details below of the address, email and telephone number you wish us to use in all correspondence with you.

House Name/Number			
Street			
Town		County	
Postcode		Email	

### Section 5 – Programme Leader Support

I/We support/do not support this application (delete as appropriate)
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<i>If applicable indicate the reasons for non-approval</i>
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Signature		Date	
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I support/do not support this application (Please delete as appropriate)

Head of HE		Date	
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*If applicable indicate the reasons for non-approval*