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Intercalation Policy and Procedures

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Introduction

1. What is Intercalation?

- 1.1. Intercalation is an approved leave of absence (usually for one year), to study a degree programme outside of the primary medical degree. Intercalation usually takes place after Stage 3 or 4 of the Bachelor of Medicine Bachelor of Surgery (BMBS) programme.
- 1.2. A student who is granted approval to intercalate, will suspend all activity associated with the BMBS programme on which they are registered, for the duration of the intercalation.
- 1.3. Students are normally expected to return after the one year of absence permitted for intercalation in time for the start of the next academic year of their BMBS programme.
- 1.4. It is the student's responsibility to consider the financial implications of intercalation and have appropriate financial arrangements in place before submitting a request to intercalate. Students can seek advice from the Student Life and Guidance Team, the Universities, or the Student Unions regarding financial support available. It is the responsibility of the student to decide if the financial implications will affect their ability to undertake the intercalation degree.
- 1.5. Student Route Visa Students who wish to intercalate will need to consider the implications for them. Students with student route visa status should seek advice from the Student Immigration Compliance Team (visacompliance@kent.ac.uk) before applying to intercalate. Advice can also be sought from the Kent Students Union Advice Service.

2. Common reasons for wanting to intercalate

- 2.1 Students may wish to intercalate for the following reasons:
 - Opportunity to become engaged in research, and to gain an insight into research practices.
 - Opportunity to broaden academic and intellectual horizons. In some instances, this may lead to career-defining changes, such as the choice of a career in academic medicine or other related roles.
 - Opportunity to get in-depth scientific training in an area already of interest to the student. It could be an opportunity to study something they really enjoy.

- To gain an additional qualification which may be of relevance to future careers.
- To gain new skills, e.g., laboratory work.
- Opportunity to study with students from outside a clinical medicine background.
- Improve writing and reporting skills by doing a subject where these are developed more than in undergraduate clinical medicine.
- Potential for scholarly publications associated with intercalate degree topics.

2.2 Students may need to take a period of leave from KMMS for other reasons, as outlined in the [KMMS Interruption of Studies Procedures](#).

3. Eligibility to Intercalate

To be eligible to intercalate students must meet all the following criteria:

- Students must have passed all stages at the first attempt since enrolling on the programme.
- Students must have met with their CAT to discuss intercalation and these meetings should be recorded on the PAT/ CAT notes system.
- Students should be able to demonstrate in their conversations that they have referred to the Intercalation Student Information Guide and the information on the Student Portal.
- Student Route Visa students who wish to intercalate, must have sought advice from the Student Immigration Compliance Team (visacompliance@kent.ac.uk) and the Kent Union Advice Service, as an intercalation will have visa implications.

The academic performance, attendance, and engagement of the student up to the point of the request will also be considered.

In certain extraordinary circumstances, students with concerns about their engagement with the programme, their attendance or their academic performance on the programme may be given permission to intercalate as part of a prospective and supportive plan to leave the BMBS programme.

Students must also have consulted with the KMMS Student Life and Guidance Team and the Kent Students Union Advice Service to understand the financial and logistical implications of intercalating.

4. Intercalation for more than one year

- 4.1 If a student knows in advance that they will require more than one year away from the BMBS programme to pursue a PhD or Professional Doctorate, the student should follow the normal intercalation process to make their request and rationale clear, and the application will be considered. Students should carefully consider why they wish to complete a doctoral level programme before completing their undergraduate medical degree.
- 4.2 Intercalation to pursue a multi-year, doctoral level programme will only be permitted after Year 4, and both students and KMMS will need to consider whether the total duration of absence risks maintaining their proficiency in any required professional skills, knowledge, and experience upon their return to the final year of the BMBS programme. This might be addressed by studying a topic aligned to clinical medicine, but it must be recognised that the student will not yet be clinically registered and so **MUST NOT** engage in activities which require a GMC license to practise. The detail of this is captured in a mandatory section of the application form (where applicable).
- 4.3 Processes of due diligence e.g., to ensure that a return to the programme in a timely manner with a reasonable expectation that the student will be able to resume their studies and complete their final BMBS assessments, shall be the responsibility of the student and the detail of this is captured in a mandatory section of the application form (where applicable).

5. Requests to intercalate abroad

- 5.1 If a student knows that they wish to pursue a programme of study abroad, the student should follow the normal intercalation process making their request and rationale clear, and the application will be considered.
- 5.2 Student Route Visa Students who wish to intercalate abroad should seek advice from the Student Immigration Compliance Team (visacompliance@kent.ac.uk) to ascertain whether this is possible and to fully understand the implications that might affect their student visa status.

6. Status and assessment record implications

- 6.1 KMMS will update the student record to show the period of intercalation starting from the end of the KMMS academic year prior to intercalation. This date will be used to work out the tuition fee liability and student funding.

6.2 All summative assessment marks achieved for completed stages prior to the period of intercalation will be carried forward.

7. Access to resources

7.1 During the period of intercalation students will not have access to resources except for the following:

- Usage of the Library will continue as normal unless students fully withdraw from the programme
- Access to student computer accounts
- Access to student support services

8. Accommodation

8.1. If a student is occupying University accommodation as part of their enrolment on the BMBS programme, they may be required to vacate their room by the date the period of intercalation begins.

8.2. If a student is intercalating on a programme at either the University of Kent or Canterbury Christ Church University, they may be able to extend their accommodation contract for the period of their intercalation but must organise this with the accommodation office themselves.

8.3. For further information about accommodation at other universities whilst intercalating, it is the students responsibility to contact the accommodation office of the university where they will be undertaking their intercalation programme.

9. Resumption of studies

9.1 Students are responsible for demonstrating they can return to study and complete their remaining BMBS assessments.

9.2 Students who intercalate must return on the date agreed when intercalation was approved. They must engage in a specific plan for resumption of studies, including a plan for their student choice elements (where applicable).

9.3 Students must submit a return from intercalation form to the medical school at least three months before their expected return date.

9.4 The return from intercalation form will require students to:

- Engage with an agreed plan for resumption of studies which may include assessment by occupational health or completing a DBS check (possibly at the student's own cost) or I before the planned date of resumption.
- Arrange a meeting with their Clinical Academic Tutor (CAT) to discuss their return to the programme, including a discussion about preparing for clinical placements and student choice elements where applicable.
- Student Route visa students must contact KMMS at least three months prior to their resumption date to advise and update on their arrangements to apply to secure a Student Route visa for their next period of study.
- Provide evidence of successful completion of the intercalation degree (either through a transcript, or letter from their supervisor).

9.5 It is the student's responsibility to understand any the consequences for the intercalated programme award if they do not subsequently complete the undergraduate BMBS programme. This is especially important for post-graduate programmes such as Masters or Doctorate level programmes.

9.6 Once all requirements have been met the student will receive written permission to resume their studies from the Dean or BMBS Programme Director and will be able to re-register for the BMBS programme.

9.7 In the unlikely event of the BMBS programme closing before a student resumes study, the student will be contacted by the Programme Director to discuss alternative arrangements.

9.8 If a student does not re-enrol at the agreed resumption date and reasonable attempts by KMMS to contact the student have failed, the student shall be deemed to have withdrawn – the date of withdrawal being identified as the original intercalation date.

10. Extension of Intercalation period

- 10.1 Requests to extend a period of intercalation for more than what was initially approved can have serious consequences for the student's eligibility for funding and will only be considered in the most exceptional circumstances. Such requests must be approved by the Dean of KMMS or their delegate.
- 10.2 Where a student on an approved period of intercalation indicates that they wish to extend their period of absence for only a short time beyond the agreed return date e.g. a few days or weeks, an extension to the intercalation period may be considered by the intercalation panel providing that the total period of absence including the extension does not prevent the

student from returning to the BMBS programme for the start of the next academic year.

10.3 In deciding whether to permit this extension of time away from the BMBS programme, the Dean of KMMS will take account of:

- A recommendation from the Director or School hosting the intercalation programme provided by the student
- The nature of the reason for the request – whether it is serious and likely to be a long-term issue
- Any documentary evidence provided in relation to the reason
- The overall duration of both the intercalation programme and the BMBS programme
- Planned major or substantive changes to the format of the BMBS programme or the cost of the BMBS programme which may significantly impact on the student at the end of the extended period when they seek to resume study
- Whether the total duration of the absence represents too great a break in terms of maintaining the essential currency of study and their proficiency in any required professional skills and experience.
- A discussion with the CAT has taken place and support provided.

11. Intercalation Procedures (See Appendix 1: intercalation process flowchart)

11.1 Students wishing to intercalate should check their eligibility to do so (see Section 3 of the Policy: Eligibility to Intercalate)

11.2 All discussions that the student has with a member of KMMS staff should be recorded on the PAT/CAT system.

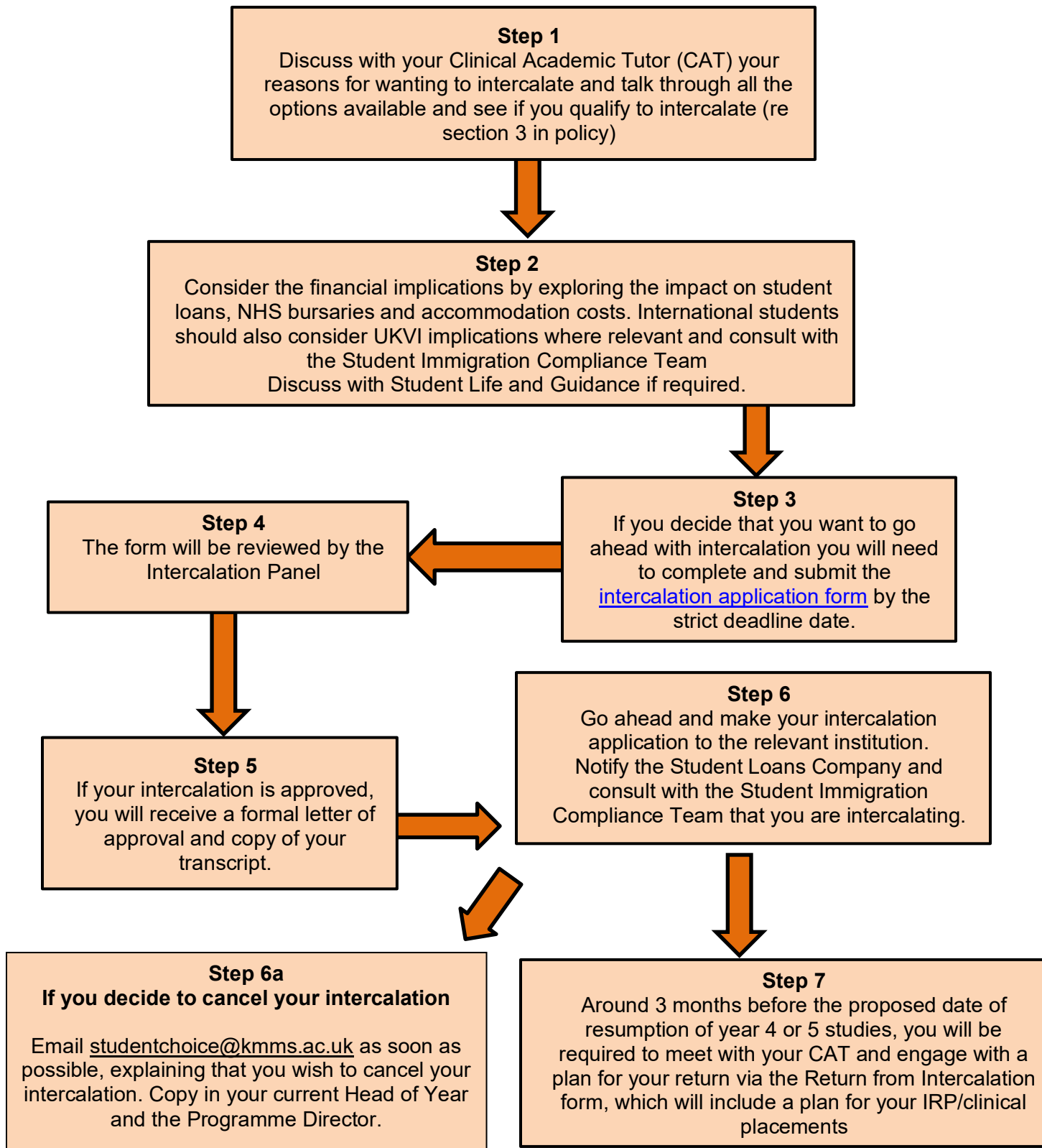
11.3 As shown in the flowchart in Appendix 1, there are multiple points where the student will be supported in considering how their BMBS studies are likely to be impacted such as information provided in the Intercalation Handbook and information on the Student Portal.

11.4 Student Route visa students who wish to intercalate, must seek advice from the Student Immigration Compliance Team (visacompliance@kent.ac.uk) and the Kent Union Advice Service as an intercalation will have visa implications.

- 11.5 Students may also be directed to the KMMS Student Life and Guidance Team to understand financial and other logistical implications.
- 11.6 After these initial discussions students need to complete the [Intercalation Application Form](#).
- 11.7 The Intercalation Application Form will be reviewed by the Intercalation Panel [Intercalation Lead, Heads of Year, and the Programme Director].
- 11.8 Students must request to intercalate by a strict deadline each academic year. Applications received after the deadline will be considered on a case-by-case basis, if there are mitigating or exceptional circumstances to explain the delay. See Appendix 2 for timelines.
- 11.9 If approved the student will receive written notification of conditional approval to intercalate and the relevant departments of KMMS, University of Kent and Canterbury Christ Church University will be notified of the student's planned absence from the BMBS programme. This conditional approval letter will state the start and end dates of the intercalation period which will be used for the purposes of calculating tuition fees and other financial obligations.
- 11.10 Students must continue to meet the medical school's requirements to apply to intercalate, they must also meet the entrance requirements of the university and programme they wish to move to for their intercalation programme. Students may be given conditional permission to intercalate by KMMS, however they will also need to follow the application process and meet the requirements of the programme they wish to undertake for their intercalation in addition to the criteria above. These requirements and processes are external to the school, and it is the responsibility of the student to meet these. If the student receives conditional approval to intercalate, KMMS will take all reasonable steps to provide any documentation required by the intercalation programme to allow the student to reserve a place on the programme.
- 11.11 Students who need to repeat the Stage for any reason, will no longer meet the criteria for intercalation and will no longer have approval to intercalate. Students so affected must take immediate steps to cancel their intercalation.
- 11.12 Students will be required to undertake several steps prior to resuming their studies, failure to complete these steps could result in a delay to resuming their studies and/or have serious financial implications for the student. Students must engage in this specific plan for resuming their studies after

their intercalation. If students are returning to Stage 4 this must include a plan for their Individual Research Project (IRP).

- 11.13 A minimum of 3 months before their intended return to the BMBS programme, students must submit a Return from Intercalation form. This will ensure that they have met all the preconditions for re-registering with the BMBS programme after a period of absence.
- 11.14 Students wishing to extend their intercalation period should complete the intercalation extension form. The form will be reviewed by the intercalation panel and outcome communicated.
- 11.15 Students who decide they no longer wish to intercalate should cancel their intercalation by informing studentchoice@kmms.ac.uk a minimum of 3 months before the expected start of the intercalation, unless there are exceptional circumstances.

Appendix 1 – Intercalation process flowchart for Students

Appendix 2– Intercalation Timelines

Academic Year September – June				
September	Mid-December	Mid-January	Mid-January to March	June
Intercalation Townhall and signposting to information on the Student Portal and the Intercalation Student information Guide.	Students make their intercalation applications to KMMS by the strict deadline date.	Students are informed about the outcome of their application. Rejections should be managed sensitively through face-to-face meetings.	Students make their intercalation-course application to their university of choice.	Students must notify KMMS of their intercalation offer and confirm that they are intercalating.