

Notice to Intercalating Students

NOTICE TO INTERCALATING STUDENTS

These notes are intended to clarify your status and to define your relationship with the College and its facilities during your period of intercalation.

Introduction

- 1 Intercalations are granted for a variety of reasons: medical, personal, financial or a combination of these. Often the factors which have led to the intercalation request have affected your academic work. It is the College's policy that intercalating students should not remain on campus, and aside from occasional visits, if you are an international student and this is permitted by your immigration status, you are expected to remain away from the College.

Period of Intercalation

- 2 The period of intercalation from your studies is set out in your letter approving the concession for you to intercalate. However, please note that College degree regulations stipulate that any periods of intercalation and/or repetition of study granted may not exceed a period of more than two years in total beyond the specified length of the course. For example, a student studying for a 3-year degree course must complete the course within 5 years. An International student studying on a Tier 4 student visa may be subject to additional constraints or time limits as set out in the relevant Immigration Rules current at the point of intercalation but also at the point of return to study.

Status as a Student

- 3 During your absence you will remain a member of the College i.e. your name will be included in the official register of students, but your status as a student currently registered at the College is in abeyance.

(If you are a member of staff, it is your student activities which are affected by intercalation and you will need to distinguish between your staff and student roles where appropriate.)

College Facilities available to Intercalating Students

- 4 Your privileged access **as a student** to some College facilities is in abeyance and you are asked to note in particular:
 - (1) You will not normally be given a place in College residences or allowed to continue in occupancy of a room in College residences. In exceptional circumstances intercalating students may contact the HE Curriculum Quality Manager if they believe that there is a good reason why an exception should be made in their case.
 - (2) You may wish to seek the advice of the Accommodation Office about your eligibility for accommodation in College residence at the end of your period of intercalation.
 - (3) You will not be allowed access to the sports facilities as a student.

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- (4) You will not be allowed to attend classes or to receive tuition from a member of College staff (unless this is specifically permitted in your intercalation approval).
- 5 You **will** continue to have borrowing and access rights to the College and University of East Anglia Library (including the IT suite), to College Computing Facilities (including email, internet, intranet).
- 6 You may remain in touch with your Personal Tutor but not for the purpose of receiving tuition (unless this is specifically permitted in your intercalation approval).
- 7 You may consult Student Services. However, you should be aware that you will not be entitled to receive support or services designed to facilitate access to your course whether delivered through the College, UEA or an external provider.

Financial Matters: Debts

- 8 Before leaving the College you should ensure that you have cleared any outstanding debts to the College. This includes returning books you no longer wish to borrow to the Library(ies) and any equipment or materials you may have borrowed. If you cannot clear your debt to the College it is important that you discuss your difficulties with the Finance Department before starting your period of intercalation. If you do not, the College may take steps to recover any sums of money owed while you are intercalating. If there are any debts outstanding at the end of your period of intercalation, they may prevent your being re-admitted to the College to resume your course.

Financial Matters: Tuition Fees

- 9 If your course year commenced in September/October and your intercalation begins on or before 31 October and lasts for the remainder of the academic year, you will not be liable for any tuition fees for that academic year. If you have already paid tuition fees you may have them refunded or held against your fees for the next academic year.
- 10 If your intercalation begins after 31 October you will be liable for fees for that academic year. You will be charged for tuition fees pro-rata according to the College's fee liability cut-off dates.

Financial Matters: Student Loans

- 11 During your period of intercalation, you will not normally be eligible to receive a student loan. If you intercalate after the start of the academic year you will not normally receive any loan instalments after your intercalation has been approved. However, Student Finance England has the discretion to continue to make loan payments if you would otherwise experience hardship. You should therefore consider applying to Student Finance England for continued support during your period of intercalation.

Important: A retrospective intercalation for an entire or part of the academic year, where an active period of study that you have received Student Finance support for becomes inactive, would result in Student Finance reclaiming the overpaid maintenance loan for that period.

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- 12 You will not normally be eligible to apply to the College for financial help while you are intercalating. Any funding awarded would normally be on a loan basis pending your return to the College. Advice on your entitlement to a student loan or other forms of financial assistance can be obtained from the Finance Department.

Financial Matters: Benefits

- 13 Intercalating students are not normally eligible for social security benefits unless they are lone parents, have a disability, or have been ill for 28 weeks. However, if you intercalated due to ill health and are certified as fit to return to the course before 28 weeks have elapsed but cannot do so until the start of a particular semester, you may claim Income Support until your return.

International Students

- 14 International Students who are studying in the UK on a Tier 4 student visa should note that their permission to be in the United Kingdom will no longer be valid because they will not be actively studying. The College is required to inform the Home Office through the UK Visas and Immigration of any periods of intercalation for International Students with a Tier 4 visa, and withdraw sponsorship of that visa.

The UK Visas and Immigration will require International Students who are in the UK on a Tier 4 visa to leave the UK as soon as possible in order to avoid any risk of overstaying. When such students are ready to continue their studies, they will need to make a new visa application. This may be a Tier 4 visa or a Short-term study visa depending upon individual circumstances.

Immigration Rules for International Students in the UK are always subject to change and variation. International Students should be aware that planned returns to study will always be subject to the Immigration Rules and Guidance in force at the point of any new visa application.

Staff in the Student Support Office will be able to give confidential advice to students on their individual circumstances.

Address While Intercalating

- 15 You should provide your Programme/course Leader and the HE Administrator with a postal address to which hard copies of important information relating to your course can be sent throughout your period of intercalation. It is your responsibility to ensure that persons outside the College who may need to contact you know that you cannot be reached at your College address and that you advise them of an address where you can be contacted.

Miscellaneous

- 16 You should consult you're the HE Support Tutor/Student Services if you have any questions relating to your intercalation.
- 17 Students on courses whose professional status requires it will be asked to

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undergo an Occupational Health assessment prior to their return to studies. Students who have been granted a period of intercalation on non-medical grounds will be asked to complete and return a questionnaire to their HE Administrator's office regarding their readiness to return to studies. The letter approving your intercalation will make it clear which of these procedures you need to follow.

- 18 On your return to the College you will be subject to College Regulations then in force, unless otherwise specified.
- 19 On your return to studies you might like to re-familiarise yourself with the confidential help, guidance and support services offered by the College.