

## Lancaster University Graduate School Committee

### Criteria for Postgraduate Student Extensions and Intercalations

**An intercalation should be requested if a student is unable to study for a month or more. Intercalations cannot be backdated for students on a tier 4 visa, or by more than 3 months for any other student.**

**Where a student is funded by a Research Council any request for a period of extension or intercalation must also meet the Research Council criteria, eg the ESRC will not consider retrospective intercalations under any circumstances.**

- **Intercalations for overseas students**

Retrospective intercalations cannot be considered for students on a tier 4 visa.

Students on Tier 4 student visas are expected to make arrangements to leave the country as soon as they can as they are not permitted to remain in the UK whilst intercalating. Intercalations are reported to the Home Office within 10 working days and they will then send out a curtailment notice to advise the student that their leave to remain in the UK will expire in 60 days. Students need to apply for a new visa and CAS in order to re-enter the UK, this should be done approximately 3 months prior to the resumption of studies.

- **Medical grounds.** Where requests to intercalate or to extend a period of registration are made on medical grounds, students **MUST** supply medical evidence to support the request. This should take the form of either a letter from their GP or other medical practitioner.

The medical circumstances which might require intercalation include debilitating illness, illness leading or likely to lead to absence from *lectures, seminars or supervision sessions or which prevents research being undertaken*, illness over a long period of time, broken limbs restricting mobility or writing, psychiatric illness preventing attendance or submission of work, extensive hospital treatment or major surgery. As outlined, requests to intercalate on medical grounds must be supported by medical evidence, preferably with an indication of speed of recovery.

- **Disability-related grounds.** *These may or may not be similar in basis to the medical grounds outlined above. If so, the medical criteria apply. Where they are different, for example in cases of substantial problems related to specific learning difficulties, students must supply evidence from an appropriate professional (eg an educational psychologist).*
- **Maternity leave.** Where requests to intercalate are made on maternity grounds a copy of the MATB1 form **MUST** be attached to the intercalation request. A maximum continuous intercalation period of 12 months per birth is allowed. Research Council Funded students applying for maternity leave should check the maternity leave rules specific to their Research Council, details of paid/unpaid maternity leave entitlement is given on the individual Research Council's website.

*Please Note: the legal minimum maternity leave period is 2 weeks commencing the day on which childbirth occurs.*

- **Paternity leave.** New fathers are allowed to intercalate at the birth of a new child, up to a maximum of 12 months. This leave can be taken at any time within 12 months of the birth providing it is during the period of registration. Only one period of paternity leave intercalation is allowed per birth. Research Council Funded students applying for paternity leave should check the paternity leave rules specific to their Research Council, details of paid/unpaid paternity leave entitlement is given on the individual Research Council's website.
- **Personal issues.** Cases based on personal problems (other than medical) should be accompanied by a letter from the student explaining the circumstances. Supporting information from a Student Counsellor, personal tutor, programme tutor, or similar knowledgeable *person is likely to be very helpful to the Director of the Graduate School in making a decision on a particular case.* The sort of personal problems that might lead to intercalation include substantial financial difficulties, prolonged anxiety and depression, domestic problems such as death or serious illness of partner, close family member or close friend, *substantial additional caring responsibilities, significant religious duties*, involvement in a prolonged legal case, being on remand or having a custodial sentence, necessity of returning to home country overseas.
- All debts to the University should have been cleared before *any period of intercalation or extension takes effect.* If this is not possible, ie the student is requesting intercalation on financial grounds, the repayment of the debt will be a condition of return and will be strictly enforced. If return from intercalation proves not to be possible the debt will be pursued in the normal way.
- For postgraduate taught students, all coursework set down for completion and submission **MUST** be submitted by the deadline given (*subject to any extension given by the Department concerned*). For postgraduate research students, any requirements set by their research supervisor for completion prior to the intercalation **MUST** be completed by the deadline given. Permission for extensions to these deadlines must be negotiated with the department/supervisor.
- **Employment.** Where requests to intercalate or to extend a period of registration, are made on the grounds of workload associated with employment, these will only be considered if the request is based on unexpected workload not anticipated at the outset of the programme of study. *In line with the regulations (see MARP, section SR4.3.5), such requests will not be approved for a period more than three months prior to the date the request form is received by Student Registry.* The request should be accompanied by a letter from the student.
- **Force Majeure.** Where a student believes that they will be delayed in performing their obligations in relation to their programme of study due to an act of government; act of nature; or war, riot or insurrection in their country of residence, they are obliged to notify the University (Programme Director in the case of PGT students, their supervisor in the case of PGR students) within 7 days of the event occurring. The University and the student will then discuss the implications and agree the amount of additional time required to complete the programme of study. If the student is unable to notify the University within 7 days of the event occurring, the student will notify the University as soon as possible and any subsequent extension of time granted to complete the programme will be at the discretion of the Director of the Graduate School.