

**INTERCALATION REQUEST FORM FOR POSTGRADUATE STUDENTS**



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. The criteria for intercalations can be found on the link below. Additional guidance is also provided overleaf.

[https://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/student-based-services/course-and-study-changes/Extension\\_criteria\\_for\\_pgs.docx](https://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/student-based-services/course-and-study-changes/Extension_criteria_for_pgs.docx)

Name of student: \_\_\_\_\_ Student ID number: \_\_\_\_\_

Department \_\_\_\_\_ Degree/Scheme: \_\_\_\_\_

Please indicate funding source:  self-funded  research council  employer  other

If sponsored, has the sponsor been consulted about the proposed intercalation  Yes  No  
If YES, please attach to this form a copy of the sponsor's response.

Period of intercalation requested from \_\_\_\_\_ (dd/mm/yy) to \_\_\_\_\_ (dd/mm/yy).

NB. Intercalation usually starts at the beginning of a month and ends at the end of a month.

Reason for intercalation (**please ensure that relevant supporting correspondence is attached**):

If the intercalation is backdated (by up to 3 months) please state why the request was not submitted earlier:

**DEPARTMENTAL APPROVAL**

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Head of Department signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Institutional decision</b>	Request approved <input type="checkbox"/>	request rejected <input type="checkbox"/>
Intercalation for _____ months	Revised completion date: _____	
Signed: _____	Date: _____	

## Notes

**An intercalation** should be requested if the student is unable to undertake his/her studies during an extended period (*ie* a month or more). This may be for personal reasons such as illness, finance, employment or family responsibilities. It may also be on account of external circumstances such as extended delays in obtaining access to study materials/resources, or changes in the environment in which the studies are to be undertaken. The student should be advised that intercalation is granted to assist her/him, and that across the University successful completion of studies is the usual outcome after the return to studies.

During intercalation, students are not entitled to use the library, computer or other university facilities, or to receive supervision or tuition. No tuition fees are charged for this period and departments will not receive any funding for this student during the intercalation period. Periods of intercalation are subtracted from the student's period of registration. Intercalation is not normally approved for periods greater than one year at a time, and usually for no more than a total of two years. Retrospective intercalation requests are not normally approved, and will NOT be approved for a period more than three months prior to the date this form is received in the Postgraduate Studies Office.

### Tuition fee liabilities following withdrawal

If a student withdraws after a period of intercalation the University's policy on withdrawal and tuition fees will apply. Students withdrawing after month 1, who are recorded as 'self funded', will be liable for the full academic session's tuition fee.

<https://www.lancaster.ac.uk/student-based-services/money/fees/policies-and-procedures/postgraduate-withdrawal-and-tuition-fee-policy/>

Departments should ensure that students are aware of the above policy prior to submitting the intercalation request form.

### Intercalations for overseas students

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.