

# intercalation

## How to apply for an authorised break from your studies, and what to consider before you apply.

### What is intercalation?

Intercalation is an authorised break from your studies for a significant period. Short periods of absence (for illness, for example), should be reported via e:Vision. To see the University's guidance on absence reporting click [here](#).

### Why intercalate?

The main reasons students may want or need to intercalate are:

- Ill health
- Family or personal issues
- Pregnancy/childbirth
- Financial difficulties
- To re-sit assessments in order to progress in your course.

### What should I think about before deciding to intercalate?

#### Money matters

- You will not usually be entitled to student finance while you are intercalating. If you have received a loan instalment covering a period of intercalation you may have to pay it back
- In exceptional circumstances you may be

able to receive discretionary funding from SFE while you are intercalating.

- You will usually not be liable for any tuition fees if you intercalate before the end of October, and may only be liable for reduced fees if you intercalate during the year. You can check fee liability dates at [uea.ac.uk/calendar/section3/regs\(gen\)/fees-and-charges](http://uea.ac.uk/calendar/section3/regs(gen)/fees-and-charges)
- Any university bursary you receive may be reduced by a proportion depending on how far through the year your intercalation takes effect.
- Most students are not entitled to benefits during periods of intercalation – if you have a disability and receive DLA or PIP, or have children, the situation may be different
- If you have intercalated for health reasons, and recover, you may be able to claim Jobseeker's Allowance (JSA) until you are able to return to study
- Most intercalating students either work to support themselves or rely on family support – or a combination of the two. If you are uncertain about the financial implications, arrange to see an Advice Worker to discuss your options.

## Housing

- If you live in university accommodation, you will normally be expected to move out.
- Have you signed a tenancy agreement? If so, you may be responsible for paying rent for the rest of the year, even if you plan not to stay in Norwich during the break. Get your tenancy checked by an Advice Worker who can talk through your options, such as finding a replacement tenant, with you.

## Academic

- You will not be allowed to attend lectures and seminars, but you will be allowed to use most library facilities.
- You will continue to have access to your university email account.
- You can keep in touch with your adviser but not receive tuition or academic help from them.
- If you need to do resits before your return, talk to your School about whether you will be given access to revision or other learning materials online before resits.
- If you are on a professional course with a time limit for completing your studies, check that your period of intercalation won't cause problems with completing your course in time.

## International students (Non-EU)

- Before deciding to intercalate, check whether it will affect your immigration status

## Other matters While you are intercalating, you:

- Cannot use the Sportspark as a student; but
- Will be able to continue to take part in club training (providing you have paid for membership and SAM), but will not be able to compete and represent the UEA until you have returned from intercalation.
- May continue to use facilities such as then University Medical Service, Counselling Service, and the services provided by the UEA Student Support Service, such as Learning Enhancement.
- Can keep your children in the University Nursery, but you will not be able to apply for help from the Nursery Hardship fund.

Intercalating students can also use the Advice Service. If you are away from Norwich during your period of intercalation, we offer advice by email, phone and Skype.

For more information, see: [uea.ac.uk/learningandteaching/documents/student/NoticetoIntercalatingStudents](http://uea.ac.uk/learningandteaching/documents/student/NoticetoIntercalatingStudents)

## How do I apply to intercalate?

If you think intercalation is the best option for you, you should discuss it with your personal adviser and then go to your Hub who can get the ball rolling. When you have decided to apply to intercalate, you will need to complete an Extenuating Circumstances report form ([uea.ac.uk/learningandteaching/students/forms](http://uea.ac.uk/learningandteaching/students/forms)) and supply supporting evidence. You can talk over intercalation with an Advice Worker at any stage of the process, but it is essential to get the University's agreement.

## Returning to study

When you are ready to return, you will need to complete a return to study questionnaire (available from [uea.ac.uk/learningandteaching/students/forms](http://uea.ac.uk/learningandteaching/students/forms) ). Students on professional courses may need to have an occupational health assessment before returning.

**find us in the gateway in  
union house  
open 10-4  
every weekday**

**01603 593463  
advicecentre@uea.ac.uk  
uea.su/advice**

**we've got your back**

**advice** The logo for adviceSU, featuring the word 'advice' in white lowercase letters and 'SU' in white uppercase letters inside a white circle, all set against a blue background.