



Hull York Medical School

Code of Practice on Students Taking Intercalated Degrees

Approval Process:	
Committee	Outcome/Date of approval
HYMS Intercalated Programmes Board	Chair's Action taken on 22 nd November 2016
HYMS Board of Studies	7 th December 2016
HYMS Joint Senate Committee	25 th January 2017, minor corrections approved via Chair's Action on 16 th February 2017
To be implemented from:	17th February 2017
Next due for review:	2018-19, or as required - no amendments required on review in January 2017
Responsibility to update:	Academic Lead for Intercalated Programmes

Publication:	
Location	Date
HYMS website	17 th February 2017
K:drive	17 th February 2017

To obtain this Code of Practice in an alternative format:
 Contact the HYMS Governance Co-ordinator: governance@hyms.ac.uk

This code of practice is to be read in conjunction with the Regulations for the HYMS Intercalated Degree Programme.

HYMS MB BS students are permitted to apply to intercalate after Year 2 and/or after Year 3 of their studies. In exceptional circumstances students can also be considered to intercalate after alternative years.

1. Application and Admission Requirements

1.1. HYMS MB BS students wishing to undertake an Intercalated Degree Programme at HYMS or externally at another institution must seek permission from HYMS for leave of absence from their MB BS programme;

1.1.1. The submission deadline for this leave of absence will be at the start of the second term in the academic year before the intended intercalation.

1.2. **Permission to undertake an Intercalated degree will not be granted to students required to take reassessments in the year prior to intercalation, or those progressing with conditions.** In exceptional circumstances students failing to meet these requirements may be granted permission by the HYMS Joint Senate Committee (HJSC) on the recommendation of the HYMS Board of Studies.

1.3. All students wishing to undertake a HYMS Intercalated Degree Programme must fulfill the admission requirements specified in the relevant regulations for the intercalated degree, whether intercalation will be at undergraduate or postgraduate level, and obtain the approval of the HYMS Board of Studies. All students wishing to intercalate a PhD are subject to section 3.

1.4. In seeking to undertake an Intercalated Degree Programme at another institution, all HYMS students are responsible for meeting all the admission requirements (including submission deadlines) for the relevant Intercalated Degree Programme. All students wishing to intercalate a PhD at another institution are subject to section 3.

2. Permission to Intercalate

2.1. The authority to grant permission for a leave of absence to intercalate (at HYMS or externally at another institution) resides with the HJSC on recommendation from the HYMS Board of Studies. Permission is granted on the basis of the student's application, a review of their academic progress and being in good standing with HYMS Fitness to Practice requirements.

2.2. The normal period of absence for an Intercalated Degree Programme is one year. Students seeking permission to intercalate for more than one year will have to provide a clear rationale for the request, in writing to the Secretary of the HYMS Intercalated Programme Committee. Requests for periods of intercalation longer than one year must be considered by the HYMS Intercalated Programme Committee and the HYMS Board of Studies, and be approved by the HJSC.

3. PhD intercalation

- 3.1 All students wishing to intercalate a PhD are required to have evidence of good academic performance in the form of either a Bachelor (normally with a grade of 2:1 or better) or Masters qualification with exposure to a significant research component.
- 3.2 For students wishing to intercalate a PhD, the period for Leave of Absence from the MBBS should normally not exceed 4 years.
- 3.3 The maximum time that a HYMS student can spend on intercalation programmes over the course of their MBBS is 5 years (this period allows a student one year to intercalate a Bachelors or Masters qualification and four years to intercalate a PhD).
- 3.4 Leave of Absence from the MB BS in order to intercalate a PhD can only be granted following the successful outcome of:
 - 3.4.1 An interview by relevant members of HYMS faculty (to include at least the MB BS Programme Director and the Academic Lead for Intercalated Programmes) to take account of the student's prior academic performance.
 - 3.4.2 Agreement of an ongoing clinical mentorship (via a named mentor identified by the MB BS Programme Director) and training programme for the duration of their intercalated PhD. The specific details of the clinical mentorship and training are to be established at a meeting between the student, the proposed principal PhD supervisor, the MBBS Programme Director and the Academic Lead for Intercalated Programmes.
- 3.5 For the duration of the period of Leave of Absence, an annual review meeting with the student will be held, involving the MB BS Programme Director and the Academic Lead for Intercalated Programmes. These meetings will receive reports in advance from the named clinical mentor and principal PhD supervisor, and consider
 - 3.5.1 The monitoring of clinical mentorship and training during the period of PhD study;
 - 3.5.2 Any changes to the HYMS curriculum and processes which occur during the period of Leave of Absence from the MB BS.
- 3.6 Prior to a student re-joining the MB BS programme at the end of their PhD, the annual review meeting is to agree a plan, to be implemented by the MBBS Programme Director, for the reintegration of the student back into the programme. The details of the plan should be agreed at the time of the student's "intention to submit" process for this PhD thesis.
- 3.7 For those students wishing to intercalate a PhD externally (i.e. outside HYMS or departments in the Universities of Hull or York) Leave of Absence from the MB

BS will only be considered if a clinical mentorship and training plan has been agreed between HYMS and the external institution.

4. Withdrawal from the Intercalated Degree Programme

- 4.1. Any student who, for any reason, withdraws from an Intercalated Degree Programme must immediately inform the Secretary of the HYMS Intercalated Programme Committee in writing.

5. Returning to the HYMS MB BS

- 5.1. Intercalating students returning to HYMS must contact the Secretary of the HYMS Intercalated Programme Committee and provide evidence of completion of the Intercalated Degree Programme (e.g. transcript or certificate) from the host institution (unless a HYMS intercalated degree has been undertaken).

On returning to the MB BS Programme, students entering year 3 will attend a timetabled 2 week core clinical and professional skills course with their colleagues. Students entering year 4, or later, will meet with a clinical skills facilitator to identify their needs and an action plan will be put into place to meet those needs.

- 5.2. All students seeking to rejoin the MB BS programme following intercalated study must first sign the HYMS conditions of training document (or equivalent pertaining at the time) and complete other administrative requirements as stipulated.
- 5.3. Any students who fail to satisfactorily complete their intercalated degree would not normally be allowed to return to HYMS until the start of the academic year following their intercalated year (i.e. even if they left their intercalated degree early they would not normally be allowed to rejoin the MB BS Programme part way through an on-going academic year). Such students should also be interviewed by a senior HYMS advisor when restarting their MB BS Programme to discuss their failure to complete or failure to pass their intercalated degree.

6. HYMS Recording and Reporting Mechanisms

- 6.1. The HYMS Programme Officer will keep the relevant officers at HYMS and the Universities of Hull and York informed of which students are following intercalated programmes, and where they are studying.