

## **Intercalations Committee** **(a standing committee of the Senate)**

### **Terms of reference**

The Committee meets when necessary, to:

- (i) consider non-standard requests or proposals for intercalation or repeat periods of study;
- (ii) monitor decisions made for consistency;
- (iii) consider and act upon recommendations made by academic departments and/or support services for intercalation for undergraduate and postgraduate students as a means of temporary exclusion and hence suspension of studies in cases of major disruptive behaviour by students with severe psychiatric illnesses;
- (iv) decide whether to approve such recommendations under (iii), or to take other appropriate action e.g. imposing a change of residence, setting up ongoing monitoring and support structures.

### **Committee Composition**

*(ex officio)*

a Pro-Vice-Chancellor

*(appointed)*

a senior member of academic staff who is chairperson neither of the Part I board of examiners nor the Standing Academic Committee  
two senior college tutors

The chairperson has the power to ask the following officers to attend:

- (a) Director of Students, Education and Academic Services;
- (b) Director of Student Mental Health team, for cases under terms of reference (iii) to (iv).

### **Procedure**

The Committee is serviced by the Director of Students, Education and Academic Services (or nominee) who collates the necessary departmental and other reports together with appropriate supplementary evidence.

Seven days' notice must be given to any student who is to appear before the Committee, unless the student agrees to appear earlier.

A student called before the Committee may submit a written statement in advance and may be accompanied by an officer of the University or the Students' Union, and shall receive copies of the statement prepared by the University.

Before the Committee can consider whether a student should be required under (iii) to (iv) to take a period of intercalation, it must satisfy itself that the student has been made aware of how their behaviour is affecting others and has been given an opportunity to respond to proposed conditions for amending their behaviour or agreeing to the use of appropriate and effective support services.

The Committee, on consideration of a case under (iii) to (iv), may:

- (a) require the student to take specified period of intercalation, with or without specific recommendations relating to the psychiatric illness;
- (b) agree to permit the student to continue with his/her studies but on stated conditions e.g. agreed change of residence, adherence to college or academic monitoring arrangements;
- (c) allow the student to continue with his/her studies without conditions.

If the Chair subsequently receives clear evidence that conditions set under (b) have not been met he can, after consultation with the members of the Committee by correspondence, impose a period of intercalation of no more than a maximum of twelve months.

The outcome of the Committee's deliberations, and the reasons for them, shall be communicated to the student in writing and to his/her representative.

If a student wishes to appeal against the decisions of the Committee under (iii) to (iv), either relating to a required period of intercalation or the conditions set, he/she shall have the right of appeal.