**INTERCALATING FROM THE MB BS TO DO A DEGREE**

**Timeline 2022-2023**

**For students wishing to intercalate 2023-2024**

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| September to December 2022 | Discussion with Vass Vassiliou (Academic Director of Intercalation) and/or other course intercalation course directors.  By attending drop-in clinics as advertised – All enquiries to [med.imd@uea.ac.uk](mailto:med.imd@uea.ac.uk) |
| December 2022 | Attend Intercalation information evening (Date TBC). |
| January to March 2023 | Intercalation Drop-in Sessions:   * Friday 13 January 2023 at 12:30-1:30pm * Friday 17 February 2023 at 12:30-1:30pm * Friday 10 March 2023 at 12:30-1:30pm |
| 30 March 2023 | Deadline for formal request (Form 1) to be considered for intercalation. |
| September 2022 to June 2023 | Submit formal application via admissions. |
| 12 June 2023 | Deadline for formal request to intercalate from the MB BS following receipt of offers (Form 2). |
| July 2023 | LTS will send a standard letter to all students confirming the following:  a) That their intercalation has been approved  b) Date of commencement of course  c) Date of expected to return to the MB BS |
| September 2023 | Formal intercalation from the MB BS starts |
| September 2023 | UEA Bursary application for students enrolled on one of the UEA approved intercalation courses |

FAQ’s

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| When can I take an intercalated degree? | You are able to embark on an intercalated degree after completion of year 3 or year 4 of your undergraduate degree. |
| Who do I speak to about my options for intercalation? | In the first instance you should visit the [Intercalation web pages](https://www.uea.ac.uk/about/norwich-medical-school/education/intercalated-medical-degrees) where you can download [our Research Directory](https://www.uea.ac.uk/documents/20142/1295494/MED-Intercalation-Research-Directory.pdf/ffa768a3-86f2-e2fa-f043-ffa8999265b2?t=1589293240040). We would recommend that you attend the Intercalation Fair in December. You can also discuss your options with your personal advisor and then Prof Vassilios Vassiliou, Head of Intercalation for the Medical School, or that you contact the Intercalation Team using our dedicated intercalation email address – [med.imd@uea.ac.uk](mailto:med.imd@uea.ac.uk)  Drop-in sessions are run during January through to March. Intercalation drop-in sessions are a great resource for discussing your options and to speak directly to the course leaders.  Enquiries to: [med.imd@uea.ac.uk](mailto:med.imd@uea.ac.uk) |
| I want to intercalate, what do I do now? | 1. Complete the request to be formally considered for intercalation and the self-assessment checklist (Form 1 – found at the bottom of this document) and send to Holly Potten at [LTS.med.mbbs@uea.ac.uk](mailto:LTS.med.mbbs@uea.ac.uk)  2. Apply for your intercalated degree via your chosen University’s application procedure/s. N.B. If you are applying to study at UEA submit your formal application to admissions via the online Salesforce platform here: [https://www.uea.ac.uk/study/postgraduate/apply](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uea.ac.uk%2Fstudy%2Fpostgraduate%2Fapply&data=02%7C01%7Cmed.imd%40uea.ac.uk%7C5aaaaa65e1774337e6ba08d7ab1afa5c%7Cc65f8795ba3d43518a070865e5d8f090%7C0%7C0%7C637166004673008372&sdata=G1AZZzTSLTqUsn40acfrIoxQ0WC6qekByDoCZtKvaWw%3D&reserved=0). Should you require further assistance with this please contact the admissions team directly - [med.pgt.admiss@uea.ac.uk](mailto:med.pgt.admiss@uea.ac.uk) **IF YOU ARE AN EXISTING UEA MEDICAL STUDENT YOU ARE NOT REQUIRED TO UPLOAD A TRANSCRIPT FOR THE APPLICATION**. If asked, please upload a PDF document with the words “Current UEA Medical Student” on it, in place of the transcript.  3. Upon receiving your course offer, submit Form 2 to LTS (details as above in step 1). |
| I have been asked to provide some supporting letters and references as part of my application, where would I obtain these? | It is highly likely that you will be asked to provide supporting documentation when making your formal application. In this instance please contact the Undergraduate LTS team ([LTS.med.mbbs@uea.ac.uk](mailto:LTS.med.mbbs@uea.ac.uk)) who will be able to prepare the required documentation. Please allow 5 working days for requests to be completed.  Should you be asked to provide an academic reference please request this directly from your advisor.  For Transcripts: <https://www.uea.ac.uk/about/alumni-and-supporters/student-records>  **IF YOU ARE AN EXISTING UEA MEDICAL STUDENT YOU ARE NOT REQUIRED TO UPLOAD A TRANSCRIPT FOR THE APPLICATION** |
| What can I do to finance the year? | Contact the Student Finance team in [Student Support Services](https://portal.uea.ac.uk/student-support-service/finance) who will be able to advise you on your finance options for your intercalation year. |

**Form 1**

**Name:**

**Current Year of Study:**

**Student Registration Number:**

**Proposed Year for Intercalation:**

**Intercalation Proposal:**

**Self - Assessment Checklist**

**I require the following documentation to be prepared by the Hub:**

* **A stamped marks statement – a marks statement lists all the grades achieved for all assessments.**
* **Letter of permission to intercalate –**

|  |  |
| --- | --- |
| **Name of Institution** | **Course Name** |
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* **Information about deciles**

**I have attended…**

* **The ‘Intercalation Evening’**
* **An intercalation drop-in session/s**
* **A meeting with the intercalation lead to discuss my intention to intercalate and the options available to me.**

**I have checked the information available to me on...**

* **The intercalation web pages (UEA)**
* **Blackboard ‘Intercalated Degrees’ site**
* **Student Support Service web pages (NHS bursary information)**

**I have checked that…**

* **The degree of my chosen course will be conferred before I return to the MB BS**
* **The degree will be conferred in time for the foundation programme and academic foundation programme application deadline on Oriel (if that is your chosen route)**
* **The degree will finish, in terms of attendance, prior to the start of the MB BS term**
* **The degree will only be conferred after the deadline for the foundation programme and academic foundation programme application deadline on Oriel or I am not aware of when the conferring of the degree will happen (for non-UEA based courses) and I am satisfied with that**
* **I feel I am at the appropriate educational standard for my chosen course subject**
* **I am aware of the possible financial implications of intercalating**

**I understand that it is my responsibility to seek appropriate advice and information regarding all of the above, and can confirm that I have done so prior to submitting this application form.**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# UEA logo blackForm 2

# Learning and Teaching Service

## Student request for Academic Intercalation MB BS

This form should be used for MB/BS intercalated degrees only.

**Name of Student: Current Year of Study:**

**Registration No: Student’s Adviser:**

**Date of last attendance:**

**Postal address for Correspondence:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Intercalation dates (dd/mm/yyyy): From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ to \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_**

**Course being undertaken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Dates:**

**(dd/mm/yyyy) Start Date \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_**

**End Date \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_**

**Current Student Decile: \_\_\_\_\_\_**

**Outstanding reassessments? Yes/ No (If yes please tell us which module and assessment item(s))**

**Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_**

***Please ensure you enclose/attach copies of the following with this form:***

1. ***Offer Letter***
2. ***Copy of Acceptance***

For Office Use Only:

Criteria to intercalate met? Yes/NoIf NO – Why?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(16) I recommend the approval of the concession** (Head of School or nominated substitute)**:**

Signed ………………………………………….. Date …………………………………….

Printed Name:………………………………….. Position:…………………………………