



NOTICE TO INTERCALATING STUDENTS - TAUGHT PROGRAMMES (Adapted for Royal Marsden School)

These notes are intended to clarify your status and to define your relationship with Royal Marsden School (the School/RMS) and its facilities during your period of intercalation.

Introduction

1. Intercalations are granted for a variety of reasons: medical, personal, financial or a combination of these. Often the factors which have led to the intercalation request have affected your academic work. It is the School's policy that intercalating students should not remain at the School, and aside from occasional visits you are expected to remain away from the School.

Period of Intercalation

2. The period of intercalation from your studies is set out in your letter approving the concession for you to intercalate. However, please note that University degree regulations stipulate that any periods of intercalation and/or repetition of study granted may not exceed a period of more than two years in total beyond the specified length of the course registration period. .

Status as a Student

3. During your absence you will remain a member of the School i.e. your name will be included in the official register of students, but your status as a student currently registered at the School is in abeyance and your access will be restricted.

RMS Facilities available to Intercalating Students on Taught Programmes

4. Your privileged access **as a student** to some RMS facilities is in abeyance and you are asked to note in particular:

(1) You will not be allowed to attend classes or to receive tuition from a member of RMS staff (unless this is specifically permitted in your intercalation approval).

(2) You **will** continue to have borrowing and access rights to the RMS Library and Computing Facilities (including email, internet and the intranet).

(3) You may remain in touch with your Personal Tutor but not for the purpose of receiving tuition (unless this is specifically permitted in your intercalation approval).

Financial Matters: Debts

5. Before leaving RMS you should ensure that you have cleared any outstanding debts to the School. This includes returning books you no longer wish to borrow to the Library and any equipment or materials you may have borrowed. If you cannot clear your debt to the School it is important that you discuss your difficulties with the Business Manager before starting your period of intercalation. If you do not, the School may take steps to recover any sums of money owed while you are intercalating. If there are any debts outstanding at the end of your period of intercalation, they may prevent your being re-admitted to RMS to resume your course.

Address While Intercalating

6. You should provide the Administration Office with a postal address to which hard copies of important information relating to your course can be sent throughout your period of intercalation.

Miscellaneous

7. You should consult the Administration Office if you have any questions relating to your intercalation.

8. On your return to RMS you will be subject to Regulations then in force, unless otherwise specified.