



School of Medicine

Application and appeal process for Keele MBChB student who wishes to intercalate

You can opt to take a year out of your undergraduate medical studies in order to study a subject area in greater depth, before returning to complete your medical course, which is called an intercalated degree.

You may suspend your medical degree for a period of 12 months and depending on your individual circumstances, you may be able to undertake, after Year 2, a bachelor's degree and after Year 4 a bachelor's degree or a master's degree.

You may choose to stay at Keele to complete your intercalated degree or apply to another University, depending on the area you are interested in.

Students wanting to intercalate externally are encouraged to look at www.intercalate.co.uk and individual University websites to identify courses of interest and to contact the relevant course leads for an informal discussion regarding suitability of the course in question.

How and when do I apply?

To undertake an intercalated degree, you must be given permission by the School of Medicine as well as being offered a place on your chosen course.

- Permission is granted following a short interview with an Intercalation panel.
- Decisions will be based on your academic record, academic self-awareness, motivation for undertaking an intercalated degree and ability to cope with the challenges of intercalation.
- Permission will be withdrawn if you do not pass your end of year assessments (Theory and Practical) at the first sitting.
- Please note that should permission to intercalate be granted by the interview panel, you will still need to apply independently to the course of your choice.
- Intercalating students will be given access to their cohort's Blackboard, in order for them to stay in touch with their year's activities.

To apply:

1. Complete and return the Keele ICD Expression of Interest Form by October 31st of the year PRIOR to the proposed intercalation year. You will receive an email at the beginning of the academic year with the link to the form to be completed. We will assess your academic record separately.
2. You will be invited to an interview with the intercalation panel, which typically takes place in early to mid-November.
3. Preliminary notification of the permission to intercalate is typically sent out by late November/early December.



4. The final selection of candidates will be made after the end of year examinations and will be conditional on a satisfactory performance and professional conduct. A letter confirming your selection or rejection will be sent to you once your examination record has been verified.

If you have your application to intercalate rejected, you may be able to appeal against that decision but only on one of the following grounds:

1. The decision made contradicts the University's Equal Opportunities Policy.
2. There was an administrative or procedural error in the handling of the application.
3. There was concern regarding a member of staff's behaviour during the application process.
4. The emergence of substantial new information that may have affected the decision and could not have been available at the time the original decision was made.

Procedure for submission of an appeal

1. You must submit your appeal on the approved Appeal Form (available on the University Academic Appeals Committee website <https://www.keele.ac.uk/sas/academicservices/studentappealscomplaintsandconduct/appeals/>) and no later than 10 calendar days (not including University closed days or Bank Holidays, but including weekends) from the date of the email or letter sent to you informing you of the decision of the Intercalation panel.
2. If you submit your appeal later than 10 days after the official notification of results, your appeal will only be considered if you can provide valid evidence as to why you were not able to submit within the deadline.
3. The completed Appeal form needs to be emailed to the Head of School (Professor Christian Mallen, medicine.headofschool@keele.ac.uk) and/or the Director of Undergraduate Programmes (Professor Peter Coventry, medicine.schoolexecutive@keele.ac.uk)
4. There is an initial assessment of available documentation, including but not restricted to: your appeal form, the intercalation application, your academic transcript, information on your student record, previously submitted exceptional circumstances, the interview score-sheets from the panel and initial comments from the panel members, as appropriate.
5. You will be given the opportunity to respond to initial comments received from the School.
6. If the case for the appeal is straightforward and the evidence supports the appeal, the case can be referred back to the Intercalation panel for consideration with a recommendation to uphold the appeal.
7. If it is agreed that you have not presented a valid case for appeal, based on the available information, you will be informed in writing, stating the reasons.

Keele students wishing to intercalate at another university

1. You will need to liaise directly with the relevant intercalated degree co-ordinator at the university you are interested in, familiarise yourself with their application process and apply directly to the relevant university. Keele will not do this on your behalf.



2. However, you will need to obtain permission to intercalate from Keele School of Medicine, following the standard application and interview process described above. If required, we will write directly to the intercalated degree co-ordinator at the university you choose to intercalate at, confirming whether you have been granted permission to intercalate.
3. Please visit the [UK database of intercalated courses for medical students](#) for a comprehensive list of available courses at other universities

Queries

For any other questions, please direct your queries in the first instance to Dr Melissa Bowerman (m.bowerman@keele.ac.uk), Co-Lead for Medical Intercalated Degrees at the Keele Medical School

Finance

If you are paying your own fees you will be expected to do so for the intercalated year. Fees will be set by each specific course. Some support may be available through the Faculty of Medicine and Health Sciences and clinical departments and students are currently eligible for NHS support for the fifth year of study. These details will be made available to students during the application procedure.

A small number of bursaries are also available for internal students and students will be selected on the basis of academic merit and/or financial hardship. Such decisions are made by an internal Hardship Fund Steering Group led by Dr Carol Gray from Student Support.

Students should not approach any organisations offering intercalated degree bursaries directly. Applications will be made as appropriate on the student's behalf by the School of Medicine.

Candidates staying at Keele to undertake their intercalated degree will be preferred for funding support.

Queries about NHS bursaries should be directed to medicine.nhsbursaries@keele.ac.uk.

Queries regarding Keele bursaries, including the Hardship Fund, should be directed to Dr Carol Gray at c.a.m.gray@keele.ac.uk.