



The Hull York Medical School

Code of Practice for HYMS students taking intercalated degrees

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Responsibility to Update:	The Secretary of HYMS (Head of Administration)

Code of Practice for HYMS students taking intercalated degrees

1. All students wishing to undertake a HYMS intercalated degree must fulfil the admission requirements specified in the relevant regulations for the intercalated degree, for example, section 5 of the Regulations for the Honours degree of Bachelor of Science in Medical Science and obtain the approval of the HYMS Board of Studies.
2. Students wishing to undertake an intercalated degree programme at another institution should initially discuss their intentions with the HYMS Programme Coordinator (SSC / BSc).
3. Students wishing to undertake an intercalated degree in another institution must seek permission to intercalate from HYMS by the end of the second term in the academic year before the intended intercalation.
4. The authority to grant permission to intercalate resides with HYMS Joint Senate Committee (HJSC) on recommendation from the Dean of HYMS.
5. In seeking to undertake an intercalated degree in another institution, a student is responsible for meeting all the admission requirements (including submission deadlines) for the relevant intercalated degree.
6. On being admitted to an intercalated degree at another institution, a student becomes a registered student at that institution and is subject to its regulations
7. The normal period of absence for an intercalated degree is one year. Any longer period must be considered by the HYMS Board of Studies and be approved by the HJSC. Students seeking permission to intercalate for more than one year will have to provide clear reasons for the request in writing to the Secretary of the HYMS Board of Studies.
8. Where the intercalated degree is a HYMS programme, a students' University of registration will remain unchanged. Students intercalating elsewhere will be required to register with the host institution
9. Any student who, for any reason, withdraws from an intercalated degree agreed as above must immediately inform the Secretary of the HYMS Board of Studies in writing.
10. Intercalating students returning to HYMS must provide to the Secretary of the HYMS Board of Studies evidence of completion of the intercalated degree (eg transcript or certificate) from the host institution (unless a HYMS intercalated degree has been undertaken)
11. On returning to the MB BS course students may be required to attend a simulated patient session supervised by medically qualified staff designed to test and practice their clinical skills. If further support is required during the subsequent Phase, this will be arranged.
12. The HYMS BSc Programme Officer will keep the relevant officers at the Universities of Hull and York informed of which students are following intercalated programmes, and where.
13. All students seeking to rejoin the MB BS programme following intercalated study must first sign the HYMS conditions of training letter (or equivalent pertaining at the time)