



The University of Nottingham

UNDERGRADUATE NOTIFICATION OF INTENTION TO INTERCALATE INDUSTRIAL PLACEMENT AWARD (IPA)

SECTION A

Name of Student: .....

Title of course: .....

Year of Course (i.e. 1,2,3 or 4): ..... Session (i.e. 2010/2011)

Local Education Authority: .....

Period of intercalation requested whilst undertaking the IPA:

From: ..... To: .....

Name and address of Industrial placement: .....  
.....  
.....

It is very important the the University has your most up to date address as you will be written to whilst you are not here:

Living/Correspondence Address: .....  
.....  
.....

Approved by: ..... Date: .....  
Signature of School Officer (Dr Judith Wayte)

Do you wish any disability to be taken into account when arranging your IPA Placement? Yes / No

Please note the following conditions:

- 1. Whilst on your placement, at least every three months you must complete the "Overview Notes" section of the Personal Evidence Database on the University's ePARs system.
- 2. You must successfully complete the placement of approximately one-year's duration.
- 3. You must complete and submit to Dr Judith Wayte (School Placement Officer) a 5,000 words essay on your placement deemed to be of a satisfactory standard within 4 weeks of your returning to the university.
- 4. You must pay to the University £550.00 intercalation fee.

If you do not meet any of these conditions, you will not be awarded the Industrial Placement Award and your year out will be recorded as a suspension rather than intercalation.

Signature of student: ..... Date: .....

**Please complete Section A only** and return to:

Elena Staves, via the School Office, Main Building, Sutton Bonington, Loughborough, Leicestershire, LE12 5RD.

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**SECTION B (School Office will notify SSC of IPA students via email)**

Student Reference Number: .....

Registration status changed on Student Record System: .....

£550.00 tuition fee added to Saturn: .....

LEA letter sent: .....

Confirmation to student: .....

Checked and completed by: .....

Sponsored Students: inform Helen Rylands: .....

Course Manager informed: .....