

**REQUEST TO INTERRUPT STUDY (RESEARCH DEGREE) - UK CAMPUS**

If you wish to interrupt your studies, please complete sections 1 -3 of this form and take it to your School for approval. Once the form is complete e-mail it to studentservices@nottingham.ac.uk (or alternatively you can take this in person or post to one of the [Student Service Centres](http://www.nottingham.ac.uk/studentservices/contact-us/locations.aspx)). You should also ensure that you have read the University’s Fee Schedule and are aware of any implications of this suspension.[[1]](#footnote-1)

|  |
| --- |
| **Section 1 – Your Details**First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID Number (see your ID card): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please tick your fee status:[ ] Home [ ] EU [ ] International |
| Section 2 – Course DetailsPrincipal Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Section 3 – Interruption Details (*Please note that interruption requests must always be made in advance of the interruption*)Reason(s) for interruption your study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last date of attendance on the above course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Proposed date of return to the above course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_New expected completion date on the above course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Section 4 – Academic Approval by School/Department\***To be** **completed after Sections** **1 to 3 have been completed**I approve the request to interrupt study and confirm that the request complies with the policies outlined in the Quality Manual[[2]](#footnote-2). The student and other relevant Schools (where applicable) have been advised accordingly. Does the School require medical evidence to confirm that the student is fit enough to engage with academic study prior to the next period registration? Please tick below:[ ]  Yes – School **will** request this[ ]  No – School **will** **not** request thisSupervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Head of School Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Section 5 – Visa and Immigration Team Approval (for international students only)\*\***On behalf of the Visa and Immigration Team, I confirm that the student has been fully informed of the implications this interruption will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this interruption to the UK Border Agency. Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (On behalf of the Visa and Immigration Team) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*Academic Approval of this request does not mean that international students have the right to remain in the UK.  Visa and Immigration advice should be followed.

\*\*Visa and Immigration advice that an international student has the right to remain in the UK does not mean that Academic Approval has been given.  Your request will be processed and you will be informed of the outcome in writing by Student Services.

|  |  |
| --- | --- |
| **Office use only** |  |
| Form complete [ ]  | Evidence [ ]  |
| Student record updated [ ]  | Signed by Supervisor [ ]  |
| Notified student [ ]  | Signed by HoS [ ]  |
| Notified other departments [ ]  | Visa and Immigration Advice (international only) [ ]  |
| Reported to SLC/UKBA [ ]  | SAM decision [ ]  |
| Duration of previous interruptions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approved by: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Total duration of interruptions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

*Last amended October 2017*

1. http://www.nottingham.ac.uk/fees/ [↑](#footnote-ref-1)
2. http://www.nottingham.ac.uk/academicservices/qualitymanual/studyregulations/voluntary-interruption-of-study.aspx [↑](#footnote-ref-2)