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, please send it to your Faculty/School Office to be processed. The outcome of your application will be sent to you in writing from the Student Registry Office. You should also ensure that you have contacted the finance office and are aware of any implications of this suspension.

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| --- |
| Section 1 – Your Details |
| First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Birth: | **d** | **d** | **m** | **m** | **y** | **y** | **y** | **y** | Student ID Number (see your ID card): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please tick (√) your fee status:⬜ Home ⬜ Overseas |  |
| Section 2 – Course Details |
|  |
| Principal Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Section 3 – Interruption Details (*Please note that interruption requests must always be made in advance of the interruption*) |
|  |
| Last date of attendance on the above course:  | **d** | **d** | **m** | **m** | **y** | **y** | **y** | **y** |  |
|  |
| Proposed date of return to the above course: | d | d | m | m | y | y | y | y |  |
|  |
|  |
| Reason(s) for interruption your study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Section 4 – Academic Approval by School/Department\* |
| I approve the request to interrupt study and confirm that the request complies with the policies outlined in the Quality Manual[[1]](#footnote-1). The student and other relevant Schools (where applicable) have been advised accordingly. Signed: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Supervisor) Name in Capitals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Head of School Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Section 5 – International Office Advice (for overseas students only)\*\* To be completed after Sections 1 to 4 have been completed. |
|  |
| On behalf of the International Office, I confirm that the student has been fully informed of the implications this interruption will have on his/her visa status in Malaysia. The student has been told that the University may be obliged to report this interruption to the Malaysian Immigration AuthoritiesSigned: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (On behalf of the International Office) Date: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*Academic Approval of this request does not mean that overseas students have the right to remain in Malaysia. Please seek advice from the International Office.

\*\*International Office’s advice that an overseas student has the right to remain in Malaysia 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 the Student Registry Office.

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| **F O R O F F I C E U S E O N L Y** |
| SoS: | FT | PT |  | Entry date:  |  | Into TP: |  |
| Status: | Home | Overseas |  | IO | Yes □ No □ |
| Funding Source: |  | Grad School Notified | Yes □ No □ N/A □ |
| Previous: | Dates: |  | Previous duration: |  | New total: |  |
| Plan enclosed: | Yes □ No □ | Sup Statement: | Yes □ No □ | Sup Sig: | Yes □ No□ | HoS Sig: | Yes □ No□ |
| Summary: |  | Evidence | Yes □ No □  |
| QSC: | Yes □ No □ | Reason: |  | Date to: |  | Date from: |  |
| Saturn: |  | Letter : |  | CoC : |  | By: |  |
| Decision: | **Approve** | **Refuse** | Reason: |  | By: |  |

*Last amended 2 September 2013*

1. <http://www.nottingham.ac.uk/academicservices/qualitymanual/studyregulations/voluntary-interruption-of-study.aspx>

 [↑](#footnote-ref-1)