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.

|  |
| --- |
| **Section 1 – Your Details**  First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student ID Number (see your ID card): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.    Please tick (√) your fee status:  Home  Overseas |
| **Section 2 – Course Details** School/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Current Course Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year of Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **Section 3 – Interruption Details**  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** |   New expected completion date:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **d** | **d** | **m** | **m** | **y** | **y** | **y** | **y** |  The University does not automatically allow a student to engage in a period of repeat study on the same course. If you are requesting a period of repeat study, you are required to provide evidence of extenuating circumstances with this interruption form so that your request can be formally considered by your School. The outcome of your request will be confirmed to you in writing. Reason(s) for interrupting your study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Note: Please provide any evidence or additional document(s) in support of this request.*

|  |
| --- |
| 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[[1]](#footnote-1). 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 – the Student Registry Office **will** request this  No – the Student Registry Office **will** **not** request this  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of School or Nominee) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 5 – International Office Advice (for overseas students only)**  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 immigration status in the Malaysia. The student has been told that the University may be obliged to report this interruption to the Malaysian Immigration Authorities.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (On behalf of the International Office) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Office use only** |  |
| Form complete | Total duration of interruptions \_\_\_\_\_\_\_\_\_\_\_ |
| Saturn/EMS updated | Evidence |
| Notified student | Signed by School |
| Notified other departments | IO Advice (overseas only) |
|  |  |
|  |  |
| Fee details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Duration of previous interruptions \_\_\_\_\_\_\_\_ |  |

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