**Request to Interrupt Study Taught Programmes – UK Campus**

Guidance on the process and associated implications that apply when a student wishes to interrupt their studies can be found on the [Quality Manual](https://www.nottingham.ac.uk/qualitymanual/registration-and-attendance/vol-interruption-of-study.aspx)

If you wish to interrupt your studies, please complete this form and return it to your Registry and Academic Affairs Programmes teams **from your University email address.** However, students in the School of Education undertaking a teaching training education programme must complete this form in consultation with the School and the form must be submitted by the School:

For the Faculty of Arts please [email](mailto:mailt:SS-Programmes-Arts@nottingham.ac.uk)

For the Faculty of Engineering please [email](mailto:SS-Programmes-Eng@nottingham.ac.uk)

For the Faculty of Medicine and Health Sciences please [email](mailto:SS-Programmes-MHS@nottingham.ac.uk)

For the Faculty of Science please [email](mailto:SS-Programmes-Sci@nottingham.ac.uk)

For the Faculty of Social Science please [email](mailto:SS-ProgrammesSoSci@nottingham.ac.uk)

Alternatively you can return it to your Registry and Academic Affairs Programmes teams. Locations of the Service Centres can be found [here](https://www.nottingham.ac.uk/studentservices/contact-us/locations.aspx).

Non-British/Non-Irish students are required to seek immigration advice from the [Visa](https://www.nottingham.ac.uk/studywithus/international-applicants/index.aspx) and Immigration Team and have this form signed off as confirmation of this.

SLC funded students should seek advice from the Funding and Financial Support Team, as this interruption could have an effect on your student loan and/or other funding. Please email [Financial Support](mailto:financialsupport@nottingham.ac.uk) and for self-funded students contact the [Fees and Charges](https://www.nottingham.ac.uk/fees/contactus.aspx) team at [tuitionfees@nottingham.ac.uk](mailto:tuitionfees@nottingham.ac.uk).

Apprentices should be engaging with their employer, personal tutor and also the [Professional and Work-based Learning team](mailto:degree-apprenticeships@nottingham.ac.uk)



**SECTION A: INTERRUPTION GUIDANCE**

* You are advised to consult with your Personal Tutor and/or the Course Director who will be able to help you decide if an Interruption of Study is the appropriate course of action for you. It is your (the student) responsibility to ensure that any sponsor or legal requirements are complied with when taking an interruption of study.
* Reasons for Interruptions of Study requests can include, but not be limited to, extenuating circumstances such as injury, illness or unavoidable family commitments or significant and exceptional changes in professional or domestic circumstances that it would be in the best academic, financial or personal interest to interrupt your studies.
* Supporting third party documentary evidence must be provided at the time of application.
* When you interrupt your studies, your registration with the University will be temporarily suspended and all relevant authorities (where known) will be informed. You will not be entitled to attend any teaching or take any assessments and will not pay tuition fees in accordance with the University’s [fee regulations](https://www.nottingham.ac.uk/fees/tuition-fees-student-services.aspx).
* When you interrupt your studies, you are still subject to other, relevant regulations of the University such as the [Traffic Regulations](https://www.nottingham.ac.uk/estates/documents/security/traffic-regulations-2021-22.pdf), the Regulations for Library and Computer Use and the University’s [Code of Discipline for Students](https://www.nottingham.ac.uk/academicservices/currentstudents/code-of-discipline-for-students.aspx)
* Significant curriculum changes are not likely to occur during the period of interruption such as to make it difficult for you to resume your studies. Please ensure you confirm this with your Course Director.
* Requests to interrupt should be made in advance of the interruption. Retrospective interruptions of study will only be granted in exceptional circumstances. For non-British/non-Irish students retrospective interruptions of study will only be approved by the Visa and Immigration team in exceptional circumstances.
* An interruption of study may begin immediately in cases where your absence from the University is unavoidable or urgently required. In all other cases, the interruption of study of taught programmes must begin from the end of a semester (that is, after the end of the assessment period attached to that semester) so that there is a clearly identifiable point at which to return to studies should occur. Interruptions should not be granted just before the start of assessments simply as a means of allowing students to avoid (or postpone) failure in a number of modules, as this would provide these students with an unmerited advantage.
* For apprentices, to be aligned with the [Break in Learning process](https://www.gov.uk/guidance/apprenticeship-funding-rules) it is possible you will be applying for interruptions retrospectively. During this process apprentices should be engaging with their employer, personal tutor and also the Professional and [Work-based Learning](mailto:degree-apprenticeships@nottingham.ac.uk) team and ensure their off the job logs are up to date to establish the last date of learning.
* The University requires you to complete your programme within a set period after initial registration regardless of individual circumstances. These are laid down in the guidelines on [maximum periods from initial registration](https://www.nottingham.ac.uk/qualitymanual/registration-and-attendance/max-period-from-initial-registration.aspx). Requests for interruptions of studies should be refused if that would result in it being impossible for you to complete your studies within the defined time frames or those imposed on external requirements or individual programme specifications.
* Interruptions of study may have financial implications in relation to, for example, funding to the University; maintenance loans stipend or other funding that you receive. **You are strongly advised to seek advice from the Funding Team, as this could have an effect on your maintenance loans, stipend or other funding you may receive. Please email** [**Financial Support**](mailto:financialsupport@nottingham.ac.uk)
* Interruptions of study may have financial implications in relation to fees due to the University in the year that you interrupt and in future academic years if you resume study. **You are strongly advised to seek advice from the Fees and Charges Team. Please contact the** [**Fees and Charges team**](mailto:tuitionfees@nottingham.ac.uk) **.**
* If your nationality is non-British/non-Irish then you will need to seek approval from the [Visa and Immigration](https://www.nottingham.ac.uk/studentservices/services/visa-immigration.aspx) team before you can submit your request to interrupt as they need to complete Section F below. They can also be contacted by [email](mailto:immigration-support@nottingham.ac.uk).
* You should also ensure that, where relevant, you have contacted any Sponsor or Funding Body (including University funded scholarships).
* On your return to studies, please complete the [Return from Interrupt of Study](https://uniofnottm.sharepoint.com/:w:/s/RAAProgrammesTeam-SeniorManagementTeam/EZbf5w0B5w5Nq8yAw8vGMEwBctjYaI_esGqZPCcjNV1yfA?e=ytCXWt&CID=4D8744E9-0947-4D70-96AD-7A027DD52504&wdLOR=cC393396F-0B52-47ED-BD0A-BF4130F575E0) form.

**By signing this form, you are confirming that you have read and understood all the points above and have sought the appropriate advice and approval.**

**SECTION B: GENERAL INFORMATION**

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| First Name: |  |  | Surname: |  |

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| --- | --- | --- | --- | --- |
| Date of Birth: |  |  | Student ID: |  |

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| Email (University): |  |

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| Email (Personal): |  |

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| Status: | Choose an item. |  | Have you had a previous Interruption of Study? | Choose an item. |

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| --- | --- | --- | --- | --- |
| School: | Choose an item. |  | Course Title: |  |

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| --- | --- | --- | --- | --- |
| Course Code: |  |  | Qualification: |  |

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| --- | --- |
| Year of Course you are interrupting: | Choose an item. |

**SECTION C: INTERRUPTION DETAILS**

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| Last date of engagement on the course: | Click or tap to enter a date. |

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| Proposed return date: | Click or tap to enter a date. |

Please note: The University does not automatically allow a student to engage in a period of repeat study on the same course. If you are requesting to repeat a year of 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. For International students on a Student visa, a repeat period of study in attendance is not usually permitted, except where the criteria detailed in the [Limitations to immigration sponsorship policy](https://www.nottingham.ac.uk/studywithus/international-applicants/visa-help/student-route/limitations.aspx) are met.

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| Reason for Interruption: |  |

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| Print Name: |  |

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| Student Signature: |  |

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| Date: | Click or tap to enter a date. |

**If you are an education student studying on a teacher training education course, this form must be completed in consultation with your School and can only be submitted to Registry and Academic Affairs by a member of the School.**

Please indicate below the modules that you have yet to complete or are taking as new (if known) on return. Please indicate if the modules you are required to complete are for theory and/or assessments

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Module Code |  | Module Title |  | Type |  | Semester to be completed in |  | Is module being taken in the resit period |
|  |  |  |  | Choose an item. |  | Choose an item. |  | Choose an item. |
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**SECTION D: PROFESSIONAL WORKBASED LEARNING APPROVAL \*\***Apprenticeship programmes only

To be completed after the above sections have been completed.

A discussion has been held between [insert name], [insert role], the student and the employer [insert name of employer] on [date] and

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| The request is supported: | Choose an item. |

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| Print Name:  (Degree Apprenticeship Officer) |  |

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| Signed:  (Degree Apprenticeship Officer) |  |

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| Date: | Click or tap to enter a date. |

Please ensure any proposed return date has been agreed as suitable for [Education and Skills Funding Agency](https://www.gov.uk/guidance/apprenticeship-funding-rules) provider rules with regards to Break in Learning.

**SECTION E: ACADEMIC APPROVAL**

To be completed after the above sections have been completed.

A discussion has been held between **[insert name], [insert role]** and the student at which the following aspects have been considered:

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| The interruption of study request has been made in advance of the interruption of study | Choose an item. |

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| If no, are there exceptional circumstances for a retrospective interruption of study? If there are exceptional circumstances please complete the [form](https://www.nottingham.ac.uk/qualitymanual/governance/qsc.aspx) for QSC consideration. However, for student in the UK on student visas, the Visa and Immigration team can only approve these in exceptional circumstances. Before the case is made to QSC please send the information that is proposed to QSC, detailing the reasons to the Visa and Immigration team for approval. This is so that they are able to determine compliance with UKVI | Choose an item. |

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| Does the reason for the interruption of study fall in line with the Quality Manual:   * Is inevitable owing to extenuating circumstances such as injury, illness or unavoidable family commitments; or * The reasons cited by the student indicate that it would genuinely be in the best academic, financial, or personal interest to interrupt their studies; and * Significant curriculum changes are not likely to occur during the period of interruption such as to make it difficult for the student to resume their studies | Choose an item. |

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| If the student is non-British/non-Irish have they consulted with the Visa and immigration team for immigration advice before submitting the interruption request | Choose an item. |

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| Interruptions should not be granted just before the start of assessments simply as a means of allowing students to avoid (or postpone) failure in a number of modules, as this would provide these students with an unmerited advantage. Please confirm, is the interruption of study being granted before the start of assessments? | Choose an item. |

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| Will the interruption of study result in it being impossible for that student to complete their studies within the [defined time frames](https://www.nottingham.ac.uk/qualitymanual/registration-and-attendance/max-period-from-initial-registration.aspx) (stage and the programme as a whole) or those imposed by external requirements or individual programme specifications? | Choose an item. |

I approve the request to interrupt study. The student’s proposed return date and plan for re-engagement with the Programme have been discussed. I confirm that the request complies with the policies outlined in the [Quality Manual](https://www.nottingham.ac.uk/qualitymanual/registration-and-attendance/vol-interruption-of-study.aspx)

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| Print Name:  (Head of School or Nominee) |  |

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| Signed:  (Head of School or Nominee) |  |

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| Date: | Click or tap to enter a date. |

In circumstances where the interruption of study comes as the result of the informal or formal stage of the Fitness to Study policy, the University reserves the right to request specific forms of evidence or assessment from a named body or clinical before return to study is approved.

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| The School will request this specific form of evidence: | Choose an item. |

**SECTION F: VISA AND IMMIGRATION ADVICE**

For all non-British/non-Irish students who started a course on or after 1 January 2021.

On behalf of the Visa and Immigration team, I confirm that the student has been fully informed of the implications this interruption of study will have on their immigration status in the UK. The student has been told that the University may be obliged to report this interruption of study to the UK Home Office.

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| Print Name: |  |

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| Signed: |  |

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| Date: | Click or tap to enter a date. |

Academic Approval of this request does not mean that non-British/non-Irish students have the right to remain in the UK. Visa and Immigration Team advice should always be followed

Visa and Immigration Team advice that a non-British/non-Irish 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 out the outcome by email from Student Services to your University email address.**