Graphical user interface

Description automatically generated**Request to Interrupt Study Research Degree**

**– 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 teams **from your University email address**:

For the Faculty of Arts please email [ss-pgr-arts@nottingham.ac.uk](mailto:ss-pgr-arts@nottingham.ac.uk)

For the Faculty of Engineering please email [ss-pgr-engineering@nottingham.ac.uk](mailto:ss-pgr-engineering@nottingham.ac.uk)

For the Faculty of Medicine and Health Sciences please email [ss-pgr-mhs@nottingham.ac.uk](mailto:ss-pgr-mhs@nottingham.ac.uk)

For the Faculty of Science please email [ss-pgr-science@nottingham.ac.uk](mailto:ss-pgr-science@nottingham.ac.uk)

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

**SECTION A: INTERRUPTION GUIDANCE**

* You are advised to consult your Supervisor 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 should be provided at the time of application.
* 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, fees due to the University; maintenance loans stipend or other funding that you receive. **You are strongly advised** to 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) or call on 0115 82 32071 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) or call 0115 74 86500 option 2.
* You should also ensure that, where relevant, you have contacted any Sponsor or Funding Body (including University funded scholarships). UKRI funded students can contact [BR-RA-DTP-funding@nottingham.ac.uk](mailto:BR-RA-DTP-funding@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. They can also be contacted by [email](mailto:immigration-support@nottingham.ac.uk).
* 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, continue your research, or take any assessments and will not pay tuition fees in accordance with the University’s [fee schedule](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).
* 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.

**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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First  Name: |  |  | Surname: |  |
|  |  |  |  |  |
| Student ID: |  |  | Mode of Study: | Choose an item. |
|  |  |  |  |  |
| Faculty: | Choose an item. |  | School or Department |  |

|  |  |  |
| --- | --- | --- |
| What is your current course/qualification aim? i.e. PhD, MRes, MPhil |  | |
|  | |  |
| Your current status: | Choose an item. | |
|  | |  |
| Are your studies currently funded by external sponsor? | Choose an item. | |
|  | |  |
| If you are funded, please provide name of your funder/sponsor: |  | |

|  |  |
| --- | --- |
| Have you consulted on this request with your sponsor/funder?  *(UKRI funded students can contact: BR-RA-DTP-funding@nottingham.ac.uk; University may require evidence of funder’s approval)* | Choose an item. |

**SECTION C: INTERRUPTION DETAILS**

|  |  |  |
| --- | --- | --- |
| Have you had any previous Interruption of Study? | Choose an item. | |
|  | |  |
| Please provide dates (start and end date) of all previous interruptions of study |  | |
|  | |  |
| Reason(s) for this request to interrupt study: |  | |
|  | |  |
| Last date of engagement on the course: | Click or tap to enter a date. | |
|  | |  |
| Proposed return date: | Click or tap to enter a date. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Signature: |  |  | Date: | Click or tap to enter a date. |

**SECTION D: ACADEMIC APPROVAL**

**To be completed after the above sections (B & C) have been completed.**

**A discussion has been held with the student at which the following aspects have been considered:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The interruption of study request has been made in advance of the interruption of study? | | | | |
|  | | Choose an item. | | |
|  |  | | | |
| If no, are there exceptional circumstances for a retrospective interruption of study? If there are, please complete the form for QSC consideration. However, for students 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. | | |
|  |  | | | |
| 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. | | |
|  |  | | |  |
| Will the interruption of study result in it being impossible for that student to complete their studies within the maximum periods from initial registration and/or the total of interruptions to date is over 12 months? | | | | |
|  | | Choose an item. | | |
|  | | |  |  |
| If yes, are there exceptional circumstances for extending maximum periods of study? If there are, please complete the form for QSC consideration. | | | | |
|  | | Choose an item. | | |

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.

|  |  |
| --- | --- |
| The School will request this specific form of evidence? | 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).

|  |  |
| --- | --- |
| Print Name  (Supervisor): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed  (Supervisor): |  |  | Date: | Click or tap to enter a date. |

|  |  |
| --- | --- |
| Print Name  (Head of School/Nominee) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed  (Head of School/Nominee) |  |  | Date: | Click or tap to enter a date. |

**SECTION E: 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.

|  |  |  |
| --- | --- | --- |
| Comments: |  | |
|  | |  |
| Print Name: |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: |  |  | 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 Registry and Academic Affairs to your University email address.**