



**University of Nottingham Malaysia  
Request to Interrupt Study Form**

Before completing this form, please ensure you have read the policy on [Voluntary Interruption of Study](#). You must ensure all relevant sections of this form is completed and signed before submission. You should also ensure that you have contacted the Finance Office and are aware of any implications of this suspension. The outcome of your application will be sent to you in writing from the Student Registry Office.

**Section 1 - Your Details**

Student Name (First name, surname)

Student ID Number (see your ID card)

Fee Status (Home or Overseas)

**Section 2 - Study Details**

Career (e.g. Foundation, UG, PGT, PGR etc.)

Academic Load (e.g. Full or Part Time)

Course Title (Academic Plan Title)

Course Code (Academic Plan Code)

Student's School / Department

Year of Study (e.g. 1st year, 2nd year etc.)

**Section 3 - Interruption Details**

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.

Last date of attendance on the above Academic Plan (Day, Month, Year):

Proposed date of return to the above Academic Plan (Day, Month, Year):

New expected completion date (Day, Month, Year):

**Section 3 - Interruption Details (continued)**

Reason(s) for interrupting your study:

I confirm that the information I have provided in this form is correct and complete to the best of my knowledge.

Student Signature

Date (Day, Month, Year)

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#### Section 4 - Academic Approval by School/Department

To be completed only after Sections 1 to 3 have been completed

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)

I approve the request to interrupt study and confirm that the request complies with the policies outlined in the Quality Manual. The student and other relevant Schools (where applicable) have been advised accordingly.

##### Supervisor (PGR Only):

Full Name (First name, surname)

Supervisor's School/Department

Signature

Date (Day, Month, Year)

Supervisor's Comment (if any):

##### Head of School / Nominee:

Full Name (First name, surname)

Designation (e.g. Head of School, Dean etc.)

Signature

Date (Day, Month, Year)

Head of School/Dept. Comment (if any):

Note: 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.

## Section 5 - Other Approvals

To be completed **only** after Sections 1 to 4 have been completed

### SPONSORSHIP UNIT / FACULTY OFFICE (For Sponsor Students Only)

If you are sponsored, this change may have implications for your funding. You are required to seek permission from your sponsor through Sponsorship Unit or Faculty Office.

Are you currently funded by an officially recognised sponsor? Please tick below:

- Yes, funded by faculty. \*This only referred the tuition fees waiver and not the stipend issuance (to be responded by Faculty Office)
- Yes, funded by external sponsors (to be responded by the Sponsorship Unit)
- No

If yes, please give the name of your sponsor

Name of Sponsor

Reference number

On behalf of the Sponsorship Unit / Faculty Office, I confirm that the student has been fully informed of the implications this interruption will have on his/her sponsorship.

Full Name (First name, surname)

Designation (e.g. Sponsorship Ass. Manager etc.)

Signature

Date (Day, Month, Year)

### VISA OFFICE (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.

Approve

Reject

Full Name (First name, surname)

Designation (Manager, Visa Officer etc.)

Signature

Date (Day, Month, Year)

Note: Visa Office's advice that an overseas student has the right to remain in Malaysia does not mean that Academic Approval has been given.