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**Notes on Completing the Interruption of Studies Form**

**Who should complete the interruption form?**

This form is for the use of both undergraduate and taught postgraduate students. It should only be completed by students who are interrupting their studies and who intend, or hope, to resume at a later date.

**Actions to take before completing the form?**

Students must speak to the appropriate person in their School/Institute (Student Support Officer (or equivalent), Senior Tutor or Personal Tutor/Academic Advisor) before completing this form. Once the form has been completed students must obtain the signature of the authorised approver for interruptions in the School/Institute.

Your School/Institute will be able to discuss your circumstances and they may also be able to offer advice and support that would enable you to continue with your programme.

Check how interrupting will affect your current/future funding entitlement and your tuition fee liability. If you are an international student check how it will affect your permission to stay in the UK. Not all situations are the same, so our detailed online advice guides explain how you will be affected, depending on your personal circumstances: [www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/](http://www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/)

If, having read this guidance, you need more advice, please contact the Advice and Counselling Service for confidential one to one advice.

**Are there any restrictions on whether students can interrupt?**

Students are not permitted to interrupt their studies if they are resitting out of attendance or have recently failed to progress into the next year of study.

A student may interrupt their enrolment for up to two calendar years (total) on the grounds of illness or other good cause. Interruption for periods greater than two years shall be permitted only in very exceptional circumstances. A student may also interrupt their registration on the grounds of primary carer leave for up to one year per child. This may cover pregnancy and related illnesses, and/or caring responsibilities. Periods of interruption for primary carer leave shall not count towards the maximum of two years permitted for interruption.

Students are not able to interrupt and return from interruption during the same academic year (for example, a student cannot interrupt during Semester A and return in Semester B of the same academic year). In addition students returning from interruption are only permitted to resume their studies at the start of a semester, as designated in the Academic Calendar. Exceptions to this regulation can only be granted under the provisions of the Equality Act (2010).

The university may require a student due to return from interruption to produce medical evidence of their fitness to study. If this evidence is not produced, or is found to be unsatisfactory, the student will be unable to resume their studies. In such cases a student may be permitted to extend the interruption of study (where an interruption allowance remains), or else the student may be deregistered from the programme of study.

**What is the deadline for submission of the interruption form?**

Please be aware that most programmes will now have two assessment periods – one in January following Semester A teaching and one in May following Semester B teaching. The deadline for submission of the interruption form for most programmes is the day before the start of these assessment periods.

If you miss this deadline you will normally have to be entered for examinations/assessment and would need to talk to your School/Institute about submitting extenuating circumstances if you are unable to attend/submit work. Where students are entered for assessment they will also be automatically entered for reassessment at the next available opportunity – assessment for Semester A modules takes place in January and August and assessment for Semester B/Year Long modules takes take place in May and August.

If you have only narrowly missed the interruption form submission deadline and feel that there have been exceptional circumstances that have affected your ability to submit the form please discuss this with your School/Institute or with Student Records.

The submission deadline will vary for a small number of programmes including MBBS, BUPT, Nanchang, Northwestern, PGDip Endocrinology and those programmes which do not follow the standard academic calendar. Please seek advice from your School/Institute or from Student Records if you are unsure of the deadline for submission of the form.

**When are students able to resume their studies?**

Please note that where there is no January assessment period, for example for MBBS, the following notes do not apply. Please speak to your School/Institute or to Student Records for details of when you will be permitted to resume your studies based on your last date of attendance.

Students are permitted to resume their studies at the start of a semester, as designated in the Academic Calendar. Exceptions to this regulation can only be granted under the provisions of the Equality Act (2010).

For the majority of programmes which have January and May assessment periods students are **not** automatically permitted to ‘retake’ either Semester A if they have completed the teaching **and** have been entered for assessment, and are not automatically permitted to retake the entire academic year.

This means that if a student has completed the teaching for Semester A and has remained registered for January assessment they are not permitted to undertake the teaching again and the only possible resumption point is the start of Semester B of a future academic year. This applies whether the student opted to undertake assessment or missed the deadline to submit the interruption form and were automatically entered for assessment as a result. If a student has not been entered for January assessment they are able to resume their studies either in September (to undertake Semester A teaching again) or in January (for the start of an assessment period).

|  |  |  |
| --- | --- | --- |
| Has student been entered for January assessment | Student **has not** been entered for January assessment | Student **has** been entered for January assessment |
| When can a student resume their studies | September (to undertake Semester A teaching) or January (to undertake the outstanding assessment) | Start of Semester B **only** |

Likewise students who have completed the teaching for Semester B and who remain registered for assessment in May will have a resumption point at the start of a future academic year.

|  |  |  |
| --- | --- | --- |
| Has student been entered for May assessment | Student **has not** been entered for May assessment | Student **has** been entered for May assessment |
| When can a student resume their studies | Start of Semester B (to undertake teaching) or May (to undertake the outstanding assessment) | If the student has successfully progressed following the May assessment they will be permitted to resume at the start of a following academic year in September |

PLEASE NOTE - If a student completes the teaching and remains registered for the associated assessment period but wishes to undertake the teaching/assessment again this will count as a retake/first take and would only be permitted under exceptional circumstances. In order for a retake/first take to be approved by the Subject Examination Board/Degree Examination Board there must be good reason why the student did not interrupt prior to the assessment period. If a retake/first take is exceptionally granted the student will be liable for fees for the period being retaken. Please speak to your School/Institute if you believe that you will need to repeat teaching for Semester A or for the year as a whole.

**What happens to the modules when a student interrupts?**

Please note that on your return to studies it may not be possible to offer the opportunity to register for the same modules as those that were available in the original year of study.

The following information applies to students registered on programmes which have two assessment periods – one in January following Semester A teaching and one in May following Semester B teaching. For other programmes please check how modules will be affected with your School/Institute or with Student Records.

Throughout the following notes it is important to remember that for Semester A modules assessment will fall in January with resits/first sits in August of each academic year. For Semester B and Year Long modules assessment will fall in May with resits/first sits in August.

|  |  |  |  |
| --- | --- | --- | --- |
|  | January | May | August |
| Sem A |  |  |  |
| Sem B/Year Long |  |  |  |

The interruption form will ask whether a student wishes to remain registered for resits/first sits from a previous academic year and, for students interrupting having completed Semester A teaching, whether a student wishes to remain registered for Semester A assessment.

Students who have outstanding first sits and resits from a previous academic year may wish to remain registered for reassessment in the year they interrupt their studies or they may feel that they need to wait until the year they resume their studies to complete reassessment. If you ask to remain registered for resits/first sits you will be entered for all future available opportunities for assessment. For Semester A modules assessment will take place in January (with reassessment in August) and for Semester B/Year Long modules in May (again with reassessment in August). If you change your mind about undertaking reassessment you must tell Student Records before the normal interruption deadlines as you will otherwise need to remain registered for modules and receive marks accordingly.

A student who interrupts prior to the January deadline and wishes to resume their studies in January of a following academic year also has the option of remaining registered for Semester A modules where teaching has been completed. If you opt to stay registered it means that marks for assessment already completed are retained and you will sit examinations and/or submit all further assessment in January of that academic year. If you opt not to stay registered it means that marks for assessment already completed are retained but that any outstanding assessment will be deferred to the academic year in which you will resume your studies.

The interruption form includes a section for your choice as to whether to stay registered for Semester A modules. Please note that you can only select to attempt the assessments for **all** Semester A modules, or for **none** of them – it is not possible to remain registered for just some of the modules. Please also note that in asking to remain registered you are confirming that you wish to also remain registered for reassessment in August if you fail to pass a module in January.

Please note that if teaching for a module changes from Semester A to Semester B then the assessment for a subsequent academic year will take place at the end of Semester B (May). If a Semester B module changes to Semester A teaching the assessment will take place at the end of Semester A (January). All re-sits/first sits will take place during the late summer resit period (August).

**Who will be informed of the interruption?**

The university will be required to inform the Student Loans Company, the organisation funding or sponsoring your studies, UK Visa and Immigration and Transport for London.

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# INTERRUPTION OF STUDIES

**(Undergraduate and Taught Postgraduate students)**

* Before completing this form students are required to read the ‘Notes on Completing the Interruption of Studies Form’.
* Complete this form only if you are interrupting your studies and wish to/hope to resume at a later date.
* Check how interrupting will affect your current and future funding entitlement, and your tuition fee liability. If you are an international student, check how it will affect your permission to stay in the UK. Detailed guidance is available: [www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/](http://www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/)
* You must discuss the interruption with your School/Institute and obtain the name/signature of the authorising person.
* **Please complete the form in clear block capitals and return it to your School/Institute for approval. If a form is not completed fully it may not be possible to process it.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Family name:** |  | | | | | | | | |
| **Forenames:** |  | | | | | | | | |
| **Student ID Number :** |  |  |  |  |  |  |  |  |  |
| **School/Institute:** |  | | | | | | | | |
| **Programme of study:** |  | | | | | | | | |

I am interrupting my studies from \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_ (Please note – this must be the date you stopped attending/engaging with the programme. Students remain liable for tuition fees up to their last date of attendance).

I intend to resume my studies on \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_ Under the Regulations students must normally resume on the first day of a semester. (See ‘Notes on Completing the Interruption of Studies Form’ for further information regarding permitted resumption points).

**Please clearly indicate below whether you intend to remain registered on any modules for the current academic year OR for re-sits/first sits from a previous academic year by circling Yes or No.**

* Students are entitled to sit exams and/or submit outstanding coursework at the next available opportunity for those modules where all teaching has been completed.
* Under the Academic Regulations students must elect to either attempt the assessments for **all** modules for which they have completed the teaching or to attempt the assessments for **none** of them.
* Please indicate if you wish to remain registered for assessment for Semester A registration. Also indicate if you wish to be entered for any resits/first sits from previous academic years. If you are uncertain of your options please discuss them with your academic department. For most programmes Sem A modules will be assessed in January and Sem B/Year Long modules in May (with reassessment for remaining attempts in August). Students who opt into assessment will be entered for all future available opportunities for those modules.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes / No | I wish to remain registered for Sem A modules | Yes / No | I wish to remain registered for resits/first sits |

|  |
| --- |
| **Is there any additional information you wish to provide regarding your modules?** |
|  |
|  |

**Reason for Interrupting**

**Indicate your primary reason for interrupting by ticking one of the following:**

|  |  |  |
| --- | --- | --- |
| **TICK BOX** |  |  |
|  | 1. Health reasons | a. Mental Health Issues / Emotional wellbeing |
|  | b. Health issues relating to disability |
|  | c. Other health issues |
|  | 2. Financial Reasons | a. Cost of living (in London) too high/unable to cover living costs |
|  | b. Unable to pay tuition fees |
|  | c. My financial circumstances have changed since starting the course |
|  | d. Decided the course / university is not value for money |
|  | e. Could not find paid work / could not manage work alongside studies |
|  | f. Other financial reasons |
|  | 3. Other Personal | a. Not enjoying living in London |
|  | b. Course is not what I expected/not enjoying the course |
|  | c. Finding the course too difficult |
|  | d. Decided university is not for me at the moment |
|  | e. Unhappy with Queen Mary University of London (please provide a fuller explanation in the free-text section of this form) |
|  | f. Unhappy with residential living arrangements |
|  | g. Family commitments |
|  | h. Not settled in well / homesick |
|  | i. Pregnancy / maternity |
|  | j. Gender reassignment |
|  | k. Other personal reasons |
|  | 4. Employment | a. Leaving course to go into employment |

Please tick here only if your reason for interruption is linked to a protected characteristic (further information is available at <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>)

Please provide below a short explanation of the reason(s) for interrupting your studies; attach additional sheets and copies of any relevant documents or correspondence as necessary.

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**ALL STUDENTS: PLEASE SIGN AND DATE THIS FORM TO INDICATE CONSENT FOR THE INTERRUPTION**

**Tick Box**

I have soughtacademic advice from my School/Institute prior to signing this form and the

School/Institute has signed the form below.

I have read and understood the guidance on how interrupting will affect my current and future funding entitlement and tuition fee liability

I have fully considered whether I need to remain registered for assessment from Semester A modules and/or re-sits/first sits from a previous academic year

**International students in the UK on Tier 4 visas:**

I understand that the university will notify the UK Visa and Immigration that I have interrupted my studies and I have read and understood the guidance on how interrupting will affect my current and future UK immigration permission.

**Student signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_

**For university use only**: Please indicate here if there is any other information that Registry would need in order to process the form. By signing the form Schools/Institutes are confirming that all data supplied by the student is accurate to the best of their knowledge. If any of the data the student has provided requires any amendment please state this below.

**School/Institute authorisation**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_