

**INTERRUPTION OF STUDY FORM**

**FOR TAUGHT PROGRAMMES (INCLUDING MRES)**

**Before completing this form**, please read the [Interruption of Study regulations](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-interruption-study).

**Further guidance** is also available from the [Interrupting or Withdrawing from your Studies website](https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies).

**Help completing this form** is available from the [Students’ Union Advice Service](http://studentsunionucl.org/help-and-advice/advice-service) and from UCL Student Support and Wellbeing - [go to askUCL and log an enquiry](http://student.engage.ucl.ac.uk/).

**If you are an international student with a Tier 4 visa,** you are obliged to leave the UK for the duration of your interruption. The [Interrupting or Withdrawing from your Studies website](https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies) includes more information. [For queries regarding your Tier 4 visa, please contact the UCL Visa Compliance team.](mailto:visacompliance@ucl.ac.uk)

## Interrupting can affect your funding. Please ensure you read the [Funding Information for Interrupting and Withdrawing Students](https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies#funding).

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| INTERRUPTION REQUEST **For completion by the student** | | | | | | | | | | | |
| Surname: |  | | | | | Student Number: | | | | |  |
| First Names: |  | | | | | | | | | | |
| Programme*:* |  | | | | | Year of Study: | | | | |  |
| Department: |  | | | | | Faculty: | | | | |  |
| **On what date would you like the interruption to start?** | | | | | | | | | | |  |
| **On what date will you to return to study?** | | | | | | | | | | |  |
| Reason for Interruption - please tick: | | | | | | | | | | | |
| Academic reasons | | | | | | | Medical | | | | |
| Maternity/ paternity/ parental/ adoption leave | | | | | | | Personal/caring responsibilities | | | | |
| Financial difficulties | | | | | | | Job commitments/internship | | | | |
| Other - please specify: | | | |  | | | | | | | |
| Have you interrupted your studies before? | | | | | | | | | | | |
| No | | Yes (if yes, please provide details in your Supporting Statement below) | | | | | | | | | |
| **Dates of previous interruption:** | | | | | From: | | | | To: | | |
| Supporting Statement: Please explain why you wish to interrupt your studies: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Please attach appropriate supporting evidence in English. [Guidance on providing medical evidence is available from Student Support and Wellbeing](https://www.ucl.ac.uk/students/policies/health-and-wellbeing/medical-evidence-guidance). | | | | | | | | | | | |
| **Student Declaration:**  I confirm that the information I have given is correct to the best of my knowledge and that I understand the implications of interrupting from my current programme, in accordance with [UCL’s guidance notes](https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies). I understand that if I hold a Tier 4 visa my interruption will be reported to the UKVI. | | | | | | | | | | | |
| Student Signature: | | |  | | | | | Date: | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Departmental SUPPORTING STATEMENT | | | |
| Departmental recommendation: | | | |
| Supported: recommend to Faculty Tutor for formal consideration | | | |
| Not supported: respond to student | | | |
| Departmental comments: | | | |
|  | | | |
| Return to study planning: | | | |
| This part of the form is not mandatory. In order to manage the student’s return to study, it is recommended that you meet with the student to confirm what will happen with each of their modules. You can view a list of the student’s modules and assessments in [Portico](https://evision.ucl.ac.uk). | | | |
| What modules and assessments has the student already submitted/taken? The marks for these assessments will be carried forward. | | | |
|  | | | |
| What modules and assessments will the student need to complete when they return? | | | |
|  | | | |
| Print name (Departmental Tutor): |  | | |
| Signature: |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FACULTY APPROVAL | | | | |
| Faculty decision: | | | | |
| Approved | | | | |
| Refer to Academic Services for final consideration | | | | |
| Not approved | | | | |
| Does the student require a Return to Study Welfare Review with Student Support and Wellbeing before they return to UCL? | | | | |
| Yes | | No | | |
| Faculty comments: | | | | |
|  | | | | |
| Print Name (Faculty Tutor): |  | | | |
| Signature: |  | | Date: |  |
|  | | | | |
| CENTRAL Approval BY ACADEMIC SERVICES ON BEHALF OF  THE VICE-PROVOST (EDUCATION & STUDENT AFFAIRS) | | | | |
| Central decision: | | | | |
| Approved | | | | |
| Approved subject to the conditions set out below | | | | |
| Not approved | | | | |
| Does the student require a Return to Study Welfare Review with Student Support and Wellbeing before they return to UCL? | | | | |
| Yes | | No | | |
| Central comments: | | | | |
|  | | | | |
| Print Name (Academic Services): |  | | | |
| Signature: |  | | Date: |  |