

INTERRUPTION OF STUDY

(Undergraduate and taught postgraduate students)

Before completing this form please make sure that you read the 'Notes on Completing the Interruption of Study/Withdrawal from College' form. Complete this form only if you are interrupting your studies at the College and return it with the relevant signatures to:

**Queen Mary University of London, Student Administration Office,
Room CB05, Queens' Building, Mile End Road, London, E1 4NS.**

**NAME OF STUDENT (Print
in capitals):**

STUDENT NUMBER:

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**PROGRAMME CODE AND
TITLE**

HOME DEPARTMENT:

INTERRUPTION OF STUDY

Please note: interruptions in excess of two years are only permitted in exceptional circumstances

- I am interrupting my studies from ____ / ____ / ____ (give exact date)
to ____ / ____ / ____ (give exact return date)
AND wish to withdraw from all courses/examinations for which I am currently registered.

- I am interrupting my studies from ____ / ____ / ____ (give exact date)
to ____ / ____ / ____ (give exact return date)
BUT wish to sit the following examinations:

<u>Course code</u>	<u>Course title</u>	<u>Semester</u>	<u>Resit (Y/N)</u>

Please note: you may only sit examinations for completed courses where you have met all the requirements for attendance and submission of coursework, or resit examinations for courses studied in a previous year.

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NOTES ON COMPLETING THE 'INTERRUPTION OF STUDY AND WITHDRAWAL FROM COLLEGE' FORMS

These forms are for the use of both undergraduate and taught postgraduate students. They should only be completed by students who are withdrawing from College or interrupting their studies **voluntarily** and not by students who have been required to leave either because of examination failure or for disciplinary reasons. Their purpose is as a formal record of the student leaving the College either permanently or temporarily and for use in providing information, where appropriate, for the funding body supporting the student.

Some points to note

Withdrawal from the College means that the student is leaving with no intention of returning. Students are warned of the implications of this:

- it is extremely difficult to return to College once withdrawn as records will have been terminated, the funding body will have been informed and degree registration will have been terminated;
- your entitlement to financial support from your funding body may be affected - you are strongly advised to seek advice about this before making your decision (see below).

If there is any doubt as to whether or not the student will return to College, the 'Interruption' form should always be completed rather than 'Withdrawal' form. Once a final decision has been made a further form can be completed. Students should note that the College's Regulations allow for students to interrupt their studies for a maximum period of two years with the permission of the Academic Registrar. Exceptionally, periods of longer than two years' duration may be approved by the Academic Board.

Before completing a form you are strongly advised to seek advice from the College's Advice and Counselling Service about your position with your funding body. A decision to withdraw or transfer from your course, or interrupt your studies, will nearly always have an affect on your current and/or future entitlement to financial support. By getting accurate advice before making your decision, you will be able to make sure that you protect your entitlement to your funding wherever possible. Please contact the Advice and Counselling Service on 020-7882 5175 or visit the service on the Ground Floor of the Geography Building at Mile End.

Students should consult the Student Guide, issued at enrolment, for further information that may be of help when considering interrupting their studies or withdrawing from College. Further copies of the Guide may be obtained from Academic Registry.

Increasingly the College is asked to analyse the reasons for students leaving their programmes of study prematurely. In order that such requests may be met as accurately as possible, it would be helpful if the "other" and "not known" categories could be used as sparingly as possible.

The form should be completed by the student in conjunction with their adviser where possible and should then be returned to Academic Registry, Room CB05, Queens' Building, Mile End Road, London, E1 4NS.