

Interruption of Studies

Form INT1

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| **Notes**This form can be used for all taught programmes leading to an award of City, University of London.This form is part of Senate Regulation 19 (Assessment Regulations) and should be read in conjunction with: * [*Interruption of Studies and Withdrawal Policy*](http://www.city.ac.uk/__data/assets/pdf_file/0011/283088/interruption-of-studies-policy.pdf)
* [*Guidance relating to Interruption of Studies*](http://www.city.ac.uk/__data/assets/pdf_file/0007/289105/ios-student-guidance.pdf) *and Withdrawal*
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**Interruption of Studies Form - INT1**

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| Name of Student: |  |
| Student Number: |  |
| School: |  |
| Programme of Study: |  |
| Funding Body (where applicable): |  |
| Details of previous interruption (if any): |  |
| Interruption of studies from (exact date): |  |
| Number of months of interruption requested:  |  |
| Expected date of return: |  |

Please note: Interruptions can only be requested for a maximum of one year initially. Any further required leave must be requested before the first year of leave has lapsed.

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| Student Visa? | Yes |  | No |  |
|  |
| Apprenticeship programme? | Yes |  | No |  |
| *Note: If yes, please ensure that you or your Course Officer have notified the Apprenticeships Team* apprenticeships@city.ac.uk |
| Indication of primary reason for interrupting:  |  |
| Please explain why this period of interruption is requested and confirm that evidence (if appropriate) is attached to support the request.  |
|  |
| Have you contacted City Support Services in connection with your issues? If so, please list the Support Services you have approached (see the checklist on page 3) |
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If you are entitled to attend examinations and / or submit outstanding assessments at the next available opportunity (for those modules where the teaching has been completed), please list them below so that you can remain registered on those modules. This will determine the level of access you have whilst you are on a break.[[1]](#footnote-1)

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| --- | --- | --- | --- |
| Module Code | Module Title | Term/Semester? | Resit? |
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You should make an appointment with your Programme Director to discuss your circumstances and to consider all practicalities of interrupting your studies. At the meeting you and your Programme Director will agree the next steps and student support services which will be consulted when you return to study. When you return to studies you should review this table again with your Programme Director.

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| --- | --- | --- |
| **Planned action to be taken by the student on return to study** | **Required (y/n)?** | **Completed (y/n)?** |
| Inform your Course Officer about your intention to return to the course. |  |  |
| Submit the INT2 form to your Course Officer to inform them about your intention to return to the course. |  |  |
| Meet with Personal Tutor |  |  |
| Make an appointment with Disability Support |  |  |
| Make an appointment with Neurodiversity Support |  |  |
| Make an appointment with Academic Learning Support |  |  |
| Make an appointment with Mental Health Service |  |  |
| Provide medical or other relevant evidence of wellbeing |  |  |
| Contact Course Officer for advice about fee information |  |  |
| Attend a return interview with Programme Director (bring complete INT1 and INT2 forms and review column 3 of this table) |  |  |
| Note re-assessment dates |  |  |
| Meet with Course Officer and submit INT2 form |  |  |
| If you need a Student Visa sponsorship, submit [CAS Request Form](https://cityunilondon.eu.qualtrics.com/jfe/preview/SV_bQMggyVlcNuvwpv?Q_CHL=preview&Q_SurveyVersionID=current) |  |  |
| Check whether full access to university facilities has been restored |  |  |
| Download your timetable |  |  |
| Log on to Moodle and check whether you can see all the modules you are due to attend |  |  |
| Other – *add rows as appropriate*  |  |  |

**To be completed by Programme Director**:

If there are any reasons why this request to interrupt studies should not be accepted, or if the recommended interruption period is different to the one requested by the student, please give an explanation in the table below:

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Please state your reasons for supporting this request if no supporting evidence has been provided:

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New expected course completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Student’s signature |  | Date:  |
| Programme / Course Director’s name |  | Date: |
| Signature |  |

**Important Note**

Your tuition fees may change when you resume your studies. For more information, or if you need help with this form, please contact your Course Officer who will ask the Finance Team on your behalf.

A completed version of this form must be sent to your relevant Course Officer. For more details on where to send this form, please see page 6.

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| **Office Use only:** |
| Authorised by: |
| Dean’s Nominee’s name |  | Date: |
| Signature |  |  |
| Comments (if applicable) |  |  |
|  **To be completed by the Course Officer:** Course Officer’s name: | Date: |
| Additional Conditions: | *Checklist:* |
|  | Student Letter |[ ]
|  | Student Records Notification (NTW) |[ ]
|  | Send copy of the form to Programme/ Course Director |[ ]
|  | Finance Team notification |[ ]
|  | Apprenticeship Team notification (is applicable) |[ ]
|  | Tier 4 Notification (If applicable) |[ ]
|  | Quality Officer Notification |[ ]

**Details of where to send your completed form**

Upon completion of this form, you will need to submit it to your relevant Course Officer. Their details are as follows. If you are unsure of anything, please contact your Course Office.

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| City Law School  | The City Law School, Northampton Square, London, EC1V 0HBEmail: law@city.ac.uk  |
| School of Health & Psychological Sciences  | School of Health & Psychological Sciences, City, University of London, Northampton Square, London, EC1V 0HBPG Programmes: pghealth@city.ac.uk UG Programmes: ug.prereghealth@city.ac.uk  |
| School of Science & Technology  | School of Science & Technology, City, University of London, Northampton Square, London, EC1V 0HBPG Programmes: SST-PGOffice@city.ac.ukAviation Programmes: pgaviation@city.ac.ukUG Programmes:* Computer Science – UG.CS@city.ac.uk
* Mathematics – UG.Maths@city.ac.uk
* Engineering – UG.Engineering@city.ac.uk
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| Bayes UG Programmes | Bayes Business School, Undergraduate Programmes, Room E325, Drysdale Building, City, University of London, Northampton Square, London, EC1V 0HBEmail: bayes-ug-courseoffice@city.ac.uk |
| Bayes Specialist Masters Programmes | Bayes Business School, Specialist Masters Programmes, Level 3, 106 Bunhill Row, London, EC1Y 8TZ Course Operations Manager: Zoe Owen (z.owen@city.ac.uk) |
| Bayes Charity Programmes | Bayes Business School, Charity Programmes, Level 3, 106 Bunhill Row, London, EC1Y 8TZ Charities Programme Coordinator: Ute Spittler (u.spittler@city.ac.uk) |
| Bayes MBA Programmes | Bayes Business School, MBA Programme, 200 Aldersgate, London, EC1A 4HDMBA Course Office Manager: Lorraine Potter (l.l.potter@city.ac.uk) |
| School of Communication & Creativity | School of Communication & Creativity, A129, College Building, City, University of London, Northampton Square, London, EC1V 0HB Email: scc-support@city.ac.uk |
| School of Policy & Global Affairs | School of Policy & Global Affairs, A129, College Building, City, University of London, Northampton Square, London, EC1V 0HB Email: spga-support@city.ac.uk |
| LEaD | Learning Enhancement and Development, Northampton Square, London, EC1V 0HBEmail: maap@city.ac.uk |

Last Updated: August 2022

Next Update: August 2023

1. Please note, any assessment requests will be verified with the University’s central record system. [↑](#footnote-ref-1)