



Notes:

- to find the form via search engine, use these keywords: "Interruption Approval Form AMBS/Engineering/SEED"
- Approval form must be signed, submitted, and must provide the supporting evidence such as letter from General Practitioner, medical bills, etc.
- If you are a scholarship awardee, you must also inform the organisation about your interruption.
- The entire process must be communicated with your appointed academic advisor.

A. Approval Process

1. You should apply for an interruption by completing the relevant School Interruption Approval Form. This should be available from your school intranet or the relevant School Undergraduate/Student Support or Postgraduate Office.
(<https://documents.manchester.ac.uk/display.aspx?DocID=60475>)
2. You should complete the approval form, sign it and attach supporting evidence, for example, a doctor's note for medical reasons for an interruption request. You are discussing with the appropriate adviser when your interruption starts and ends, which would be best.
3. The form and attachments will be treated as confidential; (however, there may be circumstances in which confidentiality cannot be maintained, e.g. for the protection of a student or other individuals). The information will be circulated only as necessary to enable a decision to be reached on your application, and any reporting requirements or statistical data collection will not identify you as an individual. Your school reserves the right to request further information from any source already named in your application or the supporting material without making any other reference to you.
4. Once the application has been considered and decided upon, the school will write to you to let you know their decision.

B. For Applications that are approved – inform funders/ sponsor

If your application is approved, it is your responsibility to notify any organisation or person who is funding your education. In particular, you should inform the Student Loans Company if you are a home student and any sponsoring body if you are a home or overseas student.

C. During the interruption

During your period of interruption, you will not be a registered student of the University, and your right to be on university premises will be that of a public member. It would be best if you did not undertake work on university premises as the University's insurance arrangements will not cover you. You should also note that you will lose onsite IT and student library access; however, you can retain remote IT access to your student email account, the student portal and Campus Solutions, and you will also have access to Blackboard. You do need to ensure, however, that, if necessary, you save work and provide alternative forwarding contact email details to your school.

D. Maintaining Contact

During your interruption, you are responsible for maintaining contact with the appropriate person in your School, e.g., your Academic Advisor, Programme Director, etc. In certain circumstances, you may be permitted to take examinations during your period of interruption. You are responsible for determining when and where these examinations will occur and paying any required fee.

E. Notice of return

1. You should indicate your intention to return to study after your interruption by completing a 'Return to Study Form' (to be provided by your School or using the School's alternative method of informing them about your return) and returning it to your School at least one month before your agreed return date. If the period of interruption is less than one month, your School will decide on the timescale for submission of the Form/confirmation of your return date.
2. Your School will attempt to contact you to offer support about a potential return to study; there is a requirement for you to meet with (or speak to) your School to discuss your return to check before your return.
3. If your School does not manage to contact you, or you do not engage with the school with regards to your return from interruption, please see paragraph 9.5: if 30 days have passed following your expected date of return and your School has not heard from you, they can deregister you from the student system and formally withdraw you from the University, issuing an exit award, if appropriate.

F. Return to Study in cases of medical-related interruptions.

1. Suppose your interruption was permitted as a result of medical-related reasons. In that case, you must provide a letter from your healthcare professional which states that you are fit to return to your studies. Suppose your circumstances need to be sufficiently rectified to allow you to return. In that case, you will need to apply for a further interruption, but you should not assume that this will automatically be granted.
2. You may also be referred to the University's Occupational Health office, which may, with your permission, need to contact your healthcare professional for updated information about your medical/health issues and your fitness to return to study and meet the requirements of your specific programme. Suppose you do not consent to a referral to Occupational Health or do not provide medical evidence. In that case, the school will decide whether there is sufficient information to assess whether you can return to study.
3. Where there is a decision to be made on your fitness to return to study, your School will inform you of this decision in writing before the agreed return date.

G. Return from interruption

1. You will be invited to attend a return to study meeting with relevant staff within your programme/School, generally within two weeks of your return.
2. It is essential to realise that your School may need to be able to provide an identical teaching, supervision and assessment experience on your return as would otherwise have been the case. Programmes of study and regulations change to reflect developments in the subject, requirements of external bodies, and the resources available to the University. While your School will try to make reasonable provision for you following your interruption, you need to accept that permission for an interruption is a privilege and not a right. You may need to do additional work in your own time to put you in a position to benefit from your return to study, and your return may need to be scheduled to fit the needs of your programme. You must abide by any reasonable return date and fulfil registration requirements. Suppose the regulations and requirements of the University and your programme

have changed when you return. In that case, you will generally be subject to the rules and the requirements applicable to the cohort of students that you will then join unless a significant change has occurred, which means that the regulations and requirements are less favourable to you. In such a case, your programme team or School will discuss with you at your return to study meeting about returning subject to the University regulations or programme requirements you were initially registered under.

3. Suppose you believe that you require additional support on your return in relation to health or disability issues. In that case, you can discuss with your Programme/School contact regarding liaising with the University's Occupational Health and/or Disability Advisory and Support Service (DASS).
4. You should inform your Programme Director (or equivalent) and the appropriate Programme/School Administrator on your return from interruption. You may be required to re-register on your return, but this would depend on the registration cycle and your return date. If you are required to re-register but fail to do so within 30 days of your expected return, you can be withdrawn from your degree programme.
5. Your School should attempt to contact you if you fail to return and re-register at the expected date of return following an interruption. However, if 30 days have passed following your expected date of return and your School has not heard from you, they can deregister you from the student system and formally withdraw you from the University, issuing an exit award, if appropriate.
6. If you are a non-EU student in the UK on a visa, you will need to fulfil all of the requirements of your visa. You should consult the Student Immigration Team in respect of queries relating to visa extensions, work permissions, or return from interruption (email: visa@manchester.ac.uk).

H. Applications which are not approved - Students' right to appeal

If your application for interruption is declined by your School, you have a right to appeal against this decision. In this instance, you are advised to refer to the University's Academic Appeals Procedure (General Regulation XIX:

- [Regulation XIX: Academic Appeals Procedure](#)

I. Examples of acceptable types of circumstances

The following circumstances are typical of what may be considered grounds for applying for an interruption to a programme. This list is not definitive and even if a circumstance is listed, it does not mean that an application for interruption on the grounds of the particular circumstance will automatically be approved; applications are considered on a case-by-case basis:

- Serious physical or mental illness of the student;
- Death / serious illness of a partner, close family member or close friend;
- Unforeseeable or unpreventable events such as distress or injury caused by a serious accident; the effects of being the victim of a criminal act or the distress or serious disruption caused by fire, flood or other natural catastrophe;
- Extreme family or financial circumstances leading to stress;
- Breakdown of essential equipment where a student is unable to continue a project and the use of alternative equipment is not possible;
- Jury Service;
- Maternity, paternity/shared parental or adoption leave (see below)
- Delays in progress due to unforeseen problems (e.g., moving of offices/buildings, supervisor changes etc.) which are outside of the student's control.

Maternity leave - Students may interrupt their studies for the purpose of maternity leave at any time from 28 weeks of the pregnancy for a maximum period of 12 months during their degree. The period of leave must be taken in one consecutive block.

Paternity/shared parent leave - an expectant or new mother can choose to share her parental leave with her partner, so the partner of a pregnant student can apply for an interruption to take time out of their studies in order to provide parental care. A maximum of 12 months interruption can be granted between the two partners.

Adoption leave - Students who are adopting a child may interrupt their studies for a maximum 12-month period during their degree. The period of leave must be taken in one consecutive block.

J. Examples of unacceptable types of circumstances

The following circumstances will not normally be regarded as grounds for applying for an interruption or an extension:

- The student is unaware of policy and application procedures for interruptions and/or extensions for coursework/assessment. It is ultimately the student's responsibility to ensure that they are aware of all policies and procedures relevant to their degree;
- Work commitments that do not contribute significantly towards the student's programme of study or future employability;
- Vacations such as expeditions, recreational sporting activities or long-term holidays;
- Inadequate planning and time management;
- Normal pregnancy (excluding standard maternity leave entitlement);
- Difficulties with the English language (including delays as a result of proofreading);
- Computer or other equipment failure where use of an alternative is possible or any loss of work was avoidable.

K. Examples of other circumstances which Schools may wish to consider favourably

Exceptional circumstances or situations may arise which fall outside of these examples of what would normally be accepted or not accepted as grounds for interruption. In these cases, Schools have the flexibility to make decisions regarding the acceptance of applications for interruption. It is at the discretion of Schools to determine whether the following circumstances should be considered as grounds for interruption. However, in these cases, there should be no detrimental effect on the student's academic progression:

- High level sporting activities (e.g. a student representing their country at events);
- Circumstances that demonstrably enhance a student's employability, which may in some circumstances include:
- Work commitments that contribute significantly towards the student's programme of study or future employability;
- Further primary research and/or laboratory work;
- Exchanges/placements that do not form part of your degree programme;
- Voluntary service overseas.