

**DEPARTMENT OF CHEMISTRY**

**UNDERGRADUATE STUDENTS - APPLICATION FORM FOR  
INTERRUPTION AND/OR REPEAT OF STUDIES**

<b>FOR OFFICE USE ONLY</b>	<b>Date Received by Education Office</b>

**A. Personal Details – to be completed by student**

A1. Family name		
A2. Other names		
A3. Registration Number		
A4. Degree	Award (e.g. BSc, MChem)	Programme title (e.g. Chemistry, Chemistry with IE)
A5. Year of first registration		
A6. Year on programme	(i.e. 1, 2, 3, 4 or 5)	
A7. Requested date the interruption will start		
A8. Requested date the interruption will end		
A9. Any previous interrupts/repeats	yes or no  if yes then please give a brief summary of reasons for previous interruption	
A10. Name of your personal tutor / supervisor		
A11. Contact information during period of interruption	Address:   Telephone:  Email:	

**B. Reasons for Programme Interruption, and/or Repeat – to be completed by student**

B1. Please describe, in full in your own words, the main reasons for requesting this interruption and/or repeat of programme  
  
(continue on a separate sheet if necessary, or submit a separate signed letter, and attach any relevant supporting information)

B2. Please tick as many selections that apply to your reasons for interrupting your programme.

- Financial problems
- Health problems (medical evidence must be supplied)
- Personal or family problems
- Work experience
- Change of programme

**Note to student:**

You must have this form signed by your personal tutor/supervisor or other appropriate person who will arrange for Part C to be completed. The information supplied by you or your Department will be treated as confidential but will need to be made known to those persons processing and adjudicating your application. Your Department will provide any relevant information which will include a statement of your academic record. You should ensure you are aware of the implications of interrupting your programme and any financial consequences.

Having interrupted or restarted your programme, and so not proceeded normally in a continuous period of study, when you are readmitted to the University in September you will do so under the regulations then pertaining to students of the cohort that you are joining whether those regulations are more or less favourable than the regulations under which you were previously admitted.

**Declaration by student:**

I confirm that the information I have given is correct to the best of my knowledge and that I fully understand the implications of the application that I am making.

Signed: \_\_\_\_\_

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

**C. Information and Recommendation – to be completed by Tutor**

C1. Department comments

(continue on a separate sheet if necessary, or submit a separate signed letter)

Please attach a full academic record of results in all course units so far attended (including resit attempts and the current academic year)


C2. Date of last attendance

Completed by:

\_\_\_\_\_ Date: \_\_\_\_\_  
print sign

Position :

\_\_\_\_\_

Personal tutor / supervisor:

\_\_\_\_\_ Date: \_\_\_\_\_  
print sign

Designated Department authority:

\_\_\_\_\_ Date: \_\_\_\_\_  
print sign

**When completed please send to: Kathryn Hopkins, Senior Education Officer, Ground Floor, Chemistry Building**

**D. To be signed by The Director of Teaching**

D1. Comments


D2. Decision

Signed:

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