

**Notification to Faculty of Interruption Requests by Students on PGT or UG Programmes**

**2020-21 Academic Session**

The University document entitled ‘Principles for Granting Interruptions to an Undergraduate or Postgraduate Taught Programme of Study’ stipulates that ‘*Schools should report to their Faculty quarterly the outcomes of all applications received*’ (paragraph 2.3).

The full document can be found at: <http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/learning/interruptionstotaughtprogrammes/>

The outcomes of all applications for interruptions received in Schools will be received for information (and any action required to inform strategic matters) at the Faculty’s Teaching & Learning Committee.

Due to the differing administrative structures in Schools three proformas (postgraduate taught students; undergraduate students; postgraduate taught and undergraduate students) have been attached for reporting the requests for interruptions received in Schools to the Faculty (more rows can be added to the proformas if you have received more requests). The appropriate form(s) should be completed by each School and forwarded to the Faculty.

The dates for submission of the completed form(s) for the 2020-21 academic session are:

16 October 2020

11 January 2021

26 February 2021

21 May 2021

The completed form(s) should be sent electronically to Susan Rowe ([susan.rowe@manchester.ac.uk](mailto:susan.rowe@manchester.ac.uk)) by the above dates.

If you have any questions about the above please do not hesitate to contact me:

[susan.rowe@manchester.ac.uk](mailto:lmcaleese@manchester.ac.uk)

**Faculty of Humanities**

**Notification of Interruption Requests by Students on Postgraduate Taught and Undergraduate Programmes 2020-21 Academic Session**

In line with the University’s document entitled ‘Principles for Granting Interruptions to an Undergraduate

or Postgraduate Taught Programme of Study’ this form should be completed quarterly, by Schools, and returned to the Faculty for reporting at the Faculty’s Teaching and Learning Committee. Each request received by the School from a student wanting to interrupt their programme of study should be reported below, whether the request was approved or declined by the School. More rows can be added to the tables if you have received more requests (please do not add any additional columns e.g. students’ name/ID number etc or include the students identity anywhere on the form)

Please ensure that the brief outline for the ‘reason of the request’ gives sufficient detail and doesn’t just state for instance medical/personal etc, fuller descriptions will allow the Faculty to monitor reasons for requests and identify potential areas where further support can potentially be given/developed.

The dates for submission of the completed form(s) for the 2019-2020 academic session are:

16 October 2020

11 January 2021

26 February 2021

21 May 2021

The completed form(s) should be sent electronically to Susan Rowe ([susan.rowe@manchester.ac.uk](mailto:susan.rowe@manchester.ac.uk)).

**Name of School**:

**A. Postgraduate Taught Students**

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| --- | --- | --- | --- | --- |
| **Brief Outline of Reason for Request** | **Interruption Approved/ Declined** | **Duration of Interruption Approved** | **Year of Student (if part-time)** | **Retrospective**  **Request** |
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**B. Undergraduate Students**

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| **Brief Outline of Reason for Request** | **Interruption Approved/ Declined** | **Duration of Interruption Approved** | **Year of Student (if part-time)** | **Retrospective**  **Request** |
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**Form Completed By:**

**Role:**

**Date:**

**Faculty of Humanities**

**Notification of Interruption Requests by Students on Postgraduate Taught Programmes 2020-21 Academic Session**

In line with the University’s document entitled ‘Principles for Granting Interruptions to an Undergraduate

or Postgraduate Taught Programme of Study’ this form should be completed quarterly, by Schools, and returned to the Faculty for reporting at the Faculty’s Teaching and Learning Committee. Each request received by the School from a student wanting to interrupt their programme of study should be reported below, whether the request was approved or declined by the School. More rows can be added to the table if you have received more requests (please do not add any additional columns e.g. students’ name/ID number etc or include the students identity anywhere on the form)

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**Name of School**:

**Postgraduate Taught Students**

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| **Brief Outline of Reason for Request** | **Interruption Approved/ Declined** | **Duration of Interruption Approved** | **Year of Student (if part-time)** | **Retrospective**  **Request** |
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**Form Completed By:**

**Role:**

**Date:**

**Faculty of Humanities**

**Notification of Interruption Requests by Students on Undergraduate Programmes 2020-21 Academic Session**

In line with the University’s document entitled ‘Principles for Granting Interruptions to an Undergraduate or Postgraduate Taught Programme of Study’ this form should be completed quarterly, by Schools, and returned to the Faculty for reporting at the Faculty’s Teaching and Learning Committee. Each request received by the School from a student wanting to interrupt their programme of study should be reported below, whether the request was approved or declined by the School. More rows can be added to the table if you have received more requests (please do not add any additional columns e.g. students’ name/ID number etc or include the students identity anywhere on the form)

Please ensure that the brief outline for the ‘reason of the request’ gives sufficient detail and doesn’t just state for instance medical/personal etc, fuller descriptions will allow the Faculty to monitor reasons for requests and identify potential areas where further support can potentially be given/developed.

The dates for submission of the completed form(s) for the 2019-2020 academic session are:

16 October 2020

11 January 2021

26 February 2021

21 May 2021

The completed form(s) should be sent electronically to Susan Rowe ([susan.rowe@manchester.ac.uk](mailto:susan.rowe@manchester.ac.uk)).

**Name of School**:

**Undergraduate Students**

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| **Brief Outline of Reason for Request** | **Interruption Approved/ Declined** | **Duration of Interruption Approved** | **Year of Student (if part-time)** | **Retrospective**  **Request** |
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**Form Completed By:**

**Role:**

**Date:**

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| **Policy / Procedure Title:** | Notification to Faculty of interruption requests |
| **Date Approved:** | September 2020 |
| **Version:** | V1 |
| **Supersedes:** | N/A |
| **Related Statutes, Ordinances, General Regulations:** | N/A |
| **Related Policies / Procedures / Guidance:** | [Policy on Interruptions to Undergraduate and Postgraduate taught programmes of study](http://documents.manchester.ac.uk/display.aspx?DocID=26092)  [Guidance for staff on Interruptions to Undergraduate and Postgraduate taught programmes of study](http://documents.manchester.ac.uk/display.aspx?DocID=4779) |
| **Document Owner:** | [Lisa McAleese](mailto:lmcaleese@manchester.ac.uk), HUMs Teaching, Learning & Student Experience Manager |
| **Lead Contact:** | [Susan Rowe](mailto:susan.rowe@manchester.ac.uk) |