**Queen’s University Belfast**

**School of Medicine, Dentistry & Biomedical Sciences**

**Centre for Medical Education**

Permission Form for Year Out – 2023/24

Any student wishing to take a break in their undergraduate studies to undertake an Intercalated Degree, Masters programme or a Gap Year must complete the form below and have it signed by the relevant member of staff (see below).

All completed forms must be submitted to ***Mrs Joanna Scott, Student Support & Progress Officer, Centre for Medical Education, Whitla Medical Building, by 27 January, 2023***

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Year: \_\_\_\_\_\_\_\_\_\_\_

Student email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for year out:

Intercalating internal – BSc (Contact: Dr Clare Foy, Centre for Biomedical Sciences, 1st Floor, WMB ([c.foy@qub.ac.uk](mailto:c.foy@qub.ac.uk))

MRes/MSc/MPH (Contact: Postgraduate Office, School of Medicine Dentistry & Biomedical Sciences, 2nd Floor, WMB ([pgoffice.smdb@qub.ac.uk](mailto:pgoffice.smdb@qub.ac.uk))

Intercalating – External (initial enquiries to: Mrs Joanna Scott, CME, Ground Floor, WMB)

Gap Year (initial enquires to: Mrs Joanna Scott, CME, Ground Floor, WMB)

**PLEASE NOTE:** **After signing this form to confirm your intention to take a year out you will be withdrawn from the clinical allocations process for the academic year 2023/24.** If your plans subsequently change and you no longer wish to undertake this period of withdrawal then you must inform Mrs Joanna Scott ([joanna.scott@qub.ac.uk](mailto:joanna.scott@qub.ac.uk)) ASAP. Whilst every effort will be made to identify clinical allocations for you this cannot be guaranteed and students who have indicated they intend to take a year out will not normally be able to swap or rank any clinical allocations which may be identified for them.

**Student Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please ensure that you have met with the appropriate member of staff in Biomedical Sciences and/or the Postgraduate Office to discuss your plans for intercalating. Their signature is required below to complete this application (e-signatures are sufficient at this time):***

Please confirm that this student has expressed an interest in taking time out from their undergraduate studies.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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