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| An interruption of study is appropriate when a student is unable to engage with the programme of study for reasons such as medical grounds. Periods of interruption do not count towards the total permitted period of study.This form should be completed by Postgraduate Research (PGR) student, sent by email to the Principal Supervisor for approval, and then forwarded by email to the Graduate School for further action. Supporting documents must be attached as appropriate.Graduate Schools should email a copy of the completed form and supporting evidence to the College PGR Office at pgrcse@ed.ac.uk |
| Please refer to the PGR Degree Regulations and Programmes of Study, at <http://www.drps.ed.ac.uk/>, and guidance for interruption and extension of study, at <http://www.ed.ac.uk/files/atoms/files/pgrinterruption.pdf> before completing this form. |

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| Please note before completing:* The total period of authorised interruption of study must not exceed 100% of the prescribed period of study
* Any single period of authorised interruption of study must not exceed 12 months
* Start dates cannot be retrospective
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| Student Surname |   | Student Forename |   |
| School |   | UUN |   |
| Tier 4 visa holder(please tick as appropriate) | Yes [ ]  | No [ ]  |  |

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| **Requested Interruption Dates** |
| Start date of interruption |   | End date of interruption |   |

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| **Reasons and Supporting evidence (please tick as appropriate):**  |
| **Family /Caring Responsibilities**(give reasons below) | **Financial Reasons** (give reasons below) | **Health/Medical Reasons**(medical certificate required) | **Maternity/****Paternity** **Leave**(MatB1 or copy of Birth Certificate required) | **Professional Non-credit bearing Internship**(offer letter required) | **Personal Reasons/Other Reasons**(enclose supporting evidence) |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Reasons For Interruption of Study Request** |
| *Provide details on the reason ticked above* (box will expand with text) |

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| Supporting Documentation Attached*(please list any documentation that you are attaching to this form)* |   |

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| For Tier 4 students only:Please tick to confirm you have sought advice from Edinburgh Global about impact of interruption on visa status<http://www.ed.ac.uk/global/student-advisory-service> | [ ]  |

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| Please state your source of funding:*e.g. self-funded, EPSRC etc.* |  |
| Please tick to confirm that you have sought advice about the impact of interruption on your funding. | [ ]  |

**For completion by the Graduate School/Supervisor**

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| If the programme is ‘PhD with Integrated Study’ Please confirm whether or not the student will be interrupting courses for credit. If so, when will the student be able to complete credits? |  |

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| --- | --- | --- | --- |
| APPROVED BY | Print Name | Signature | Date |
| Student\* |  |  |  |
| Supervisor\* |  |  |  |
| Head of Graduate School\* |  |  |  |
| College\* |  |  |  |

*\*An e-mail from the student/supervisor/HoGS/College Dean confirming approval is acceptable*

**For completion by the College Office once EUCLID updated**

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| --- | --- | --- | --- |
| Name |  | Date |  |

**Document control (College Office use only)**

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| Date approved: 14 July 2017Start date: 1 August 2017 | Amendments:  | Date for next review: April 2018 |
| Contact: Academic Policy Officer | Department: Academic Affairs, College of Science and Engineering | Email: pgrcse@ed.ac.uk |
| If you require this document in an alternative format please email: pgrcse@ed.ac.uk  |