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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 may be attached as appropriate.  Graduate Schools should email a copy of the completed form and any supporting evidence to the College PGR Office at [pgrcse@ed.ac.uk](mailto:pgrcse@ed.ac.uk) |
| Please refer to the PGR Degree Regulations and Programmes of Study, at <http://www.drps.ed.ac.uk/>, the guidance for interruption of study at <https://www.ed.ac.uk/files/atoms/files/authorisedinterruption.pdf> and the Code of Practice for Supervisors and Research Students at [Code of Practice 2021 (ed.ac.uk)](https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf) (Section 5.2) 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 Details** | | | | |
| Student Surname |  | | Student Forename |  |
| School |  | | UUN |  |
| Student Route/Tier 4 visa holder (tick) | Yes | No |  | |
| **Requested Interruption Dates** | | | | |
| Start date of interruption |  | | End date of interruption |  |
| New maximum end date |  | |

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| **Reason for interruption (please tick as appropriate)** | | | | | |
| **Family/Caring Responsibilities** | **Financial Reasons** | **Health/Medical Reasons** | **Maternity/**  **Paternity** **Leave** | **Professional Non-credit bearing Internship** | **Personal Reasons/Other Reasons** |
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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 have been asked to provide, if relevant, and send with form)* |  |

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| For Student Route/Tier 4 visa holders only:  Please tick to confirm you have sought advice from the University Student Immigration Service about impact of an interruption on your visa status  <https://www.ed.ac.uk/student-administration/immigration/contact-us> |  |
| Please state your source of funding  *(e.g. self-funded, EPSRC)* |  |
| Please tick to confirm that you have sought advice about the impact of an interruption on your funding. |  |

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

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| If the programme involves courses for credit, please confirm that the student will be able to complete required credits in future. |  |

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| Graduate School / Supervisor comments (optional) |
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| Please outline your return to study plan |
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| **APPROVED BY\*** | **Print Name** | **Signature** | **Date** |
| Student |  |  |  |
| Supervisor |  |  |  |
| Head of Graduate School |  |  |  |
| College |  |  |  |

*\*Emails confirming approval are acceptable*

**For details on why we need this information and how we use it, please see:**

<https://www.ed.ac.uk/academic-services/students/privacy-notices>

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

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| Date approved: 1 April 2022  Start date: 1 April 2022 | Amendments:  Updated link to Student Immigration Service  Added link to Code of Practice for Supervisors and Research Students  Added section on courses for credit  Included references to Student Route visa (formerly Tier 4) | Date for next review: April 2023 |
| Contact: Postgraduate Research Support Officer | Department: Academic Affairs, College of Science and Engineering | Email: [pgrcse@ed.ac.uk](mailto:pgrcse@ed.ac.uk) |