UCL Student and Registry Services

UCL, Gower Street London WC1E 6BT

researchdegrees@ucl.ac.uk

**Research Degree Students – Application for Interruption of Study**

**Guidance Notes**

If you require a temporary break from your studies and plan to resume your registration at a future date you will need to apply for an interruption of study. You may apply for an interruption of up to one year in the first instance and for a maximum of two years in total.

You should make the application in advance of the proposed interruption. Retrospective interruptions going back more than a month from when the interruption is received by Student Records will require the approval of the Chair of the Research Degrees Committee.

You should discuss any changes in registration with your supervisor or Departmental Graduate Tutor before making your application. They will consider your options with you to help you make the right decision. You should also read the guidance at <https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies>.

Please refer to the [**Academic Manual**](http://www.ucl.ac.uk/srs/academic-manual/overview) available at[**http://www.ucl.ac.uk/srs/academic-manual/overview**](http://www.ucl.ac.uk/srs/academic-manual/overview)before making any requests to change your academic record.

You will be liable for fees up to the date your interruption starts and for any increase in fees in the session you return. For full information please see <https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies>. Please provide details of how your studies are funded so your department can make the appropriate arrangements to inform your funding body if necessary. On the form you should give your last date of attendance for reporting to your funding body; your interruption will begin the day after your last date of attendance.

1. Applications for first interruptions require departmental/divisional approval. Please complete page 2 and pass to your supervisor, Departmental Graduate Tutor or research administrator to arrange for page 3 to be completed and then to forward to Student Records – researchdegrees@ucl.ac.uk
2. Applications for interruptions totalling more than two calendar years will require the approval of the Chair of the Research Degrees Committee in addition to that of the department/division. Your department must use this form to provide a supporting statement and provide any additional evidence.
3. If you interrupt, you must re-enrol on or within two weeks of the date specified for your return. You will be liable for fees from the date specified for your return.

##### Important Information for Tier 4 Students

If you are hold a Tier 4 visa you will be required to leave the UK for the duration of the interruption and re-apply for a new visa in order to return to UCL. In some cases, you may be eligible for authorised absence. In this case, UCL will continue to sponsor your visa and you will not be required to leave the UK. The maximum duration of a period of authorised absence is 60 days. For further information please email visacompliance@ucl.ac.uk.

You must comply with visa requirements to safeguard your immigration status and future entry to the UK. Under the Points Based Immigration System (PBIS) UCL is legally required to notify UKVI of any changes to a student's status.

For further information and guidance on how these changes may affect your immigration status please contact the Student Immigration Compliance Team: visacompliance@ucl.ac.ukUCL Student and Registry Services

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**Interruption of Study - Research Degree Students**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Department: |  |
| First Names: |       |
| Student number: |  | Programme *(e.g. PhD Physics):* |  |
| Faculty: |  |

**Interruption Details**

|  |  |
| --- | --- |
| Last date of attendance: |       |
| Date of return to study:  |       |

**Reason** *(please tick one box only).*

Please supply your department with appropriate supporting evidence in English when they request this.

|  |  |
| --- | --- |
| [ ]  Maternity leave | [ ]  Financial Difficulties |
| [ ]  Medical – Physical or mental health related | [ ]  Job Commitments/Internship |
| [ ]  Disability – long term condition | [ ]  Academic |
| [ ]  Personal/Caring responsibilities | [ ]  Other *(please detail in statement below)* |

Please give your source of funding

|  |
| --- |
|       |

Have you previously interrupted your studies?

|  |
| --- |
| [ ]  NO  |
| [ ]  YES  |
| Dates of previous interruption:  | from:       | to:       |

|  |
| --- |
| **Supporting Statement:**      |

**Student Declaration**

I confirm that the information I have given is correct to the best of my knowledge and that I understand the implications of interrupting my registration in accordance with UCL’s guidance notes. I understand that if I hold a Tier 4 visa my interruption will be reported to the UKVI unless I am permitted a period of authorised absence.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature: |  | Date: |       |

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**Interruption of Study - Research Degree Students (continuation)**

**Departmental Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Surname: |  | Student Number: |  |
| First Names: |       |

[ ]  REFER to Student Support and Wellbeing before re-enrolment is permitted

 **For students holding a Tier 4 visa only**

[ ]  I confirm this interruption should be recorded as authorised absence. The period of absence will not exceed 60 days and the student must still complete the programme within their existing period of leave on their visa. For UKVI purposes, I confirm that for UKVI purposes, the department will record the authorised absence in a retrievable and auditable manner and continue to engage with the student. For further information, please contact visacompliance@ucl.ac.uk

**For Research Council UK and other externally funded students**

[ ]  I confirm I have notified the relevant DTP/DTC Manager or other departmental contact of the details of the interruption. I have referred to the information available on the Research Services website to ensure that interruption is also reported to Research Studentships Unit staff in Research Services: <https://www.ucl.ac.uk/research-services/research-studentships/studentship-interruptions>

**For students funded by a Student Finance England Doctoral Loan**

[ ]  I confirm I have notified the relevant Faculty Office contact of the details of the interruption including the student’s last date of attendance and the reason for the interruption. This is in order for a Change of Circumstances notification to be sent to Student Loans Company.

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| --- |
| **Principal Supervisor’s comments:**       |

|  |  |
| --- | --- |
| Principal Supervisor (print name): |       |
| Signature: |  | Date: |       |
| Departmental Graduate Tutor/HOD/PGR Administrator(print name and delete as appropriate) |       |
| Signature: |  | Date: |       |

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**For Office use – Student Records**

|  |
| --- |
| [ ]  REFER for consideration of suspension of regulations |

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| --- |
| **Comments:**      |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |       |

**Chair, Research Degrees Committee**

|  |
| --- |
| [ ]  APPROVED |
| [ ]  APPROVED, subject to conditions set out below |
| [ ]  NOT APPROVED |

|  |
| --- |
| **Comments:**      |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |       |

**Please submit this form to** **researchdegrees@ucl.ac.uk**