



### **INTERRUPTION OF STUDY**

- i) Interruption of Study is for students who require taking a temporary break from their studies and plan to resume their studies at a future date.
- ii) Students holding a Tier 4 visa 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.

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

#### **Guidance for students and staff:**

#### **Making an Application**

Applications should be made in advance of the proposed interruption. Retroactive interruptions going back more than a month from when the interruption reaches Student Records require the approval of the Dean of Students (Academic).

#### **Undergraduate and Graduate Taught Students**

- i) Applications for first interruptions of up to one calendar year require departmental and Faculty approval. The faculty will notify Student Records.
- ii) Applications for repeat interruptions or those in excess of one calendar year will be require the approval of the Dean of Students (Academic), in addition to that of the department and Faculty.
- iii) The Faculty must forward the form to the Student Records office within one month of effective date of interruption. If received later, the effective interruption date will be the date of receipt, not the date on the form.
- iv) Modular/Flexible programmes cannot be interrupted.

**[Download an application form \[Word File\]](#)**

## Graduate Research Students

- i) Before applying for an interruption, students must read and understand the regulations that can be found in the guidance to regulation 2.6 in section 1 of the [Academic Regulations for Research Degree Students \(PhD, MPhil and EngD\)](#).
- ii) The supervisor must e-mail [Student Records](#), and copied to the relevant Faculty Tutor, giving the following information:
  - a) Student Number
  - b) Effective Date of Interruption
  - c) End Date of Interruption
  - d) Reason for Interruption
- iii) The email must be sent within one month of the effective date of interruption. If received later, the effective interruption date will be the date of receipt of the email.
- iv) Funded research students should also refer to the [Finance website](#).

## **Resuming your studies after a period of interruption**

### Undergraduate Students

Students must email their Faculty one month prior to the expected date of return to confirm that they intend to re-enrol. Their Faculty must then confirm their intention to re-enrol to the [Student Records](#) office in advance of the return date so that UCL can re-instate the student's record. Students will not be able to re-enrol until Student Records have received this confirmation from the Faculty and have re-instated the student's record.

### Graduate Taught and Research Students

Students must email their Department and the [Student Records](#) office one month prior to the expected date of return so that UCL can re-instate their record. Students will not be able to re-enrol until Student Records have received this confirmation and re-instated record.

### Re-enrolling

Before they can re-enrol students must have paid the appropriate fees, or provided evidence of sponsorship, to the [Student Fees office](#) (Tel: 020 7679 4125/4128).

Students must re-enrol within two weeks of their date of return. Failure to re-enrol may result in the closure of the student's record.

Students re-enrolling in September and October will need to re-enrol on-line via PORTICO. It is their responsibility to contact [Information Systems](#) to ensure that their username and password are correct.

Students re-enrolling during the months November to August will need to re-enrol in person at the Student Centre. Visa national students need to bring their passport and current visa with them when they come to enrol.