UCL Student and Registry Services

UCL, Gower Street London WC1E 6BT

researchdegrees@ucl.ac.uk

**Guidance** is available from the [Interrupting or Withdrawing from your Studies website](https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies).

**If you are an international student with a Tier 4 visa,** you may be required to leave the UK for the duration of your interruption. For queries regarding your Tier 4 visa, [please contact the UCL Visa Compliance team.](mailto:visacompliance@ucl.ac.uk)

## Interrupting can affect your funding. Please ensure you read the [Funding Information for Interrupting and Withdrawing Students](https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies#funding).

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| **INTERRUPTION REQUEST** **For completion by the student** | | | | | | | | |
| **Surname:** |  | | | | **Student Number:** | | |  |
| **First Names:** |  | | | | | | | |
| **Programme*:*** |  | | | | **Year of Study:** | | |  |
| **Department:** |  | | | | **Faculty:** | | |  |
| **On what date would you like the interruption to start?** | | | | | | | |  |
| **On what date will you to return to study?** | | | | | | | |  |
| **Reason for Interruption - please tick:** | | | | | | | | |
| Academic reasons | | | | | | Medical | | |
| Maternity/ paternity/ parental/ adoption leave | | | | | | Personal/caring responsibilities | | |
| Financial difficulties | | | | | | Job commitments/internship | | |
| Other - please specify: | | |  | | | | | |
| **Have you** **interrupted your studies before?** | | | | | | | | |
| No | | Yes (if yes, please provide details in your Supporting Statement below) | | | | | | |
| **Dates of previous interruption:** | | | | From: | | | To: | |

|  |  |  |  |
| --- | --- | --- | --- |
| Supporting Statement: Please explain why you wish to interrupt your studies: | | | |
|  | | | |
| **Students holding a Tier 4 visa:** | | | |
| My interruption will last for less than 60 days and I wish to apply for authorised absence | | | |
| My interruption will last for more than 60 days. I understand that if I hold a Tier 4 visa my interruption will be reported to the UKVI. | | | |
| **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 from my current programme, in accordance with [UCL’s guidance notes](https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies). | | | |
| Student Signature: |  | Date: |  |

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| Departmental SUPPORTING STATEMENT | | | | |
| **Departmental recommendation:** | | | | |
| Supported: recommend to Research Degrees for formal consideration | | | | |
| Not supported: respond to student | | | | |
| **If supported, does the student require a Return to Study Welfare Review with Student Support and Wellbeing before they return to UCL?** | | | | |
| Yes | | No | | |
| **If the student is funded by a Research Council UK or other funding body, I confirm I have notified the absence to the DTP/DTC Manager or other departmental contact or the** [**Research Studentship Unit staff in Research Services**](https://www.ucl.ac.uk/research-services/research-studentships/studentship-interruptions) | | | | |
| Yes | | | | |
| **If the student is funded by a Student Finance England Doctoral Loan, I confirm I have notified the relevant Faculty Office of the student’s last date of attendance and the reason for the interruption. This is so that a Change of Circumstances notification is sent to the Student Loans Company.** | | | | |
| Yes | | | | |
| **If the student holds a Tier 4 visa, should this be considered a period of 60 days authorised absence?** | | | | |
| Yes | | No | | |
| **Departmental comments:** | | | | |
|  | | | | |
| **Return to study planning: we recommend that you meet the student to plan their return to research.** | | | | |
| **Print name (Supervisor):** |  | | | |
| **Signature:** |  | | **Date** |  |
| **Print name (Departmental Graduate Tutor or Research Administrator):** |  | | | |
| **Signature:** |  | | **Date** |  |

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| CENTRAL Approval BY ACADEMIC SERVICES (ReseARCH Degrees) | | | | |
| **Central decision:** | | | | |
| Approved | | | | |
| Approved subject to the conditions set out below | | | | |
| Refer to Chair of Research Degrees Committee | | | | |
| **Does the student require a Return to Study Welfare Review with Student Support and Wellbeing before they return to UCL?** | | | | |
| Yes | | No | | |
| **Central comments:** | | | | |
|  | | | | |
| **Print Name (Research Degrees):** |  | | | |
| **Signature:** |  | | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CENTRAL Approval BY Chair, Research Degrees Committee | | | |
| **Central decision:** | | | |
| Approved | | | |
| Approved subject to the conditions set out below | | | |
| Not approved | | | |
| **Central comments:** | | | |
|  | | | |
| **Signature:** |  | **Date** |  |
| **Chair, Research Degrees Committee** | | | |