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.

## 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).

|  |
| --- |
| **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: |  |

|  |
| --- |
| 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** |  |

|  |
| --- |
| 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** |