

Submitting an Interruption application on Portico (Taught students)

The guidance below outlines how to submit an Interruption application on Portico. Additional information and guidance on the interruptions process is available on our [interrupting your students](#) webpages.

This guidance is for taught students only, Postgraduate Research students should follow a different process to submit their Interruption application as outlined on the [Interruptions for Postgraduate Research students](#) webpage.

Submitting an Interruption application on Portico

1. Log in to [Portico](#) and click on the **MyStudies** tab in the navigation bar.



2. Click on **Apply for an Interruption of Study** within the Change of Circumstances section.



3. The **Application Details** form will appear (fields highlighted pink are mandatory).
 - **Reason for Interruption** - select from dropdown list
 - **Start date of interruption** – by default this will be today's date. You can change this to an alternative date in the future using the date picker on the right. Interruptions cannot start in the past.
 - **Default return date** – the date will be the first day of the term in which your interruption starts, one year in the future. *For example, if your interruption begins in Week 2 of Term 2 2023, the Default Return Date will be the start of Term 2 2024. If you wish to request an alternative return date, use the free text box to specify your preferred return date and the reason for change.*

[Section 6.6 of the Academic Manual](#) provides further detail on the regulations for Dates of Interruption and Return.

- Depending on the [category of interruption](#) that you are applying for, you may also need to upload supporting evidence to your application: you can do this in the Supporting information section.
4. Once you are ready to submit your application, click **Submit application**. Alternatively, click **Save** to save your progress and return to edit your application later (you will need to click **Amend application** to do this).
 5. You will see a “Save Successful” message on screen once your application has been successfully submitted. You will also receive an automated email confirming that your application is being reviewed by your Academic Department and Faculty.

Your Department will then contact you to discuss your interruption and make a Return to Study plan after which they will consider your application and will inform you of their decision.

If your application is approved, you will receive an email to notify you of your formal Date of Interruption and Return Date. You should then visit the [before you leave activities](#) webpage and complete the activities listed to enable you to keep in touch with your department and / or SSW services as needed whilst you are on interruption and to maintain access to UCL online resources including Portico, your UCL email and electronic resources in the Library.