Where a student is temporarily unable to engage with their studies, they may apply for an Authorised Interruption of Study.

Any one period of interruption of study should not exceed 12 months. Further guidance can be found online at <https://www.ed.ac.uk/files/atoms/files/authorisedinterruption.pdf>

**Application Process**

Before completing this form, please discuss your application with your Personal Tutor, Programme Director, or Supervisor, who can help you to put together a proposed return to study plan. You should send the completed form via your University email account, along with any supporting evidence, to your Principal Supervisor or Graduate School Office who will then submit to the Online Concession System via the College Sharepoint page: [PG Research Student Office (sharepoint.com)](https://uoe.sharepoint.com/sites/hss/college-office/PGO)

All applications are then subject to the approval of the College PG Examination Committee.

**Sharing of Information**

Schools/Colleges will only share information regarding your Authorised Interruption of Study request with staff who have a legitimate need to access the information in order to consider your case or to provide you with support in relation to the issues raised.

The Authorised Interruption of Study Privacy Notice can be found online at: <https://www.ed.ac.uk/files/atoms/files/specialcircumstancesaisconcessionsloaprivacynotice.pdf>

**Further Information**

Taking an authorised interruption of study may have financial and visa implications. You are encouraged to speak with an advisor at the Edinburgh University Students’ Association Advice Place who can provide independent advice about the potential implications of taking an interruption.

<https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/>

International students may also wish to speak with a member of staff at the Student Immigration Service who can provide advice and guidance in relation to any visa implications which may arise as a consequence of taking an interruption.

 <https://www.ed.ac.uk/student-administration/immigration>

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| --- | --- | --- | --- |
| **Student Surname** |  | **Student Forename**  |  |
| **School** |  | **UUN** |  |
| **Programme of Study** |  | **Year of Study** |  |
| **Proposed Interruption of Study Start Date** | Click here to enter a date. | **Proposed Date for Returning to Study** | Click here to enter a date. |
| *Please select your reason(s) for requesting an interruption of study.*  |
| Health reason(s)*(mental or physical health problems)* [ ]  | Maternity/Paternity/Adoption/Family Leave[ ]  | Extra-curricular pursuit (*e.g. elite sport)* [ ]   | Employment opportunity/Internship [ ]   |
| Financial circumstances[ ]  | Personal reasons [ ]   | Military Service [ ]   | Other [ ]   |

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| *Please provide further details of your reasons for requesting an interruption of study* |
|  |
| *Please list any evidence included in support of this application (e.g. medical certificate, counselling appointment letter, MATB1, etc.)* |
|  |
| *Please outline your return to study plan* |
|  |
| *If you are a PhD student holding one of these University funded PhD scholarships and you would like to request funded sick or parental leave with this interruption request, please state the type and length of funded leave as well as the name of your PhD award. (Please note that you must still be within your funded period to make this claim.)**You hold a University/College/School funded PhD scholarship* *Your PhD is funded by the UKRI (e.g. AHRC / ESRC / EPSRC)**Your PhD stipend is administered by the University* |
|  |
| **Student signature:** |  | **Date:** |  |
| **Can be emailed from student email account in lieu of signature** |

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| If you require this document in an alternative format please email Academic.Services@ed.ac.uk or telephone 0131 650 2138. |