**School of Health in Social Science**

**Application Process**

Students should discuss their application with their Personal Tutor who will help to complete the form and put together a proposed return to study plan. Personal Tutors should send the completed form, along with any supporting evidence, to the School Office at Health.UG.PGT.Concessions@ed.ac.uk.

**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**

Any one period of authorised interruption of study will not generally exceed one academic year.

The total period of authorised interruption of study is the same for full-time and part-time students and will not exceed 100% of the prescribed period of full-time study. For example, for a 4 year Undergraduate programme, a maximum of 4 years of interruption may be approved. For most Masters programmes, the maximum period of interruption is 1 year. Interruptions of study will not be applied retrospectively.

Further guidance can be found online at: <https://www.ed.ac.uk/students/academic-life/authorised-interruption>

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 International Student Advisory 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/global/student-advisory-service>

**Please complete all information required on the following three pages**

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| Student Surname |  | Student Forename  |  |
| School |  | UUN |  |
| Programme of Study |  | Year of Programme |  |
| Proposed Interruption of Study Start Date | Click here to enter a date. | Proposed Date for Returning to Study | Click here to enter a date. |
| *For UG only:* Programme Year upon Return to Study |  | Tier 4 | Yes / No |
| *For PG(T) only:*Current programme maximum end date  | Click here to enter a date. | *For PG(T) only:*Proposed programme maximum end date | 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 [ ]   |
| *Please provide further details of the student’s reasons for requesting an interruption of study* |
|  |
| *Dates of previously approved interruptions of study (where applicable)* |
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**Please complete the return to study plan on next page.**

**RETURN TO STUDY PLAN**

**ACADEMIC PROGRAMME REQUIRED TO SUPPORT AIS REQUESTS**

* Please account for all outstanding courses on a student’s record for the current academic session, and any additional courses that will comprise the academic programme to which the student will be returning if an AIS is approved. This includes outside and zero-credit courses.
* Decisions of the Special Circumstances Committee / Exam Board relating to assessments must be included.
* Once an AIS is granted, it is the School’s responsibility to ensure that the arrangements required for work to be credited are put in place in due course.

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| --- | --- | --- | --- | --- | --- |
| **Course name** | **Level** | **No. of credits** | **Delivery period** | **List all outstanding assessments components for each course and weighting** | **Assessment arrangements for outstanding components** |
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| **Please use this space for any additional relevant information about the return to study plan.***For PG(T) dissertations, this should include a revised timeline for completion approved by the dissertation supervisor, and whether a programme extension is also required (and if so why), for example, to fit with the programme’s dissertation schedule.* |
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| --- | --- | --- | --- | --- | --- |
| **Submitted by** |  | **Position** | Personal Tutor | **Date**  | Click here to enter a date. |
| **SCHOOL APPROVAL** |
| **Authorised by** |  | **Position** | Director of Learning and Teaching  | **Date**  | Click here to enter a date. |
| **Signed** |  |

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| **COLLEGE APPROVAL** |
| **Approved/ Not approved**  | **College Notes** |
| **Position** | **Associate Dean (Academic Progress)** |
| **Signed** |  | **Date** |  |