**APPLICATION FOR AN INTERRUPTION OF STUDIES**
(MPhil and Doctoral Programmes)

**SECTION 1 - To be completed by STUDENT**

**STUDENT DETAILS:**

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>University email address: @ncl.ac.uk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number:</td>
<td>(The outcome of your application will be communicated to you via this email address)</td>
</tr>
<tr>
<td>Name of Supervisor(s):</td>
<td>School / Institute:</td>
</tr>
<tr>
<td>Programme:</td>
<td>Stage:</td>
</tr>
<tr>
<td>Sponsor: (e.g. Research Council / Embassy / Other)</td>
<td>Current Thesis Submission Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is this application being submitted to update, supplement or provide new evidence for a previously submitted interruption application?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**DETAILS OF PERSONAL EXTENUATING CIRCUMSTANCES: (please tick)**

- Medical
- Personal
- Other

**Proposed dates of interruption:**

*A proposed date of return must be stated so that new thesis submission date can be determined.*

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
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**Please provide as full an explanation as possible of the reasons for your request. Please be specific about the problem, be precise about how your studies have been affected and explain any delays in submitting this form.**

**Details:**

**EVIDENCE: (please tick and ensure that the evidence is submitted with your application. Note that applications submitted without any evidence will be unlikely to be successful)**

- Medical Note
- Wellbeing Memo
- Other

<table>
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<tr>
<th>Have you consulted your supervisor(s)?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Signed:**

**Date:**

*Revised April 2017*
**Guidance notes to students:**

- Candidature should not normally be suspended for more than 12 months.
- Retrospective (backdated) interruptions will not normally be considered unless there are exceptional circumstances and a compelling case. Due to UKVI Tier 4 sponsorship rules retrospective interruptions of study are not permitted for Tier 4 students.
- An interruption to registration may only be granted by the appropriate Dean of Postgraduate Studies, subject to you providing strong justification, supported by evidence.
- Do not assume that your interruption request will be approved. Until you are informed of the decision of the Dean of Postgraduate Studies, you should continue with your studies as normal, where possible.
- Ensure that each section of the application form has been completed and evidence attached. Incomplete forms and those without evidence will be returned to your School/Institute, which will result in a delay to your application being considered.
- Ensure that any additional sheets or documents are clearly marked with your name and student number and securely attached to your application.
- You will be informed of the outcome by email so please check your University account regularly.
- If you are currently in the UK as the holder of a visa (in any category) please be aware that interrupting your studies could have implications relating to your immigration status (and that of your family if they are also here in the UK with you). If this applies to you, please attend one of the Visa Drop-In sessions (see link below for details) before you submit your application, where staff will be happy to discuss your situation: [http://www.ncl.ac.uk/students/progress/visa/AccessingVisaSupport/](http://www.ncl.ac.uk/students/progress/visa/AccessingVisaSupport/)

- If you are in receipt of a studentship (other than from Newcastle University or UK Research Councils), it is your responsibility to notify your sponsor of your interruption to your studies.
- If you are in receipt of a studentship from a UK research council you must ensure that your interruption complies with the terms and conditions of your studentship. Before submitting your application, please inform the Research Student Support Team / Graduate School Administrator of your intentions and they will advise you accordingly.
- If you are a US student in receipt of a Federal Loan, an interruption to your studies may have implications for your loan disbursement. Before submitting your application form, you should inform us-loans@ncl.ac.uk of your intentions and request advice.

<table>
<thead>
<tr>
<th>SECTION 2 - To be completed by the ACADEMIC SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you support this request?</td>
</tr>
</tbody>
</table>

*Please provide a statement outlining the reasons for your decision:*

**Details:**

Signed:  
Date:

*Revised March 2017*
### SECTION 3 - To be completed by the HEAD OF SCHOOL or NOMINEE

**Signature (Head of School or Nominee):**

| Do you support this request? | Yes ☐ | No ☐ |

*Please provide additional comments if relevant:*

**Details:**

*Continue on a separate sheet if necessary*

**Signed:**

**Date:**

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**STUDENTS IN THE FACULTIES OF HASS AND SAGE SHOULD RETURN THIS FORM TO:**

**RESEARCH STUDENT SUPPORT TEAM, LEVEL 2, KING’S GATE**

**STUDENTS IN MEDICAL SCIENCES SHOULD RETURN THIS FORM TO:**

**MEDICAL SCIENCES GRADUATE SCHOOL, LEVEL 3, RIDLEY BUILDING 1**

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### SECTION 4 – To be completed by the Dean of Postgraduate Studies

**Do you support this request?**

| Yes ☐ | No ☐ |

**Reasons for Decision:**

**Signed:**

**Date:**

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### RESEARCH STUDENT SUPPORT TEAM PROCESSES

<table>
<thead>
<tr>
<th>Action Taken:</th>
<th>Signature (RSST):</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student emailed decision (cc. supervisory team; PGR support secretary, Finance Office, Sponsors and Student Data where appropriate)</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Student Record updated and Visa Hold added (where appropriate)</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>