**University of Manchester**

**Faculty of Biology, Medicine and Health**

**Application for an Interruption to Programme**

All information on this form is treated as STRICTLY CONFIDENTIAL.

International PGRs must discuss the implications of any interruption period with the Immigration and Visa team <https://www.studentsupport.manchester.ac.uk/immigration-and-visas/> and sponsor where appropriate (visa@manchester.ac.uk/+44 (0)161 275 5000.

The policy and procedures to outline Changes to Degrees can be found within the University’s Code of Practice for Postgraduate Researchers <https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/>

Once completed, this form and any supporting documentation should be sent to FBMH.doctoralacademy.support@manchester.ac.uk

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| **Section 1 – to be completed by the PGR** |
| **PGR Name:**  | **ID Number:**  |
| **Programme:**  | **Start Date:** |
| **Supervisory Team:** |
| **Last Date of Attendance**: dd/mm/yy |
| **Requested Interruption Dates:** From: dd/mm/yy To: dd/mm/yy |
| **Funding/Sponsorship:**Please give details of your source of fundinglease confirm you have checked and are aware of your funding body terms and conditions on eligibility for financial support during this interruption: [ ]   |
| **International PGRs Only**Are you currently funded by an officially recognised sponsor? YES [ ]  NO [ ]  If yes, please give the name of your sponsor and file number (if known): **If you are in the UK subject to immigration regulations, you must consult the Student Immigration Team** [**guidance**](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/changes-to-your-studies/) **regarding visa implications when changing your study before submitting this request.**Please state whether you will require a continuer CAS to extend your visa YES [ ]  NO [ ]  Please state if you have ATAS clearance for your research programme YES [ ]  NO [ ]  Please confirm you have read and understood the University [guidance](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/changes-to-your-studies/) on Changes to your Studies and the potential impact upon your visa of this request [ ]  |
| **Grounds for Interruption**Please indicate below the circumstances that have led you to request an interruption to your programme: [ ]  Exceptional personal circumstances (e.g. significant illness, hospitalisation, accident, prolonged jury service)[ ]  Maternity / extended paternity leave[ ]  Bereavement of close relative/partner or significant illness of close relative/partner [ ]  Unforeseen delays due to ethics approval, equipment failure, changes to research working environment[ ]  Other**Additional information** *(include a further sheet if required)*: Applicants should justify the time requested, with reference to the dates on which circumstances arose and their impact:[ ]  Supporting documentation attached (please provide supporting statements from health care professionals, supervisors, advisors or other relevant agencies if applicable) |
| **Are you registered with the Disability Advisory and Support Service** (DASS)?: Y/N |
| **PGR Signature**Signed: Date: |
| Section 2 – to be completed by the Supervisor |
| I confirm that the above named PGR has discussed their circumstances with me and that I **support/reject** their application to interrupt their programme of study from dd/mm/yy to dd/mm/yy.**Additional Supporting Comments:** |
| **Supervisor Signature:** | **Date:** |
| **Section 3 – to be completed by the** [**Division Senior Tutor**](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) |
| Tutors should add any additional information or comments relating to the request  |
| **Division Senior Tutor Signature:****Division Senior Tutor Name: (Please Print)** | **Date:** |
| *Senior Tutors should delete this documentation and any supporting evidence following confirmation of the outcome from the Doctoral Academy.* |

**Interruption Request Instructions:**

1. If you are considering applying for an interruption help and advice can be obtained from the Doctoral Academy FBMH.doctoralacademy.support@manchester.ac.uk
2. International PGRs (Student visa) must discuss the implications of any interruption period with the Student Immigration Team (regarding visa implications) and their sponsor where appropriate (visa@manchester.ac.uk / +44 (0)161 275 5000). Further information can be found on [My Manchester](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/changes-to-your-studies/)
3. Applications must be accompanied by documentary evidence e.g. certification by a qualified general practitioner specifying nature of illness, duration and impact on ability to study, letter from qualified counsellor, copy police incident report etc.
4. Cases presented without appropriate supporting evidence will be rejected and returned to the sender
5. All information will be treated confidentially but evidence in support of cases will need to be submitted to the Doctoral Academy alongside any request.
6. Applications for interruption must be made in advance of the proposed interruption. Only in exceptional cases will retrospective interruption requests be considered.
7. PGRs and supervisors should note that an interruption is viewed as a break in studies and therefore PGRs on interruption should not be continuing experiments, data collection, etc.
8. Please note that stipend payments may be suspended during a period of interruption. Please contact the Doctoral Academy for information relating to payments during periods of interruption.
9. After completing the form, direct the form to your Supervisor and ask them to complete ‘Section 2 – Supervisor’. Once they have completed section 2, you must then ensure that the completed form is signed off by your [Senior Division Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/).
10. The outcome will be formally notified in writing as soon as possible by the Doctoral Academy.

**The following will not typically be regarded as grounds for applying for an interruption:**

* The PGR or supervisor was unaware of policy and application procedures for interruptions and/or extensions for postgraduate degrees. It is ultimately the PGR’s responsibility to ensure that they are aware of all policies and procedures relevant to their degree
* Further primary research and/or laboratory work
* Inadequate planning and time management
* Work commitments *(unless you are on a part-time programme combined with employment and the alterations to working environment could not have been foreseen)*
* Computer or other equipment failure where use of an alternative is possible or any loss of work was avoidable

*The above list is not exhaustive, nor does the existence of acceptable grounds guarantee that an interruption to the programme will be granted. PGRs are expected to take reasonable action to minimise disruption to their studies.*