 **Faculty of Science & Engineering**

**REQUEST FOR AN INTERRUPTION OF STUDY**

***PLEASE READ THE GUIDELINES AT THE END OF THE FORM BEFORE COMPLETING THIS REQUEST***

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| **Part 1: Student details**  **Student ID number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_  **Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Main supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Centre for Doctoral Training (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Current Degree Registration: PhD/EngD/EntD/MPhil/MSc by Research/MEnt**  **Part-time/Full-time**  **Source of funding or sponsor (if applicable) (e.g. UKRI, President’s Doctoral Scholarship, Government) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **My progression record is up-to-date YES/NO** |
| **Part 2: Interruption of study details**  **We request an interruption of studies from DD/MM/YYYY to DD/MM/YYYY** |
| **Part 3: Circumstances of the interruption - please select the relevant circumstance(s)**  Serious Illness **\*** Death/serious illness of a partner, family member or close friend  Unforeseeable or unpreventable events (fire, floods etc.) Serious personal problems  Breakdown of *essential* equipment Study leave necessary for the degree programme  Jury Service Maternity, paternity, shared parental or adoption leave  Delays in progress due to unforeseeable problems with the programme and/or working environment  Delays in obtaining ethical approval Internship/Work Placement  Redeployment to work on COVID-19 related research or other COVID-19 related activity  Postponement or delay of critical research activities as a result of COVID-19, alternative activities have not been available and the impact cannot be mitigated  Additional COVID-19 related caring responsibilities  Illness related to COVID-19 (including mental health issues)  Extended lack of supervision/guidance due to COVID-19 related activity  Exacerbation of a COVID-19 related impact due to a disability including neurodiversity or any other protected characteristics  Any other considerations that can be specifically attributed to COVID-19 and evidenced in the case  **\* *If circumstance is one of medical nature, relevant medical evidence must be attached***  ***NOTE: If you are registered with the Disability Advisory & Support Service (DASS), please tick here to confirm that you give your Supervisor/Department permission to contact DASS if needed***  **Part 3 (continued)**  Please describe circumstance(s)  ----------------------------------------------------------------------------------------------------------------------  The University of Manchester will use the information which you supply to us to consider a request for special permission in relation to the regulations (for an interruption of study).  If necessary, we may also disclose your information to UK Research & Innovation (UKRI), if you are a funded student.  We will keep your information for a period of 6 years following completion of programme, or withdrawal from programme, after which your personal data will be securely destroyed.  For further information on how your data are used, how we maintain the security of your information and your rights to access information we hold on you please contact the University’s Records Management Office.  **I give consent for the data provided on this form, and any accompanying documentation, to be processed by the Faculty for the purposes of this request**  **I confirm that I have read the guidelines for this request form and consulted the University’s *Policy on Circumstances Leading to Changes to PGR Study***  **Signed Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DD/MM/YYYY** |
| **Part 4: Recommendation of the supervisor**   * Please consider all aspects of the student’s progression and include a note, if appropriate, on the current status of the research/project and thesis/dissertation. * Please confirm that all interested parties (including research sponsors, research collaborators, Visa Team (in the case of international students who require visas, etc.), and the DASS) have been consulted and agree to support the application.   **Signed Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DD/MM/YYYY**  **Part 5: Recommendation of the Institute/Centre Director** – **to be completed in cases where the research is undertaken in a Research Institute or a Centre for Doctoral Training**  Comments of the Institute/Centre Director:  **Signed Institute/Centre Director**  **or Nominated Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DD/MM/YYYY**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Part 6: Recommendation of the Head of Department or Nominated Representative**  Comments of the Head of Department (or Nominated Representative):  **Signed Head of Department**  **or Nominated Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DD/MM/YYYY** |

**FACULTY OF SCIENCE & ENGINEERING**

**REQUESTS FOR SPECIAL PERMISSION (PGR) – guidance**

Please ensure that you and your supervisor follow the guidelines below to ensure that your case is properly prepared for consideration by the Faculty PG Research Degrees Panel. This will avoid delays to a decision on your request.

You should refer to the University’s *Policy and* *Procedure* documents ***before*** completing your request form:

The *Change of Circumstances Policy for PGR Students Policy* can be found [here](http://documents.manchester.ac.uk/display.aspx?DocID=8162)

The *Interruptions Procedure for PGRs* can be found [here](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=39956)

* **Interruption of Study**
* Any application for an interruption should, wherever possible, be made ***before the beginning of the proposed period*** of interruption. Requests for retrospective interruptions can only be considered in the most exceptional circumstances.
* Students will not normally be permitted to interrupt during a period of extension or the submission pending period.
* **Students on a Tier 4 visa** – The University has to report to the UKVI any significant changes in the circumstances of study for international students to whom it has issued a Confirmation of Acceptance for Study (CAS). Further information can be found at [http://www.studentsupport.manchester.ac.uk/immigration-and-visas/during-your-studies/changes/](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/during-your-studies/changes/?utm_source=http%3a%2f%2femarketing.manchester.ac.uk%2fuomstudentcommslz%2f&utm_medium=email&utm_campaign=RAID+21%2f04%2f2017&utm_term=DSE-+News+on+Recruitment%2c+Admissions+and+International+Development&utm_content=80846&gator_td=BNmHBJFdUZZwWAO7U%2f3C7wUsWDgBxQHNOSwblAmzs7xFYz8axWP4ft1NHsUXyqdpNcb2Xqy5PC79LMFoZX2gJRBZgrl39PY%2bZTQmmfKlJn40iu%2b88rn6URv3NdNWLbzS5tOX6lw1PoCVP0oFTrxJonK9C3hdDF3RDCfycr8kGYJ7%2bptRLwMemh3NHb66vjoD) or via the Visa Team ([visa@manchester.ac.uk](mailto:visa@manchester.ac.uk))

**THE REQUEST FORM – guidelines**

* **Who completes the form?**
* The student should complete Parts 1, 2 and 3 of the form. The relevant circumstance(s) should be selected in Part 3 and full details given.
* The main supervisor should complete Part 4 of the form, providing a note on the student’s progression and, if appropriate, the current status of the research/project and thesis/dissertation. The supervisor should also confirm that all interested parties (including research sponsors, research collaborators, Visa Team (in the case of international students who require visas, etc.), and the DASS) have been consulted and agree to support the application.
* For students registered on a CDT programme, the CDT Director should complete Part 5.
* Finally, the Head of Department (or nominated representative) should complete Part 6.
* **What evidence/supporting documentation should be included?**
* For all requests which are submitted due to ill health, ***medical evidence must be attached*** to support the case e.g. a note/letter from a doctor/hospital. Requests made on the grounds of ill health which are not supported by evidence cannot be considered by the Faculty PG Research Degrees Panel.
* For requests which are submitted due to illness of a close family member of the student, or injury or distress caused to the student by an accident or criminal act against the student, a doctor’s note or other document which details the circumstance of the incident (such as a police incident report) will usually be considered acceptable evidence.
* For maternity/paternity/parental leave requests, a copy of the MAT B1 form should be submitted.
* Evidence of the internship/work placement opportunity should be included for interruptions on these grounds.
* **Where is the form sent?**
* **Departmental staff** should return the form to the Faculty PGR Services Team.
* **When should the form be submitted?**
* The Faculty PG Research Degrees Panel normally meets in the first week of each month (except August). In order to ensure that the case can be considered at the meeting, the form must be received by the PGR Services Office ***at least one week before the date of the meeting***.
* Departments may have their own procedures for preparing/approving requests – students should check these with the Departmental PGR Administrator.

**FSE PGR Services Team**

**Faculty of Science & Engineering**

**The University of Manchester**

**Manchester**

**M13 9PL**

**Email:** [**eps-subs@manchester.ac.uk**](mailto:eps-subs@manchester.ac.uk)