



**APPLICATION FOR AN INTERRUPTION
TO A POSTGRADUATE RESEARCH DEGREE
PROGRAMME**

Including MPhil, Professional Doctorates, Integrated PhD and
Staff Candidates

All sections of this form must be completed

SECTION 1 - To be completed by CANDIDATE

| STUDENT DETAILS: | | | |
|--|---|------------------------------|-----------------------------|
| Name of Student: | University email address: | | |
| Student Number: | @ncl.ac.uk <i>(The outcome of your application will be communicated to you via this email address)</i> | | |
| Name of Supervisor(s): | School / Institute: | | |
| Programme: | Stage: | Full Time | <input type="checkbox"/> |
| | | Part Time | <input type="checkbox"/> |
| | | Combined | <input type="checkbox"/> |
| Sponsor: <i>(e.g. Research Council / Embassy / Other)</i> | Current Thesis Submission Date: | | |
| Is this application being submitted to update, supplement or provide new evidence for a previously submitted interruption application? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| DETAILS OF PERSONAL EXTENUATING CIRCUMSTANCES: <i>(please tick)</i> | | | |
|--|-----------------------------------|--------------------------------|--|
| Medical <input type="checkbox"/> | Personal <input type="checkbox"/> | Other <input type="checkbox"/> | |
| Proposed dates of interruption: | | | |
| From:.....(Date) To:.....(Date) | | | |
| <i>A proposed date of return <u>must</u> be stated so that new thesis submission date can be determined.</i> | | | |
| <i>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.</i> | | | |
| Details: | | | |
| | | | |
| <i>Continue on a separate sheet if necessary</i> | | | |

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 <input type="checkbox"/> | Wellbeing Memo <input type="checkbox"/> | Other <input type="checkbox"/> |
|---------------------------------------|---|--------------------------------|

| Signature (student): | Have you consulted your supervisor(s)? | |
|----------------------|--|-----------------------------|
| Date: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

SECTION 2 - To be completed by the ACADEMIC SUPERVISOR

| Signature (academic supervisor): | Do you support this request? | |
|----------------------------------|------------------------------|-----------------------------|
| Date: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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

Continue on a separate sheet if necessary

SECTION 3 - To be completed by the HEAD OF SCHOOL or NOMINEE

| Signature (Head of School or Nominee): | Do you support this request? | |
|--|------------------------------|-----------------------------|
| Date: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Please provide additional comments if relevant:
Details:

Continue on a separate sheet if necessary

**STUDENTS IN THE FACULTIES OF HASS AND SAGE SHOULD RETURN THIS FORM TO THE RESEARCH STUDENT SUPPORT TEAM, LEVEL 2, KING'S GATE.
 MEDICAL SCIENCES SHOULD RETURN THIS FORM TO THE MEDICAL SCIENCES GRADUATE SCHOOL, 3RD FLOOR, RIDLEY BUILDING 1.**

Brief guidance notes to students:

- Candidature should not normally be suspended for more than 12 months.
- 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 request will be approved. Until you are informed of the decision approved by the Dean of Postgraduate Studies, you need to continue with your studies as normal.
- Ensure that every 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 suspending 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/>
- 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.

| DECISION | | | |
|---|-------|---|-------|
| <i>As the Dean of Postgraduate Studies, I deem that this period of interruption is an appropriate response to the student's personal extenuating circumstances (please tick) and will ensure that the student is informed of this decision:</i> | | | |
| Request Approved <input type="checkbox"/> Comments: | | Request <i>not</i> approved <input type="checkbox"/> Reasons: (e.g. lack of evidence, circumstances not relevant) | |
| Signature: | Date: | Signature: | Date: |

| RESEARCH STUDENT SUPPORT TEAM PROCESSES | | | |
|---|--------------------------|-------------------|-------|
| Action Taken: | | Signature (RSST): | Date: |
| Student emailed decision (cc. supervisory team; PGR support secretary and Finance Office) | <input type="checkbox"/> | | |
| Student Record updated | <input type="checkbox"/> | | |