

IMPERIAL COLLEGE LONDON

**Application for PGR Interruption of Studies**

[Please read the accompanying guidelines before completing this form, which should then be returned to your postgraduate administrator, together with supporting evidence (if necessary) who will then forward the form to Records, Registry, Level 3 Sherfield Building].

**A: Please complete this section in BLOCK LETTERS**

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| --- | --- | --- | --- |
| **Student Surname/Family Name:**  |  | **CID:** |  |
| **All other names:** |  |
| **Department / Centre / Division:** |  |
| **Current Supervisor(s), including CID numbers:** |  | **CID:** |  |
|  | **CID:** |  |
|  | **CID:** |  |
| **Does the student hold a Tier 4 visa?** | **Yes:** |  | **No:** |  |
| [Please note, the College is required to report all interruptions of study to UKVI and this will result in the visa curtailment (cancellation). Tier 4 students should be advised to contact the International Student Support Office immediately for advice and guidance].  |

**B: Reasons for Interruption**

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| **Please tick reason for interruption and examples of evidence required** |
| Health | **Yes** [ ]  | Students can apply for an interruption on medical grounds. Evidence must be provided and may include a medical Certificate or doctor’s letter (if from a UK based practitioner, they should be GMC registered), email/letter from Imperial College Health Centre, hospital admission note, letter/email from counsellor. Students should be reminded of the College support services such as Student Counselling, DAS, PG Tutor, College Tutor and Graduate School Coaching Programme. |
| Alternative Research/Internships | **Yes** [ ]  | A period of time away from College to undertake activities which do not directly contribute towards the degree registration. An email or letter from the host confirming the internship and dates must be provided to support the application. |
| Financial | **Yes** [ ]  | Students should be reminded of the College’s student support fund which is available to support students experiencing financial difficulties or a change in their circumstances. Here evidence such as bank statements should be provided as evidence.  |
| Maternity  | **Yes** [ ]  | If the funder or department does not make provision a central fund is available to support maternity leave in respect of full-time Home/EU students. The central fund is not available to support part time students or international students (because an interruption will usually curtail their visa). |
| Adoptive Leave | **Yes** [ ]  | If the funder or department does not make provision a central fund is available to support adoptive leave in respect of full-time Home/EU students. The central fund is not available to support part time student or international students (because an interruption will usually curtail their visa). |
| Paternity Leave | **Yes** [ ]  | Students are advised to check with their department with respect to financial support available for Paternity Leave. Suitable evidence to support the application must be provided in the form of the partner’s MATB1 form. |
| Elite Sport | **Yes** [ ]  | This category can be used when students represent countries in elite sporting events. Evidence which supports the student’s application must be provided. |
| Personal | **Yes** [ ]  | This category can use used in cases where there is bereavement, caring responsibilities, an accident or if the student is a victim of crime. This category can also be used for other personal reasons that do not clearly sit within the other categories. Suitable evidence must be provided for example, a death certificate or police crime number or letter. Students should be reminded of the College support services such as Student Counselling, DAS, PG Tutor, College Tutor and Graduate School Coaching Programme. |
| Military Service | **Yes** [ ]  | This category can be used when a student is conscripted to the military or deployed as a member of the reserve forces. Evidence which supports a student’s application must be provided such as the letter confirming conscription. |
| Work Commitments | **Yes** [ ]  | This category can be used to cover work commitments during busy times, for example, clinicians who may be undertaking clinical work during writing up. Suitable evidence should accompany the application and may include a letter or email from a line manager. |
| Disruption as a result of College Building Works or equipment/software failure. | **Yes** [ ]  | In this case, the department or College will need to provide evidence in the form of a statement to accompany the application. |
| General | **Yes** [ ]  | Should only be used where no other categories fit. Suitable evidence should accompany the application. |
| **If appropriate, please use the space below to provide further details:** |
| **If the student is not able to provide evidence to support the application, they should be asked to explain why and details given here:** |
| **Date of commencement of interruption:** | **[DD/MM/YY]** |
| **Proposed Date of return (if known):** | **[DD/MM/YY]** |

**C: Signatures**

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| --- | --- | --- | --- |
| **Student Signature:** |  | **Date:** |  |
| **Supervisor(s) signature(s):** |  | **Date:** |  |
|  | **Date:** |  |
|  | **Date:** |  |
| **Head of Department or nominee:** |  | **Date:** |  |
| **International Student Support Office [for Tier 4 students]:** |  | **Date:** |  |
| **Representative from Registry (if appropriate):** |  | **Date:** |  |