

Interruption of studies form for postgraduate researchers

If you are postgraduate research student and wish to interrupt your studies, please complete sections A to C below.

Section A - Student details

First name *

Last name *

Student number *

Programme of study *

Supervisor *

Do you require a visa to study in the UK?

Visa type *



Section B - Interruption details

It is not possible to backdate this request unless due to serious extenuating circumstances. Please ensure that you have read and understood the Fee Liability information, as well as any funding implications that may apply. These dates will be checked by the Doctoral School and you will be liable for fees up to the point that you were registered at the College.

I will start my interruption on *

I will resume my studies on: *

Please select your reason/s for requesting this period of interruption *

- Bereavement
- Employment/placement/internship
- Health (physical or mental)
- Financial
- Caring responsibilities
- Covid-19
- Other

Are you requesting a Suspension of regulations? *

YES NO

If you answered YES above, please confirm the type of Suspension of regulation being requested.

Interruption in the writing up year Interruption over 24 months Retrospective interruption

Please explain the rationale for your request *

Click & Type



Supporting evidence

All requests for an interruption of studies must be supported by written evidence (e.g. medical note) with sufficient detail to support the nature of the request. Please note that failure to provide appropriate evidence will delay the process and is likely to prevent the approval of the request. This section does not need to be completed if your interruption request relates to Covid-19 but please ensure that your rationale explains clearly how Covid-19 is preventing you from progressing with your research at this time.

Upload Evidence

No file selected.

Please provide a detailed account of your progress to date, e.g. details of which chapters have been written and/or seen by your supervisor: *

Click & Type

Please provide a detailed month by month timetable for the completion of your work, including deadlines for each chapter/element, and when this work will be seen by your supervisor: *

Click & Type



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Section C - Student's confirmation

Please select as appropriate *

Please select as appropriate *

Terms & Conditions *

I confirm that I have read and completed all required sections of this form and understand the implications of requesting a period of interruption.

I understand that: *

My tuition fee liability will be calculated on a pro rata basis in line with the verified date of the start of my interruption, as explained in the accompanying notes to this form.

*

If I am currently living in halls of residence, I must move out of my room within 28 days and I will remain financially liable for the room until I have checked out at my Halls Reception within the 28 days.

*

If I am in receipt of any internal or external funding, I will not receive any further payments whilst on a period of interruption, (unless explicitly confirmed by the Doctoral School), and I may be asked to repay any over payments already received, and this may affect my future eligibility.

*

If I have a Royal Holloway sponsored Student Route or Tier 4 Visa, my interruption will be reported to the UKVI (UK Visa and Immigration) and I will be required to leave the UK within 60 days.

