

Exceptional Circumstances Intermission Request

An intermission allows a postgraduate researcher (PGR) to take an authorised break in their registration (sometimes referred to as a temporary withdrawal) for a documented medical or personal reason. Section 7 of the [Procedures on Research Degrees](#) addresses intermissions.

An intermission will not be considered in a PGR's first month of registration and will not normally be considered in the final three months of a PGR's registration. Otherwise, any PGR can apply for an intermission, however, approval for an intermission is not guaranteed. Intermission may also be subject to the approval of the funder concerned, where relevant.

During a period of intermission, PGRs must take a break from their research. Access to University resources is limited to those needed to prepare for their return.

Before completing this application form, please read the following notes:

1. Intermission is available in periods of whole months, up to a maximum of one year in total for full-time PGRs and two years in total for part-time PGRs. If you have already had the maximum permitted amount of intermission, in exceptional circumstances a further period of intermission may be approved by the Chair of the PGR Sub-Committee.
2. Intermission should be applied for in advance; intermission that is entirely retrospective will not normally be considered or approved.
3. Under the University of Sussex [Fitness to Study procedure](#), where an intermission of 3 months or more is granted for health reasons, medical evidence is normally required to confirm that you are well enough to recommence your research.
4. Taking a period of intermission may have implications for your visa and/or funding status:
 - PGRs subject to UK Visas & Immigration (UKVI) requirements should first discuss their situation with the University's International Advisors (immigration@sussex.ac.uk). If intermission is approved, the University is obliged to report this to UKVI. UKVI will curtail (cancel) your current visa and you will be required to return to your home country. You will need to apply for a new Student visa before recommencing your registration. During any period of intermission, your right to work in the UK will cease with effect from the first day of your period of intermission, and you should therefore notify any current employer that you will not be permitted to undertake any further work. If you undertake any work for the University of Sussex, the HR Compliance team will be informed of your intermission.
 - If you are in receipt of a scholarship through the University, please contact pgr-scholarships@sussex.ac.uk for advice on the implications of taking a period of intermission. Please note that, if you are funded by a Research Council, the reason(s) for your intermission will be made available to the relevant Research Council in order to manage your award (e.g. put it on hold during your intermission) and associated record (e.g. adjust your submission date).
 - If you are in receipt of a scholarship from a source outside the University (e.g. a government scheme), you should contact the funder directly for advice on the implications of taking a period of intermission.

- If you are in receipt of a Federal Direct Loan, this request may have an impact on your funds. Please seek advice from the Financial Aid Office (usfinancialaid@sussex.ac.uk) before proceeding.
- If you are in receipt of a Doctoral Loan, please note that Student Records will notify the Student Loan Company of your intermission.

SECTION A – To be completed by the PGR

Name	:	Reg. no.	:
Faculty/School	:	Mode of attendance	:
Research degree title	:		
Address while intermitting	:		
Previous intermission granted	:		

Intermission start date	:	Length of intermission (in months)	:
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Reason for intermission - **please check one box:**

Duty care/family circumstances (P1) Circumstances with your partner, child or children, or other family members mean you need to devote more time to being with them.	<input type="checkbox"/>
Bereavement (P2) The recent death of a family member or friend has affected you to a degree which means you cannot continue with your research at this time.	<input type="checkbox"/>
Relationship difficulties (P5) Circumstances with a partner or friend(s) mean you cannot make progress in your research as you might wish.	<input type="checkbox"/>
Health – psychological or emotional (P7) You are dealing with psychological or emotional issues which prevent you continuing with your research at present.	<input type="checkbox"/>
Health – physical (P8) Your physical condition currently prevents you from continuing with your research.	<input type="checkbox"/>
Bullying or harassment in your private life (P9) In your opinion, circumstances in your private life are affected by behaviour which you regard as intolerable and detrimental to continued registration.	<input type="checkbox"/>
Trauma (P10) You, or someone close to you, has been involved in an incident which has affected your progress and continuing with your research is not possible at the moment.	<input type="checkbox"/>
Employment – job opportunity (P12) You are able to take advantage of a job opportunity which requires the time away from the University.	<input type="checkbox"/>
Employment – change in working life (P13) A change in your working life means that continuing with your research is not possible at this time.	<input type="checkbox"/>
Finance (P14) Unexpected lack of funds or change in funding situation	<input type="checkbox"/>

Accommodation (P16) Problems with your accommodation have significantly disrupted your progress.	<input type="checkbox"/>
Pregnancy (P17)	<input type="checkbox"/>
Visa problems (P18)	<input type="checkbox"/>
Change of academic focus (U3) You have realised you are on the wrong research degree and wish to transfer or take the time to consider your options.	<input type="checkbox"/>
Disability provision (U4) You feel that the University has not, or cannot, provide for your disability.	<input type="checkbox"/>
Academic anxiety (U12) You have concerns about your ability to progress with your research, about your rate of progress in comparison with your peers, and/or by the prospect of assessment (e.g. Formal Progression Review or viva).	<input type="checkbox"/>

Funding Status – **please check one box:**

- Self-funded Student Loan (SFE) UKRI/Research Council Funded

Detailed explanation for requesting an exceptional period of intermission

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<p><u>Please check one box:</u></p> <p><i>(if a box is not checked, this request cannot be approved)</i></p>	<p><input type="checkbox"/> I am in receipt of, or have been in receipt of, a United States Federal Direct Loan during my PhD/MPhil</p> <p><input type="checkbox"/> I am not in receipt of, and have not been in receipt of a United States Federal Direct Loan during my PhD/MPhil</p>
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Student visa holders only – please read the information below and check the box to confirm your understanding:

- I understand that the University will report this period of intermission to UKVI who will then cancel my current Student visa. I should return to my home country and apply for a new Student visa before continuing my research.
- I confirm that I have already left the UK
- OR**
- I confirm that I intend to leave the UK by (day/month/year) :

Signed	:		Date	:	
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(PGR)

SECTION B – To be completed by the main supervisor

Please provide a statement in support of the PGR's exceptional intermission application, including:

- A detailed rationale as to why the School feels an exceptional case should be put forward.
- Confirmation that discussions have taken place between the supervisor(s) and the Faculty PGR Lead or nominee regarding the academic and pastoral support of the PGR upon their return. Please attach evidence or summarise discussions that have taken place.

I confirm that I have considered the reason for this intermission and I recommend the intermission for the period stated above:

Signed	:		Date	:	
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(Main supervisor)

SECTION C - To be completed by the Associate Dean (Research and Innovation; ADRI), or nominee

In addition to the supervisor comments above, please provide a statement to support the PGR's exceptional intermission application and to confirm your involvement in the Faculty's/School's plan of academic and pastoral support:

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I confirm that I have considered the reason for this intermission and I recommend the intermission for the period stated above:

Signed	:		Date	:	
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(Associate Dean (Research and Innovation; ADRI), or nominee)

Once completed, please return to Student Records (PGR-StudentRecords@sussex.ac.uk).