

Exceptional Circumstances Intermission Request

Intermission is available in periods of months and is usually permitted up to a maximum of one year in total (during the period of a student's doctoral studies) for full-time students and two years in total for part-time students. Further periods of intermission in exceptional circumstances must be approved by the Dean of the Doctoral School. Periods of Authorised Absence also count towards the maximum number of months' intermission for which a research student can apply.

Please note, if you are in receipt of a **United States Federal Direct Loan**, this request may have an impact on your funds. Please seek advice from the Financial Aid Office before proceeding (usfinancialaid@sussex.ac.uk).

If you are in receipt of a **Doctoral Loan**, please note that the Student Records Team will inform the Student Loan Company of your intermission.

Under the University of Sussex Fitness to Study policy, in order to support students returning to their studies after a period of health intermission, medical evidence is required to confirm that you are well enough to continue your studies successfully. **Where health intermissions of 3 months or more are requested, supporting medical evidence is normally required before resuming your studies.**

Information specific to overseas students who have entered the UK on a Tier 4 visa:

If intermission is required, Tier 4 students should discuss their situation with the University's International Student Support team at immigration@sussex.ac.uk first. When intermission is approved, the University is obliged to report this to UK Visas & Immigration (UKVI). UKVI will curtail (cancel) the current visa and students should return to their home country and must then apply for a new Tier 4 visa before they resume their studies.

For any period of intermission, as you are no longer studying, your right to work in the UK would cease with effect from the first day 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 temporary withdrawal from study.

SECTION A – To be completed by the student

Name	:		Reg. No.	:	
Degree Programme	:		School	:	
Address While Intermitting (PLEASE TYPE OR PRINT CLEARLY)	:				
Previous intermission granted	:				

Intermission requested for:

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> July |
| <input type="checkbox"/> February | <input type="checkbox"/> August |
| <input type="checkbox"/> March | <input type="checkbox"/> September |
| <input type="checkbox"/> April | <input type="checkbox"/> October |
| <input type="checkbox"/> May | <input type="checkbox"/> November |
| <input type="checkbox"/> June | <input type="checkbox"/> December |

Requested from 1 st of month:	until the last of month:
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Reason for intermission- please tick one:

- Personal Financial Other Health – please provide details below

Detailed explanation for requesting an exceptional period of intermission:
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If funded by a Research Council, the reasons for the intermission will be made available to Research Councils. This will include the supply of medical evidence in supports of requests for a) awards to be held in abeyance and b) for extensions of the submission date. Please ensure that copies of medical certificates etc. are attached to this form before forwarding to researchstudentprogress@sussex.ac.uk .

Please check one box: (please note if a box is not checked, this request cannot be approved)	<input type="checkbox"/> I am in receipt of, or have been in receipt of, a United States Federal Direct Loan during my PhD/MPhil <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
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Tier 4 visa students only – Please read the information below and tick 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 Tier 4 visa. I should return to my home country and apply for a new Tier 4 visa before resuming my studies.
- I confirm that I have already left the UK
- I confirm that I intend to leave UK by (Day/Month/Year)

Signed	:	Date	:
<i>(Student)</i>			

SECTION B – To be completed by the supervisor

<p>Please provide a statement in support of the student's exceptional intermission application, including:</p> <ul style="list-style-type: none"> • A detailed rationale as to why the school feels an exceptional case should be put forward. • Confirmation that discussions have taken place between supervisors and the DDS regarding the academic and pastoral support of the student upon their return. Please attach evidence summarising 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)

Please send all forms, once signed by your supervisor, to your school REC (Research and Enterprise Co-ordinator) who will acquire the DDS signature and forward this form to the Student Records Team

SECTION C – To be completed by the Director of Doctoral Studies

In addition to the Supervisor comments above, please provide a statement to support the student's exceptional intermission application and to confirm your involvement in the 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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(Director of Doctoral Studies or MAH Associate Dean for Doctoral Studies)

Once completed, please could the REC return this form to the Student Records Team

STUDENT RECORDS TEAM email researchstudentprogress@sussex.ac.uk

