



UNIVERSITY  
OF SUSSEX

### Intermission Request Form

Intermission is available in periods of months, 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. Approval for further periods of intermission will only be granted in exceptional circumstances 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, so seek advice from Financial Aid Office ([usfinancialaid@sussex.ac.uk](mailto:usfinancialaid@sussex.ac.uk)) before proceeding.

If you are in receipt of a **Doctoral Loan**, please note that Student Records Team will notify 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/Student Route visa:**

*If intermission is required, visa students should discuss their situation with the University’s International Advisors at [immigration@sussex.ac.uk](mailto: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/Student Route 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.	:
School	:	Mode of attendance	:
Degree Programme	:		
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 <sup>st</sup> of month:	To last of month:
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Reason for intermission- please tick one:

- Personal   
  Financial   
  Maternity/Paternity   
  Health – please provide details below

Funding Status:

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

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 the Student Records Team.

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 <b>United States Federal Direct Loan</b> during my PhD/MPhil  <input type="checkbox"/> I <b><u>am not</u></b> in receipt of, and have not been in receipt of a <b>United States Federal Direct Loan</b> 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

**OR**

I confirm that I intend to leave UK by (Day/Month/Year)

Signed	:	Date	:
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(Student)

**SECTION B – To be completed by the supervisor**

*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 Director of Doctoral Studies (DDS)**

*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 Doctoral Convenor)*

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