

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.

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 the Financial Aid Office (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 visa:

If intermission is required, visa students should discuss their situation with the University's International Advisors 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/Student 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 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 temporary withdrawal from study.

SECTION A – To be completed by the student

Name	:	Reg. no.	:
School	:	Mode of attendance	:
Degree programme	:		
Address while intermitting	:		
Previous intermission granted	:		

Intermission requested for – **please check at least one box:**

- | | |
|-----------------------------------|------------------------------------|
| <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 (first of month) :	To (last of month) :
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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 studying at this time.	<input type="checkbox"/>
Difficulty in settling (P3) You have found it difficult settling into life at the University.	<input type="checkbox"/>
Reluctant applicant to university (P4) You feel you are not yet ready for University.	<input type="checkbox"/>
Relationship difficulties (P5) Circumstances with a partner or friend(s) mean you cannot spend time on your studies as you might wish.	<input type="checkbox"/>
Homesickness (P6) You feel you would prefer to be at home in familiar surroundings at the moment.	<input type="checkbox"/>
Health – psychological or emotional (P7) You are dealing with psychological or emotional issues which prevent you continuing with your studies at present.	<input type="checkbox"/>
Health – physical (P8) Your physical condition currently prevents you from continuing with your studies.	<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 study.	<input type="checkbox"/>
Trauma (P10) You, or someone close to you, has been involved in an incident which has affected your studies and continuing as a student is not possible at the moment.	<input type="checkbox"/>
Cultural issues of living in the Brighton area (P11)	<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 continuation of study is not possible at this time	<input type="checkbox"/>
Finance (P14) Lack of funds or change in funding situation	<input type="checkbox"/>
Travel (P15) You want to spend some time travelling.	<input type="checkbox"/>
Accommodation (P16) Problems with my accommodation have significantly disrupted my studies.	<input type="checkbox"/>
Pregnancy (P17)	<input type="checkbox"/>
Visa problems (P18)	<input type="checkbox"/>
SSPC decision (P19)	<input type="checkbox"/>
Disappointment with course (U1) Your degree course is not as you expected it to be.	<input type="checkbox"/>
University environment (U2) The University as a whole, its facilities and atmosphere is not suitable for you.	<input type="checkbox"/>

Change of academic focus (U3) You have realised you are on the wrong course 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"/>
Placement difficulties (U5) Your programme requires you to be in an off-campus placement which is difficult for you at this time.	<input type="checkbox"/>
Year Abroad difficulties (U6) Your programme has required you to spend time abroad and the experience was not satisfactory.	<input type="checkbox"/>
Language difficulties (U7) You have experienced difficulties in coping with English as an additional language.	<input type="checkbox"/>
Academic difficulties (U8) You have found studying at this level more difficult than I expected.	<input type="checkbox"/>
Specific skills (U9) You wish to gain or develop specific skills before you want to resume your studies.	<input type="checkbox"/>
Perceived bullying within the University (U10) The University is committed to preventing all instances of bullying and harassment. You have decided, for your own reasons, not to officially pursue an allegation but instead to withdraw from the University.	<input type="checkbox"/>
Lack of academic motivation (U11) You have decided that University is not where you want to be at the present, either consciously or by non-attendance and/or non-participation in academic activities	<input type="checkbox"/>
Academic anxiety (U12) You have concerns about your ability to study effectively, about your capacity to keep up with other students, and/or by the prospect of exams and other assessments.	<input type="checkbox"/>
University culture (U13) You cannot integrate your personal beliefs and values with the culture and practices of the University.	<input type="checkbox"/>

Detailed explanation for requesting an exceptional period of intermission:

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

- 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: (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/Student visa students 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 Tier 4/Student 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 the UK by (day/month/year) :

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

SECTION B – To be completed by the supervisor

- Please provide a statement in support of the student’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 DDS regarding the academic and pastoral support of the student 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	:
	<i>(Main Supervisor)</i>		

SECTION C - To be completed by the Director of Doctoral Studies (DDS)

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 Doctoral Convenor)

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