INTERRUPTION OF STUDIES FORM FOR ALL POSTGRADUATE RESEARCH STUDENTS REGISTERED AT LIVERPOOL HOPE OR A PARTNER INSTITUTION

BEFORE COMPLETING THE FORM, PLEASE READ THE GUIDANCE NOTES OVERLEAF

# A: BACKGROUND INFORMATION

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| Your Full Name: | | Your Student ID No: |
| Your Home Address: | | Your Contact Telephone No: |
| Your degree [MPhil / PhD / Ed D] | | Your current mode of attendance [full-time or part-time] |
| How are your fees paid? | Are you an International Student on a student visa?  **(If you are an International Student in the UK on a student visa you will need to speak to an immigration advisor at your institution before your interruption can be confirmed.** | |

**B: YOUR REQUEST TO INTERRUPT STUDIES**

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| What are the reasons for your request to interrupt your studies? |
| When was [or will be] your last date of study? | |
| When do you wish to resume your studies? | |
| Your Signature and Date: | |
| Signature of your Director of Studies [with Date]: | |

**C: OUTCOME OF YOUR REQUEST [FOR LIVERPOOL HOPE UNIVERSITY USE]**

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| Summary of recommendation from the Liverpool Hope University Moderator or Head of School [including agreed dates]:  Head’s signature:  Date: |
| Approval of Chair of Liverpool Hope University’s Progression and Award Board for Postgraduate Research Students  Chair’s signature:  Date: |
| Confirmation by Student Administration at Liverpool Hope University that the student database has been amended, and the student has been issued a formal notification of the outcome and of any changes to the thesis [re]submission deadline.  Date: |

**GUIDANCE NOTES**

* Interruption of Studies is a serious step, which may have funding implications. Therefore, you are strongly advised, before completing the form, to discuss your proposed change with both the University’s Student Finance Team and, where appropriate, the people/organisations responsible for paying your fees. **If you simply cease to pursue your research without following these procedures, you will remain liable to pay your tuition fees for the remainder of the academic session.**
* **The University expects you to discuss your position with your Director of Studies before submitting a request**. It may be that he or she can suggest a solution that doesn’t involve interruption.
* When you have discussed the matter with your Director of Studies, you should jointly complete the form. You must provide supporting evidence and attach it with the form (for example doctor/hospital note, letter from employer)
* The Director of Studies will forward the form to your Head of School / Moderator, who will make a formal recommendation to the Chair of the University’s Progression and Award Board for Postgraduate Research Students.
* In considering your request, the Head of School / Moderator will judge whether you have a good reason for interrupting. Examples of the types of reason that are likely to lead to a request being accepted are as follows:
* Excessive employment demands which were substantial & temporary (part-time students only).
* Jury Service.
* Serious illness.
* Serious illness of partner, relative or friend.
* Bereavement.
* Childbirth.

If it is not evident that your request is supported by circumstances as serious as those listed, or if the matter appears not to be straightforward, your case may be referred to the University’s Mitigating Circumstances Panel.

* **If you are an international student on a student visa**, interrupting your studies will affect your visa status, and it may be necessary for you to return to your home country for the period of your interruption. Therefore, your application cannot be approved until you have spoken to an immigration advisor.
* The final decision will normally be made by the Chair of the University’s Progression and Award Board for Postgraduate Research Students, following which your records will be amended, and you will receive a formal notification of any change to the date on which you are due to [re]submit your thesis. Once the form has been signed and approved by the Chair, the outcome will be noted at the next Board meeting.
* Please note that interruptions are normally for a maximum of 6 months. If you wish to extend a period of interruption so that it lasts up to 12 months, you can do this by repeating the process [we will normally contact you before the end of your interruption to remind you that you will soon need to make a decision]. However, for interruptions of over 12 months, the Chair of the University’s Progression and Award Board for Postgraduate Research Student would need to refer the matter to a more senior level in the University, which may lead to a delay in making a decision.
* The original completed form will be held by Student Administration, who will send a copy to the PGR Administration team to be added to your student file.