**Application Process**

Before completing this form, please discuss your application with your Personal Tutor, Programme Director, or Supervisor, who can help you to put together a proposed return to study plan. You should send the completed form via your University email account, along with any supporting evidence, to your Student Support Team or Graduate School Office. For Students in the School of Social and Political Science, the form should be returned to sso.sps@ed.ac.uk

**Sharing of Information**

Schools/Colleges will only share information regarding your Authorised Interruption of Study request with staff who have a legitimate need to access the information in order to consider your case or to provide you with support in relation to the issues raised.

The Authorised Interruption of Study Privacy Notice can be found online at: <https://www.ed.ac.uk/files/atoms/files/specialcircumstancesaisconcessionsloaprivacynotice.pdf>

**Further Information**

Further guidance can be found online at:

<https://www.ed.ac.uk/students/academic-life/study-interruption>

Taking an authorised interruption of study may have financial and visa implications. You are encouraged to speak with an advisor at the Edinburgh University Students’ Association Advice Place who can provide independent advice about the potential implications of taking an interruption.

<https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/>

International students may also wish to speak with a member of staff at the International Student Advisory Service who can provide advice and guidance in relation to any visa implications which may arise as a consequence of taking an interruption.

<https://www.ed.ac.uk/global/student-advisory-service>

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| --- | --- | --- | --- |
| Student Surname |  | Student Forename  |  |
| School |  | UUN |  |
| Programme of Study |  | Year of Study |  |
| Proposed Interruption of Study Start Date | Click here to enter a date. | Proposed Date for Returning to Study | Click here to enter a date. |
| *Please select your reason(s) for requesting an interruption of study.*  |
| Health reason(s)*(mental or physical health problems)* [ ]  | Maternity/Paternity/Adoption/Family Leave[ ]  | Extra-curricular pursuit (*e.g. elite sport)* [ ]   | Employment opportunity/Internship [ ]   |
| Financial circumstances[ ]  | Personal reasons [ ]   | Military Service [ ]   | Other [ ]   |

|  |
| --- |
| *Please provide further details of your reasons for requesting an interruption of study* |
|  |
| *Please list any evidence included in support of this application (e.g. medical certificate, statement from Personal Tutor/Supervisor, etc.)* |
|  |
| *Please outline your return to study plan* |
|  |

**Students with the School of SPS should email their completed form to** **sso.sps@ed.ac.uk**

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**School/College Office Use Only**

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| --- | --- | --- | --- |
| Received by |  | Date received | Click here to enter a date. |
| Details of previously approved interruptions of study *(where applicable)* |  |
| Approved | [ ]  | Declined | [ ]  |
| Decision Maker |  |
| Position |  | Date | Click here to enter a date. |
| Comments: |

**Document control**

|  |  |
| --- | --- |
| Start date: | Date for next review: |
| If you require this document in an alternative format please email **sso.sps@ed.ac.uk** or telephone 0131 6511 526. |

[K:\AAPS\D-AcademicAdministration\02-CodesOfPractice,Guidelines&Regulations\24-MainReferencesCopiesPolicies\01-Current\Student Policies & Student Support\Forms}