

Break-in-Study Policy for Research Students

Break in Study of Up to Two Years

1. The College normally permits research students to take breaks in study for a total of up to two years during a research programme, for medical or other personal reasons. Breaks may be taken in one period of two years, or in shorter blocks, subject to the provisions of this Policy.
2. A break in studies may be approved for a period of between one and six terms. Breaks are not normally approved for part of a term.
3. Applications for a break in study should be made by the student in writing to their supervisor.
4. Students applying for an approved break in study should provide written details of the length of the proposed break and the reasons for the application to their programme director or supervisor, and accompanied by appropriate documentary evidence (such as a medical certificate in the case of breaks requested on medical grounds).
5. Approval for applications for a break in study should be considered by the School committee with responsibility for research students, or its designated sub-committee / officer.
6. Once approved, the Department or School should confirm to the Research Student Unit the dates of the break in study. The Research Student unit will then confirm the dates of the break in writing to the student
7. Students will not be liable for fees while on an approved break in studies. Students who have attended for part of a term will normally be liable for the fees due in that term.
8. A student on a break in studies will not have access to supervision or other College facilities and should not be required to complete work towards their research degree during the period of the break.
9. This policy does not apply for maternity leave, for which separate provisions apply.

Breaks in Study for more than 2 years

10. The College does not normally permit breaks in study for research students who have already had a total of two years as a break in study since their registration to their research degree programme. Any student who is unable to return to their research after a two year break will normally be considered to have withdrawn from their programme by the College.
11. Any student who wishes to resume their programme after having been withdrawn may be required to re-apply for admission.