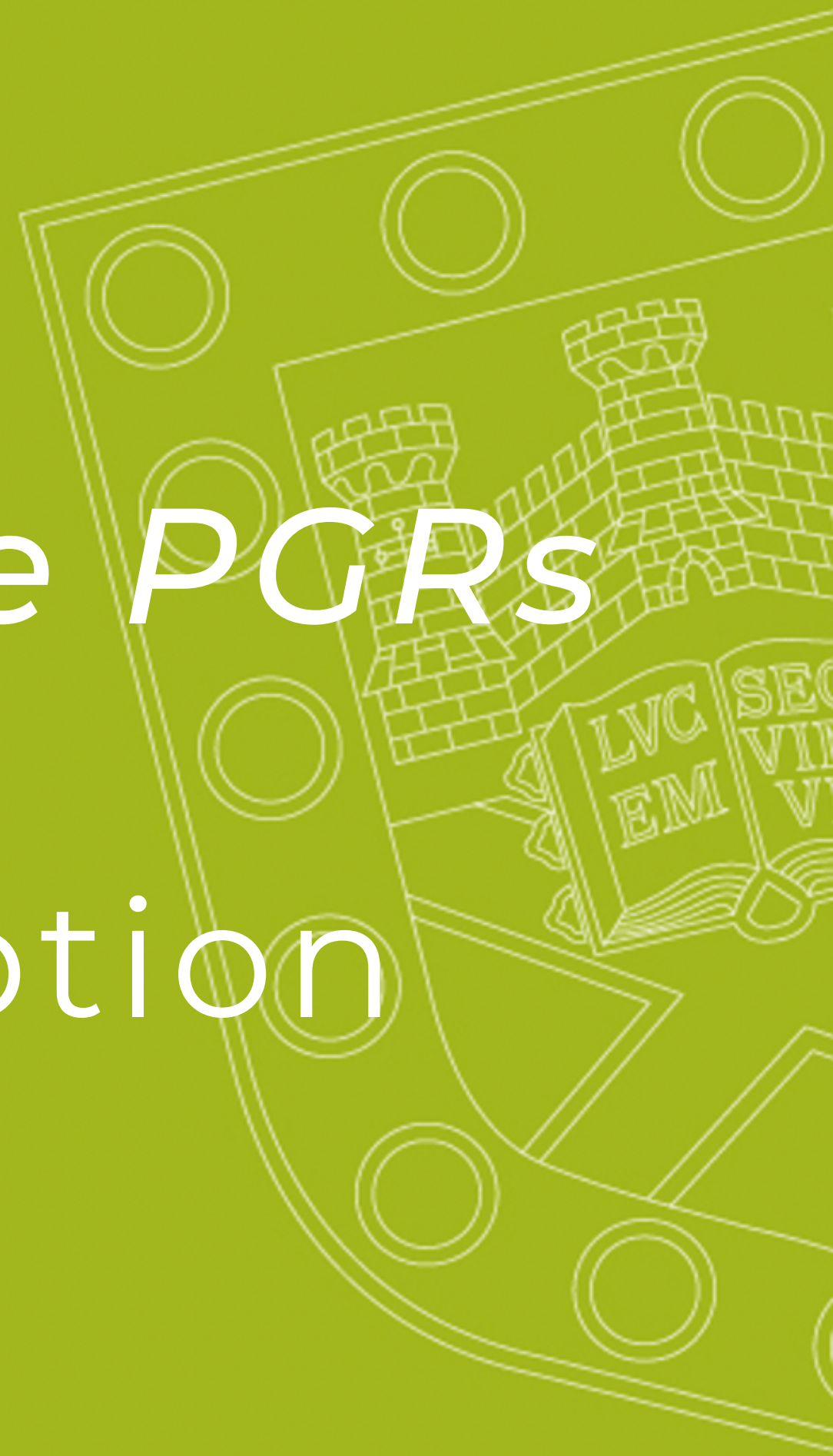


# *Guidance for Mature PGRs*

## Taking an interruption



“

*Interruption is an entire  
cessation of academic  
work for a specific period*

PGR Student Absence Policy, University of Exeter

<https://www.exeter.ac.uk/research/doctoralcollege/support/pgrstudentabsencepolicy/#a0>

- **Periods of interruption do not count towards the timeframe for completion of your PhD**
- **You are advised not to engage with study for the duration of your interruption.**
- **You will not receive any tuition or supervision or be entered into any assessments, nor be required to pay tuition fees.**
- **During a period of interruption, your registration will be suspended until formal re-registration and resumption of studies.**

**An Interruption  
of Study stops  
the clock on  
your research  
degree  
candidature.**



*Some examples of  
common reasons for  
authorised interruption  
include*

- Ill health, mental or physical health concerns.
- Maternity/paternity/shared parental/adoption leave.
- Sabbatical Office - an interruption of study may be granted if you have been elected to a sabbatical post in the Students' Union.
- Work experience, professional non-credit bearing placement, or internship.
- Exceptional professional commitments (only applicable to part-time students) if you are on a part-time or distance programme, and where you have increased unforeseen work commitments which prevents you from studying.
- Compassionate grounds: for personal, family, or domestic circumstances.

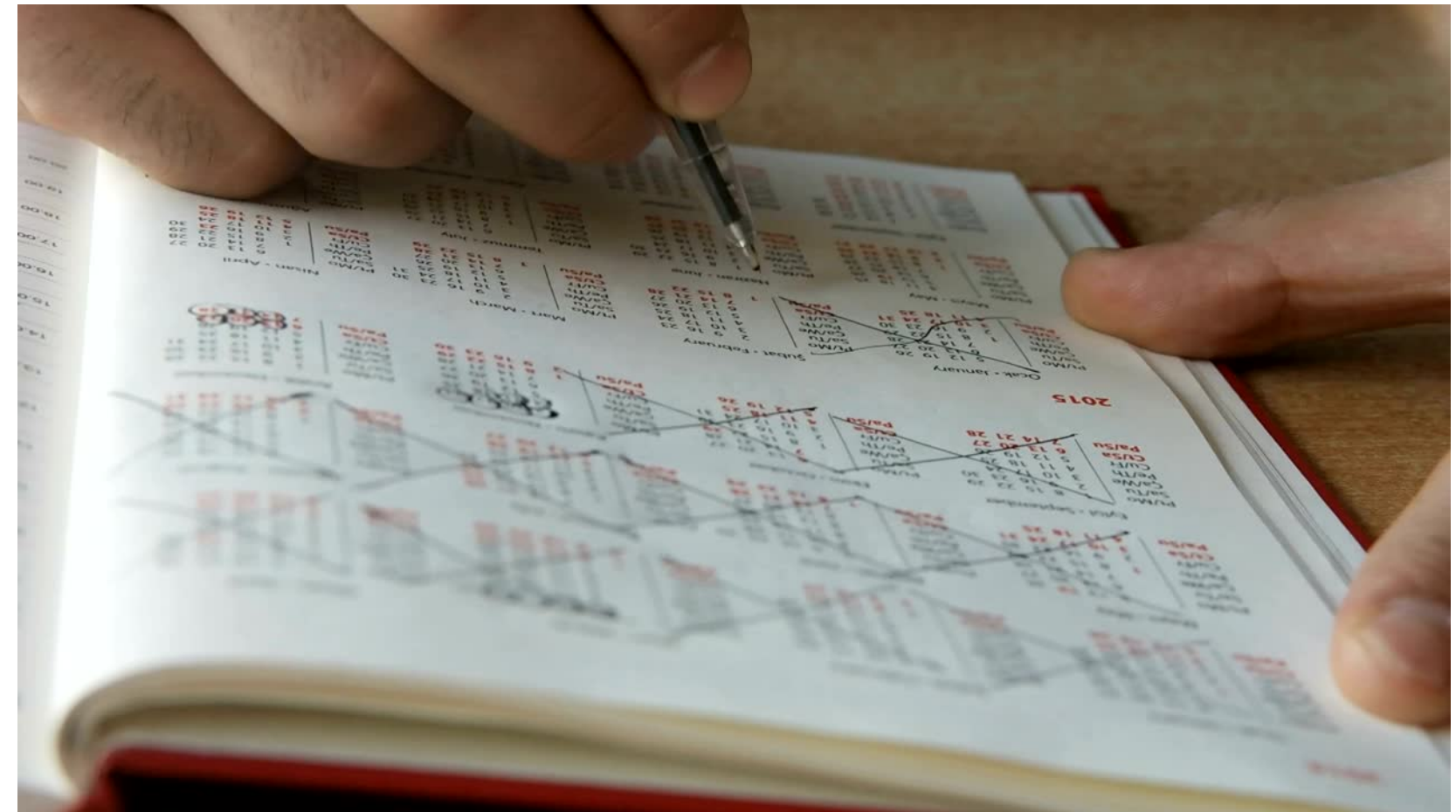
# *During an Interruption*

- Any period of time approved as an interruption will be added on to your current candidature dates and you will be provided with updated 'end of minimum candidature' and 'latest thesis submission' dates, as appropriate.
- During the period of interruption, no tuition fees are payable. However, please note that if you are in receipt of a stipend from the University, stipend payments would be suspended during any interruption of studies. This may apply if you are funded through other schemes/sponsors, and you should check with your sponsoring body.

# *During an Interruption*

- Student Services are not normally accessible during a period of interruption with the exception of the Chaplaincy, Students' Guild and the Health Centre.
- Wellbeing Services and Living Support are able to provide continued support for the first 4 weeks of an interruption.
- You will normally retain access to Library facilities and their IT account will normally remain active during their interruption.
- Any urgent/ important communications requiring response or attention will be sent to your personal email address and any letters sent in hard copy to your home address where appropriate.

**The University  
permits  
interruptions of  
study for part-time  
and full-time  
students, with good  
cause, normally for a  
minimum of a  
month, up to one  
year at a time.**





The maximum period of approval that may be granted for interruptions in total across the course of a programme should not exceed 2 years.

January	February	March	April
Mo Tu WeTh Fr Sa Su	Mo Tu WeTh Fr Sa Su	Mo Tu WeTh Fr Sa Su	Mo Tu WeTh Fr Sa Su
1 2	1 2 3 4 5 6	1 2 3 4 5 6	1 2 3
3 4 5 6 7 8 9	7 8 9 10 11 12 13	7 8 9 10 11 12 13	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	14 15 16 17 18 19 20	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	21 22 23 24 25 26 27	18 19 20 21 22 23 24
24 25 26 27 28 29 30	28	28 29 30 31	25 26 27 28 29 30
31			
May	June	July	August
Mo Tu WeTh Fr Sa Su	Mo Tu WeTh Fr Sa Su	Mo Tu WeTh Fr Sa Su	Mo Tu WeTh Fr Sa Su
1	1 2 3 4	1 2 3	1 2 3 4 5 6 7
2 3 4 5 6 7 8	5 6 7 8 9 10 11	4 5 6 7 8 9 10	8 9 10 11 12 13 14
9 10 11 12 13 14 15	12 13 14 15 16 17 18	11 12 13 14 15 16 17	15 16 17 18 19 20 21
16 17 18 19 20 21 22	19 20 21 22 23 24 25	18 19 20 21 22 23 24	22 23 24 25 26 27 28
23 24 25 26 27 28 29	26 27 28 29 30	25 26 27 28 29 30 31	29 30 31
30 31			
September	October	November	December
Mo Tu WeTh Fr Sa Su	Mo Tu WeTh Fr Sa Su	Mo Tu WeTh Fr Sa Su	Mo Tu WeTh Fr Sa Su
1 2 3 4	1 2	1 2 3 4 5 6	1 2 3 4
5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11
12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18
19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25
26 27 28 29 30	24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31
	31		



Students who apply for an interruption on the grounds of maternity/paternity/shared parental and adoption leave will not have the period of interruption for these types of leave counted towards their maximum number or total period of interruptions.

# *Interrupting due to medical issues*



Prior to resumption of their studies, all PGRs who interrupt due to medical circumstances will be asked to complete a self-assessment form.

The self-assessment form will ask you to provide details of your current state of health and for details regarding further support that you may require.

You may also be required to provide a medical certificate (and to meet any costs incurred in doing so) indicating your fitness to study and meet with a Welfare Advisor upon your return in order to ensure that your ongoing support requirements during your studies can be assessed.

# *International Students*

International Students who are Tier 4 / Student visa holders:

- Interrupting your studies can have serious consequences for your immigration status as the University may be required to report this interruption to the Home Office.
- This will lead to the curtailment of your visa.
- It is important that you receive advice on the implications of your decision, which you can access by contacting the International Student Support Office via <http://www.exeter.ac.uk/students/international/>
- The circumstances in which the University will report your interruption to the Home Office are outlined at <http://www.exeter.ac.uk/students/international/visaconditions/interruptingwithdrawingcompletingearly/>

# *Returning*

- You will normally fall under the University Conventions and Procedures currently applicable upon the resumption of your studies.
- In order to resume studies, you must contact the University or re-register after the end of the interruption period, or you will be deemed to have withdrawn.
- The College of Humanities will arrange for appropriate services to be made available to you prior to resumption of studies in order to facilitate your return.

# How to apply for an interruption



*Talk to your supervisor(s)  
first!*



Logon to MyPGR directly via <https://srs.exeter.ac.uk/>

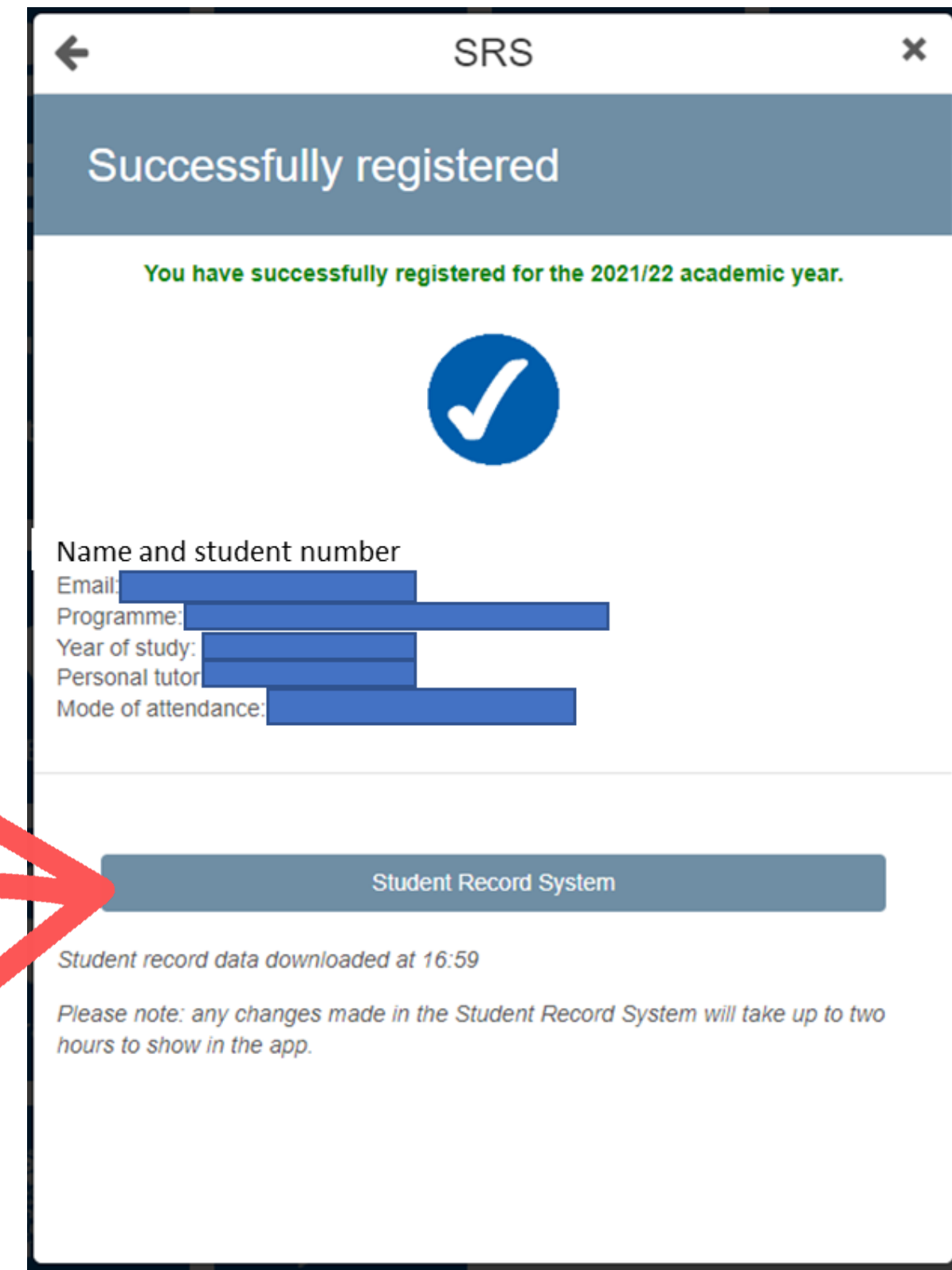
Alternatively, logon via iExeter



In iExeter select



And then select





**Consent to use your data**

Update your data consent preferences New

**Registration for Students**

Please login from **Wednesday 24th August 2022** to register on your programme of study

**System maintenance**

**SYSTEM DOWNTIME**

Owing to essential maintenance, **SRS will be unavailable between 18:00 and 19:00 BST on Monday 22 August 2022.**

To avoid loss of data, **please ensure that you have logged out of the system by 18:00 BST on Monday 22 August 2022.**

Please accept our apologies for any inconvenience caused while this important work is undertaken.

**Facilities**

- Key links
- Edit preferred name
- Edit address
- Collect your 2021/2 candidate number
- Edit Emergency Contact information
- Change your IT password (new window)

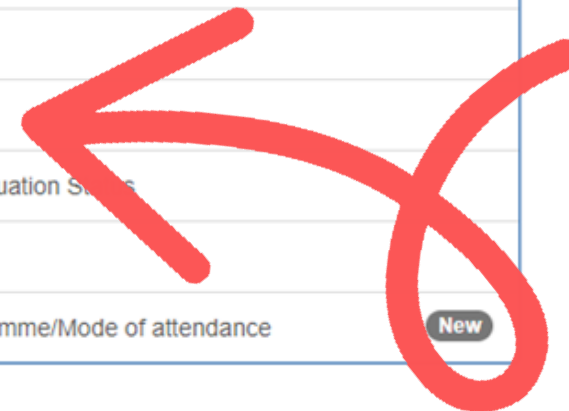
**View my ILP**

- Show my ILP (student view) [User manual]
- View my ILP
- Download a PDF copy of my ILP

**MyPGR**

Use the links below to follow your PGR tasks

- View my contact diary
- Request an interruption
- Request change to Continuation S...
- Enter my ORCID
- Request change of Programme/Mode of attendance New



In MyPGR select

# Read and follow the instructions

## MyPGR - Interruption

### Important information

It is your responsibility to have read and understood the appropriate sections of the:

- [Statement of Procedures: Periods of Registration and Changes to Registration Status for Graduate Research Students](#)
- [Finance Regulations in the University Calendar](#)

Links above open in a new window, close them to return to this page.

**Address Details:** Please ensure we have your [correct permanent home and term-time contact address, telephone and email details](#) on record and please amend as necessary.

1. You should have discussed your interruption with your supervisor(s) and the College Research Office.
2. **Tuition fees:** If you are liable to make a contribution towards your fees you will be asked to pay charges for the period you have been registered.
3. **Student Finance England Doctoral Loans:** If you are in receipt of a doctoral loan from Student Finance England (SFE), the University will notify SFE of the interruption to your studies and your loan payments will be adjusted. It is your responsibility to discuss your interruption and the implications on your loan with your loan provider.

For Advice contact the [Student's Guild Advice Unit](#).

Students registered at the Cornwall Campuses can contact the [FXU Advice Unit](#).

**By clicking Continue below, you agree that you have read the above statements and contacted the necessary offices.**

**NB:** If you do not click continue below you cannot proceed. If you need to arrange to discuss your interruption with anyone before proceeding please exit this process or click the 'Student' tab above.

Continue >

UNIVERSITY OF  
**EXETER**

