### Research Degrees Sub-Committee

# RD3i Application for an Intermission or Break in Studies

### Request for a maximum of 12 months

During intermission, the student is no longer entitled to supervisory support or access to the facilities of the University. Please note that fees are not charged since there is no supervisory support during intermission. If the student is in receipt of a UK Student Loan, payments will be paused for the duration of the intermission.

### Immigration/Visa Implications (International Students Only)

Home Office regulations state that a student whose residence in the UK is only permitted by the terms of a student visa may not be able to remain resident in the UK if they are intermitting/suspending their studies.The University will notify the relevant authorities if an intermission/suspension is agreed. The Home Office will require a new visa application when you resume your course.

Please contact an International Student Adviser at adviceinternational@londonmet.ac.uk or by telephone at 0207 133 4186.

☐Please tick here to confirm that you have gained advice on the immigration/visa implications, if this application is approved.

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| What are you applying for? (mandatory) | | | | | | | | |
| ☐ First Intermission | | | ☐ Additional Intermission | | | | | |
| Your details | | | | | | | | |
| Date | |  | | | ID no | |  | |
| Name | |  | | | Email address | |  | |
| Enrolment date (dd/mm/yyyy)  (you should have received an email from [welcome@londonmet.ac.uk](mailto:welcome@londonmet.ac.uk) confirming your enrolment) | |  | | | Expiry of registration date  (please check with the [research@lonodnmet.ac.uk](mailto:research@lonodnmet.ac.uk) if you are unsure) | |  | |
| I am registered for: | | ☐ MPhil  ☐ PhD  ☐ DProf/EdD  ☐ Other | | I am: | ☐ Full-time  ☐ Part-time | | I am: | ☐ Home  ☐ International |
| Thesis title | |  | | | | | | |
| Lead supervisor | |  | | | Lead supervisor email address | |  | |
| Second supervisor | |  | | | Second supervisor email address | |  | |
| Any additional supervisors or advisors | |  | | | | | | |
| School in which your research is based | | ☐ School of Art, Architecture and Design  ☐ School of Business and Law  ☐ School of Computing and Media | | | | ☐ School of Human Sciences  ☐ School of Social Sciences and Social Professions  ☐ School of the Built Environment | | |
| Break in study request | | | | | | | | |
| **Length of intermission or break in study** (in months, maximum 12 months)  *(Must be filled out)* | | | | |  | | | |
| **With effect from:** dd/mm/yy to dd/mm/yy  *(Must be filled out, accurate to the day)* | | | | |  | | | |
| **Previous intermissions already granted**  *(If applicable, must be filled out)* | | | | |  | | | |
| **Reasons for current request** | | | | |  | | | |
| What evidence have you submitted with this form?  (You may need to supply independent evidence to support your application) | | | | |  | | | |
| If you are an international student, please can you tick here if you are currently in receipt of a Student Route Visa.  If you have answered yes, you will need to speak to the International Office and ask them to sign your form before we will be able to process it.  The International Office’s contact details are: adviceinternational@londonmet.ac.uk | | | | | ☐ Yes  ☐ No | | | |
| International Office signature to confirm that student has received advice about how this change of study will affect their visa. | | | | |  | | | |
| International Office signature to confirm student has received advice about how this change of study will affect their visa**.** | | | | | | | | |
| Please provide a summary of the progress on the research so far and a timetable of the work still to be completed. Please attach the most recent thesis chapter. | | | | | | | | |
|  | | | | | | | | |
| I confirm that to the best of my knowledge, all information given is true and all evidence submitted is genuine.  I understand that a fraudulent claim may lead the University to take action under its disciplinary procedures.  I confirm that I will inform the RPO ([research@londonmet.ac.uk](mailto:research@londonmet.ac.uk)) immediately after the end of the intermission period of my return to study so that re-enrolment can be arranged. | | | | | | | | |
| **Signed (student)** |  | | | | | | **Date** |  |
| Report from the supervisor | | | | | | | | |
| The supervisors are asked to provide a brief progress report to assist the RDSC in considering the application. This should address the issues of the student's motivation, and personal and academic factors which might have affected this, the likelihood of a return to study, and the continued academic viability of the project. Where applicable, the advisability of submission for MPhil rather than PhD should also be considered. | | | | | | | | |
|  | | | | | | | | |
| Recommendation of the Supervisors | | | | | | | | |
| Having considered all aspects of the student's progress and having consulted with the second supervisor, (please choose **one** of the options below). Please note that should the intermission be granted, you will need to inform the RPO ([research@londonmet.ac.uk](mailto:research@londonmet.ac.uk)) immediately after the return of your student to study so that re-enrolment can be arranged. Please inform the RPO as well if your student does not return. | | | | | | | | |
| ☐I **recommend** that the period of registration should be suspended  ☐I **do not** **recommend** that the period of registration should be suspended | | | | | | | | |
| **Supervisor name** |  | | | | | | **Date** |  |
| Research Degrees Sub Committee Approval(OFFICE USE ONLY) | | | | | | | | |
| ☐I **recommend** that the period of registration should be suspended  ☐I **do not** **recommend** that the period of registration should be suspended | | | | | | | | |
| **Chair/Vice Chair of the RDSC** |  | | | | | | **Date** |  |