

Department of Computer Science

Student Guidance for Applications to Interrupt a Postgraduate Programme of Study

This document provides you with advice on how to interrupt your studies.

1. Are you Encountering Difficulties in Your Studies?

- 1.1 During your time at the University you may encounter personal difficulties or situations which may seriously disrupt your studies (for example, ill health). Where it becomes clear that continuation of your studies is not possible there are a number of remedies available to you and these should be discussed with your Department. One possible remedy is that you may be granted a temporary interruption to your studies.
- 1.2 If you are applying for an interruption, you should follow this guidance.

You should complete the application form (link on page 5) and take it to your supervisor or programme tutor for discussion before submitting it to the Student Support Office, LF21, Kilburn Building. If your application is approved the Department will inform you of registration/tuition fee/accommodation information. If your application is refused you have the right to appeal the decision.

2. Principles of an Interruption

- 2.1 An interruption of study would normally be to assist you to recover from medical problems or problems of a personal or financial nature which are having, or may have, a negative impact on your performance.
- 2.2 Applications for interruption will only be considered in the most exceptional circumstances e.g. medical grounds. Further information can be found on page 4 of the 'Principles for Granting Interruptions to an Undergraduate or Postgraduate Taught Programme of Study':
<http://documents.manchester.ac.uk/display.aspx?DocID=4779>
- 2.3 A period of interruption in the first instance should be no more than 12 months.
- 2.4 You must seek permission from your Department to interrupt your programme of study.
- 2.5 If you are requesting a second interruption (which can be at any time throughout your programme of study), then your Department must seek approval from the Faculty.
- 2.6 Wherever possible applications should be made before the interruption is to start. This would be the expectation in respect of certain predictable medical circumstances such as foreseen surgery and confinement during pregnancy.
- 2.7 Some interruptions, however, are not predictable and are sought after difficulties have already commenced. Please note that in this case independent documentary evidence will normally be requested, e.g. medical notes.
- 2.8 If you require a retrospective interruption of study after your situation or difficulties have resolved themselves, these applications will only be considered in exceptional circumstances. It is crucial that you make contact with your Department as soon as you become aware of any issues affecting your programme of study.

2.9 There are a number of implications to be considered and we strongly recommend that you seek advice before applying for an interruption to ensure that you are fully aware of the consequences involved.

3. Implications of an Interruption – Important Information to Consider

3.1 University Facilities

During an interruption period, you will not be entitled to teaching, supervision or use of any University facilities.

3.2 Tuition Fees

The University charges tuition fees for any period of study where you are in attendance.

If a student takes a Leave of Absence or withdraws from their course part way through the academic year, it may be possible to recalculate the tuition fees and when this is done and an amount greater than the revised tuition fees due has been paid, the University can make a refund. The criteria for when tuition fees can be reduced or recalculated differs for students that are self funded or funded by a tuition fee loan and the dates of study that comprise the chargeable period of the academic year differ for undergraduate and postgraduate students. Further information is here:

<https://my.manchester.ac.uk/d/crucial-guide/financial-life/tuition-fees/refunds/>

If you are in arrears with your tuition fees any outstanding debt must be cleared before you will be allowed to restart your programme.

3.3 Accommodation

If you have an existing contract with the Accommodation Office it will specify that there is a 28-day notice period should you need to be released from this contract.

For contact details see section 4.5.

3.4 Funding Organisations

There may be implications regarding any sponsors or funding organisations.

If you chose to interrupt your studies it is your responsibility to check with your funding organisation, to find out if there are any funding implications to consider. You must also inform your Department that you have made contact with your funding organisation.

In turn, your Department must ensure that you have investigated any implications with your funding organisation (if you have not already informed them); this should also be highlighted on the INT1 Interruption Application form.

So, if you choose to interrupt your studies, you and your Department are both responsible for ensuring any obligations set out by your funding organisation have been considered and addressed.

3.5 Visa Issues

If you are enrolled as an overseas student, interrupting your studies is likely to change your immigration status. Make an appointment with a member of staff from the International Advice Team to clarify this and check exactly what you need to do. You should do this **before** you apply to interrupt.

For contact details see section 4.7.

3.6 Sickness

Sickness may be considered as a reason for interruption; however, this may also be a basis for mitigating circumstances.

Please refer to the University's Policy and Procedures on Mitigating Circumstances:

<http://documents.manchester.ac.uk/display.aspx?DocID=4271>

4. **Sources of Advice**

4.1 Your Department

You should contact the Department to discuss the implications of interrupting. At this stage you should be made aware of the implications of this course of action and maybe directed to other sources of assistance.

DEPARTMENT CONTACTS

Advanced Computer Science Programme Tutor

Dr Konstantin Korovin korovin@cs.man.ac.uk

Part Time & Modular Programme Tutor

Dr Renate Schmidt Renate.Schmidt@manchester.ac.uk

MRes Programme Tutor

Dr Konstantin Korovin korovin@cs.man.ac.uk

4.2 University Counselling Service

For confidential help with any personal issues affecting self esteem, relationships, mental health or general well being.

<http://www.studentnet.manchester.ac.uk/counselling/>

4.3 Students' Union Student Guidance Service

For confidential advice on any academic matter, where your work is being affected in any way.

<http://manchesterstudentsunion.com/advice/service>

4.4 Student Services Centre

For advice on matters such as tuition fees, registration, examinations, funding and graduation.

<http://www.studentnet.manchester.ac.uk/crucial-guide/ssc-contact-details/>

4.5 Accommodation Office/Provider

If you are resident in University accommodation you should contact the Accommodation Office (First Floor, University Place – tel: 0161 275 2888), to seek advice on the possible implications of interrupting your studies. You may also seek advice from your Senior Warden in Halls of Residence.

<http://www.accommodation.manchester.ac.uk/>

If you are in private accommodation you will need to contact your accommodation provider, e.g. landlord.

4.6 Sponsors/Funding Organisation

You must check any implications and/or seek permission to interrupt. If your interruption application is approved your Department will inform you of how your sponsor or funding organisation should be contacted.

4.7 International Advice Team

If you are a non-EU student on a student visa or residence permit you should contact the International Advice Team (Student Services Centre, Burlington Street – tel. 0161 275 5000) to discuss the consequences of your interruption and to seek impartial immigration advice.

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/>

5. How to Apply for an Interruption

5.1 Having sought appropriate advice, you need to;

- Download and complete the application form:
http://studentnet.cs.manchester.ac.uk/pgt/request_interruption.pdf
- Submit this form together with any additional documentation such as medical notes and supporting letters to your Department.

A full list of Supporting Documentation can be found on page 6 of the 'Principles for Granting Interruptions to an Undergraduate or Postgraduate Taught Programme of Study':

<http://documents.manchester.ac.uk/display.aspx?DocID=4779>

5.2 The application form and additional documentation will be treated as confidential.

6. The Department Procedure

6.1 The Department will consider your application for interruption.

Please note that in reaching a decision about your application the Department/Faculty may take into account any previous permission already given to you and also your academic record since joining the University.

6.2 Once your application has been considered the Department will inform you of their decision in writing.

If permission is approved you must:

- Inform the Accommodation Office or accommodation provider, Student Services Centre, International Advice Team (if appropriate), and/or any other relevant parties;
- Seek advice from your Department regarding whose responsibility it is to advise your funding organisation, including your Local Education Authority and the Student Loans Company (if appropriate);
- Maintain contact with your Department through the relevant Administration or Academic Office.

It is the Department's responsibility to:

- Inform the Programme Tutor, Supervisor, relevant Lecturers and Administrators in the Department;
- Staff responsible for updating Campus Solutions;
- Inform you of how your sponsor or funding organisation should be contacted.

If permission is refused:

- You have a right to appeal to the Department in the first instance. Further information can be found at:

<http://documents.manchester.ac.uk/display.aspx?DocID=1872>

7. Prior to your Return from an Interruption

- 7.1 Your Department should write to you in advance of your return from interruption to confirm your official return date and the procedure for return. This correspondence should also include notification of the cut-off date when you will be withdrawn from the programme should you not return. If you envisage any problems with your return date you must contact your Department immediately.
- 7.2 You are expected to respond to your Department confirming your return date.
- 7.3 If your interruption was permitted on medical grounds, you must provide a note from your healthcare professional confirming that you are fit to return to your studies.
- 7.4 You will need to register after an interruption unless you have already registered in the same academic year. Registration information should be sent to you by your Department if you are starting a new academic year.
- 7.5 You will be advised to make arrangements regarding your accommodation. It is your responsibility to organise your own accommodation.

8. Returning from an Interruption

- 8.1 When returning from interruption, you should:
- Provide a note from your healthcare professional (if your interruption was permitted on medical grounds) demonstrating you are fit to return to your studies;
 - Be aware that the programme of study may have changed and you should liaise with the Programme Tutor/Supervisor to confirm this;
 - Register if you are starting a new academic year. However, if you are returning in the same academic year you do not need to register.

9. Supporting Information on Interruption of Studies

This guidance should be read alongside the following documentation:

9.1 University

- 'Principles for Granting Interruptions to an Undergraduate or Postgraduate Taught Programme of Study – Guidance for Students':

<http://documents.manchester.ac.uk/display.aspx?DocID=4779>

9.2 Faculty

- EPS Faculty documentation – '[Staff Guidance for Processing Applications to Interrupt an Undergraduate Programme of Study](#)'