**School of Health in Social Science**

**Application Process**

Students should discuss their application with their Student Adviser or Academic Adviser who will help to complete the form and put together a proposed return to study plan. The Student Adviser or Academic Adviser should send the completed form, along with any supporting evidence, to the School Office at [Health.UG.PGT.Concessions@ed.ac.uk](mailto:Health.UG.PGT.Concessions@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**

Any one period of authorised interruption of study will not generally exceed one academic year.

The total period of authorised interruption of study is the same for full-time and part-time students and will not exceed 100% of the prescribed period of full-time study. For example, for a 4 year Undergraduate programme, a maximum of 4 years of interruption may be approved. For most Masters programmes, the maximum period of interruption is 1 year. Interruptions of study will not be applied retrospectively.

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 Student Immigration 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/student-administration/immigration>

**Please complete all information required on the following three pages**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Surname |  | Student Forename |  |
| School |  | UUN |  |
| Programme of Study |  | Year of Programme |  |
| Proposed Interruption of Study Start Date |  | Proposed Date for Returning to Study |  |
| *For UG only:*  Programme Year upon Return to Study |  | Tier 4 |  |
| *For PG(T) only:*  Current programme maximum end date |  | *For PG(T) only:*  Proposed programme maximum end 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 the student’s reasons for requesting an interruption of study* | | | |
|  | | | |
| *Dates of previously approved interruptions of study (where applicable)* | | | |
|  | | | |

**Please complete the return to study plan on next page.**

**RETURN TO STUDY PLAN**

**ACADEMIC PROGRAMME REQUIRED TO SUPPORT AIS REQUESTS**

* Please account for all outstanding courses on a student’s record for the current academic session, and any additional courses that will comprise the academic programme to which the student will be returning if an AIS is approved. This includes outside and zero-credit courses.
* Decisions of the Special Circumstances Committee / Exam Board relating to assessments must be included.
* Once an AIS is granted, it is the School’s responsibility to ensure that the arrangements required for work to be credited are put in place in due course.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course name** | **Level** | **No. of credits** | **Delivery period** | **List all outstanding assessments components for each course and weighting** | **Assessment arrangements for outstanding components** |
|  |  |  |  |  |  |
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| --- |
| **Please use this space for any additional relevant information about the return to study plan.**  *For PG(T) dissertations, this should include a revised timeline for completion approved by the dissertation supervisor.*  *If a programme extension is required, note the reason for this, for example, to fit with the programme’s assessment or dissertation timeline.*  *Note support to be provided, including return to study meeting, ongoing Student Adviser support, referral to DLSS or other services, academic check-ins if assessment only or placement only return.* |
|  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Submitted by** |  | | **Position** | |  | **Date** | Click here to enter a date. | |
| **SCHOOL APPROVAL: Director of Students / Director of Learning and Teaching** | | | | | | | | |
| **Notes** | |  | | | | | | |
| **Authorised by** | |  | **Position** |  | | **Date** | | Click here to enter a date. |
| **Signed** | |  | | | | | | |

UG and PGT students may apply to interrupt for up to the equivalent maximum period of study for a full-time version of their programme. The exception is for intermittent (ICL) students. They are able to interrupt for up to half of their maximum period of study, e.g. 3 years for a 2-6 year ICL programme.

An AIS is generally in blocks of calendar months, up to 12 months at a time. AISs may be approved consecutively.

Schools may approve an AIS request for up to 12 consecutive months. If a student wishes to extend for a further 12 months following on directly from 12 months AIS, a College concession is needed.

Longer than 12 months may be agreed upfront for compulsory military service, ongoing medical treatment, national training programmes under sporting excellence, e.g. for the Olympics.

**Process notes for Student Support Team**

For School level approval, submit completed form to Director of Students: [HiSS.DirectorofStudents@ed.ac.uk](mailto:HiSS.DirectorofStudents@ed.ac.uk)

Copy to Director of Learning and Teaching if DoS is on leave or has reported a conflict of interests:[DoT.Health@ed.ac.uk](mailto:DoT.Health@ed.ac.uk)

If School level approval is received, complete the online College concession form: [UG & PGT Student Concessions and AIS](https://uoe.sharepoint.com/sites/hss/college-office/academic-administration/SitePages/UG-PGT-Student-concessions-and-AIS.aspx)

Complete Concessions spreadsheet and file approved form and evidence on SST case management system: