

Postgraduate Research (PGR) Notice to Interrupting Students



These notes are intended to clarify your status and to define your relationship with the University and its facilities during your period of interruption under [General Regulation 3](#) 'Students interrupting their period of study'.

Introduction

1. Interruptions are granted for a variety of reasons: medical, personal, financial or a combination of these. Often the factors which have led to the interruption request have affected your academic work. It is the University's policy that interrupting students should not remain on campus, and aside from occasional visits you are expected to remain away from the University.

Status as a Student

2. During your absence you will remain a member of the University. This means that your name will be included in the official register of students, but your status as a student currently registered at the University is in abeyance and your campus card (for those students in receipt of one) will be deactivated. If you are a member of staff, it is your student activities which are affected by interruption, and you will need to distinguish between your staff and student roles where appropriate.

University Facilities available to Interrupting Students on Research Degree Programmes

3. Your privileged access as a student to University facilities is in abeyance and you are asked to note in particular:
 - (a) You will not normally be given a place in University residences or allowed to continue in occupancy of a room in University residences. In exceptional circumstances interrupting students may contact the [Student Support Service](#) if they believe that there is a good reason why an exception should be made in their case.
 - (b) You may wish to seek the advice of the [Accommodation Office](#) about your eligibility for accommodation in University residence at the end of your period of interruption. Accommodation Preference Forms (APFs) are not automatically sent out to interrupting students. If you are returning from interruption in September or October and wish to apply for a room in residence, it is important that you contact the [Accommodation Office](#) before the Easter break.
 - (c) You will retain access rights to your University e-mail account but will normally not be allowed Library borrowing facilities nor access to any other University Computing Facilities.
 - (d) You will not be allowed access to the [Sportspark](#) as a student.
 - (e) You will not be allowed to attend classes or to receive tuition or supervision from a member of University staff or any other individual normally involved in your supervision.
4. You may remain in touch with your supervisor but not for the purpose of receiving tuition.
5. You may consult staff in the [Postgraduate Research Service](#), [Student Support Service](#), [Careers Service](#), [University Medical Services](#) (including the Dental Practice) and the UEA Student Union Advice Centre.
6. Your child may continue to use the [University Nursery](#).

Financial Matters: Debts

7. Before leaving the University you should ensure that you have cleared any outstanding debts to the University. This includes returning books to the Library and any equipment or materials you may have borrowed. If you cannot clear your debt to the University, it is important that you discuss your difficulties with the [Finance Division](#) before starting your period of interruption. If you do not, the University may take steps to recover any sums of money owed while you are interrupting. If there are any debts outstanding at the end of your period of interruption, they may prevent your return to study being re-admitted at the University to resume your course.

Financial Matters: Tuition Fees

8. If your course year commenced in September/October and your interruption begins on or before 31 October and lasts the full academic year, you will not be liable for any tuition fees for that academic year. If you have already paid tuition fees you may have them refunded or held against your fees for the next academic year.
9. If your interruption begins after 31 October, you will be liable for fees for that academic year. How much you will have to pay will depend on the start and return date of the interruption, and the fees liability will be calculated monthly.

Financial Matters: Studentships

10. If you have been paid a maintenance stipend by the University for a period of time whilst interrupting, the relevant Faculty/Institute Finance Team will contact you to recover any overpayment of your studentship.

Financial Matters: Financial Assistance

11. You will not normally be eligible to apply to the University for financial assistance while you are interrupting. Any funding awarded would normally be on a loan basis pending your return to the University. Advice on your entitlement to financial assistance or Universal Credit (for those eligible) can be obtained from the financial advisers in the [Student Support Service](#).

International (non-EU) students

12. International (non-EU) students who are studying in the UK on a student visa must note that your permission to be in the United Kingdom will no longer be valid because you will not be actively studying. The University is required to inform UK Visas and Immigration of any periods of interruption for international students for whom we are the visa sponsor. UK Visas and Immigration will require International students who are in the UK on a student visa to leave the UK during their period of interruption. Following this, when you are ready to continue your studies, you will need to make a new visa application. Staff in the International Student Advisory Team in the [Student Support Service](#) will be able to give confidential advice to students on their individual circumstances.
13. International students should note that they may need to also make a new application for ATAS clearance and that the financial implications of any new visa application can be very significant. Staff in the International Student Advisory Team in the [Student Support Service](#) will be able to give confidential advice to students on their individual circumstances.

Address While Interrupting

14. You should ensure that the contact addresses (home and email) on e:Vision are kept updated at all times during your interruption. This enables the University to send important information relating to your course throughout your period of interruption. It is your responsibility to ensure that anybody outside the University who may need to contact you knows that you cannot be reached at your University address and that you advise them of an address where you can be contacted.

Return to Study

15. Your Postgraduate Research Service Team will contact you via email prior to your expected return date to ask you if you are intending to return on the expected date or whether you would like to discuss the other options available to you.
16. Prior to your return date you should contact your supervisory team to arrange a brief Return to Study meeting with at least one of your supervisors, which should take place as soon as possible after your return to study. This will be an opportunity to discuss your return, ensure that you are briefed on any relevant changes since your interruption commenced, review your next steps and confirm that you are aware of the support available to you.
17. If you are returning to the University, please visit the relevant [Postgraduate Research Service office](#) in person so that your Team can update your record to reflect you as having returned, which is necessary for your access rights to be reinstated. We will also explain whether and how you need to register for the year on e:Vision, and whether you need to complete any forms to receive further stipend payments if you receive funding. If you do not visit us in person, we will only update your record once we have received written confirmation from your supervisor that you have met with them at the Return to Study meeting.
18. On your return to the University you will be subject to University Regulations then in force, unless otherwise specified.
19. Please ensure that you are aware of the confidential help, guidance and support services offered by the University's [Student Support Service](#) (including the Wellbeing Service, Disability Support, the Learning Enhancement Team, the International Student Advisory Team (ISAT) and Financial Advice) and the [UEA Students' Union](#) (including the [Advice Service](#) and [Postgraduate\(su\)](#)).

Please consult the Postgraduate Research Service if you have any questions relating to your interruption. Contact details can be found [on the PGR Service website](#).