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**RD7**

**APPLICATION FOR FORMAL STUDY BREAK (EXTENUATING CIRCUMSTANCES)**

* Suspension of study will be considered for a maximum of twelve months in the first instance.
* It is not normally possible to suspend study for longer than two years consecutively.

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| 1 STUDENT DETAILS |
| Name | Click or tap here to enter text. |
| Matriculation number | Click or tap here to enter text. |
| School  | Choose an item. |
| Director of Studies | Click or tap here to enter text. |
| Independent Panel Chair | Click or tap here to enter text. |
| Date of registration | Click or tap to enter a date. |
| Current target degree | Choose an item. |
| Mode of study | Choose an item. |

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| 2 PERIOD OF SUSPENSION APPLIED FOR *Please give exact dates* |
| **From** | Click or tap to enter a date. | To | Click or tap to enter a date. |

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| 3 PREVIOUS PERIODS OF SUSPENDED STUDY  |
| Any previous periods of suspended study should be listed chronologically below, giving exact dates. |
| Click or tap here to enter text. |

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| 4 BRIEF DESCRIPTION OF EXTENUATING CIRCUMSTANCES (To be completed by student *o*r supervisor *o*r IPC, as appropriate) |
| *Detailed information about illness and personal circumstances need not be included. The Director of Studies may instead provide a statement on the form to confirm that they have satisfied themselves that the circumstances are genuine and that the period of suspended study sought is reasonable. Students should note that medical evidence may be required by the Director of Studies and/or the School RIC.*  |
| Click or tap here to enter text. |

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| 5 SUPERVISORY TEAM RECOMMENDATION |
| Having considered all aspects of the candidate’s progress, and the circumstances outlined above, we recommend that the registration period should be suspended as requested. |
| Signature of Independent Panel Chair |  |
| Date | Click or tap to enter a date. |

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| 6 FORMAL APPROVAL OF THE SUPERVISORS’ RECOMMENDATION |
| I confirm that the School Research and Innovation Committee has approved the recommendation above |
| Signature of School Research Degrees Programme Leader |  |
| Date | Click or tap to enter a date. |

**IMPORTANT: ADDITIONAL STEPS FOLLOWING APPROVAL**

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| 8 CATEGORY OF APPROVED SUSPENDED STUDY  |
| The School Research Degrees Leader must confirm the reason for suspended study by selecting from the drop down menu: Choose an item. |
| If ‘other’ is selected above, please briefly state reason: Click or tap here to enter text. |

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| **9 STIPEND PAYMENTS** *(see RDF sections 3.3 and 3.10 for full details)* |
| * Where a student is suspended due to maternity, paternity, adoption leave or certified ill heath, payments may continue and additional payments may subsequently be made.
* In all other cases, the School will decide whether to stop or continue payments for the duration of the suspension, but no extra payments will be added to the original amount.
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| Is this student in receipt of a stipend?  | Choose an item. |
| If YES, is the stipend to be stopped? | Choose an item. |
| **If the stipend is to be stopped**, please state for how long | ***SELECT ONE*** |
| * For a period of months (*state number of months*)
 |  [ ]  |
| * Until further notice
 |  [ ]  |
| * Permanently
 |  [ ]  |
| The **last payment before stopping** should be made in | Click or tap here to enter text.(State **month** and **year)** |
| (*Note that monthly stipend payments are made in arrears at the end of each month*) |
| **If the stipend is to continue**, are additional payments to be made?  | Choose an item. |
| If YES, **please confirm reason:** | Choose an item. |
| and **number of WEEKS of extra payments**:  | Click or tap here to enter text. |

**Notes on additional stipend payments**

* In 2019/0 additional stipend payments for maternity leave or sickness absence are made at the rate of £288.63 per week. This is based on the annual figure of £15,009 divided by 52 weeks.
* Payment of the first four (or five\*) weeks will be made at the end of the month following the original final payment month. Any further payments will be made, in four-weekly (or five-weekly\*) amounts, at the end of subsequent months. *(\*depending on the month. January, April, July and October are five week months; all others are four)*
* Students may take up to 52 weeks of **maternity leave** as suspended study. Stipend payments will be made as follows:
	+ Full standard stipend for 26 weeks
	+ Approximately 41% of full standard stipend for a further 13 weeks
* For **sickness absence** the amount of additional payments will be equal to the duration of the sick leave (up to a maximum of 13 weeks)
* **For paternity leave** (10 days are allowed) one additional stipend payment equal to 33% of a standard monthly payment will be made.

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| 10 AUTHORISATION OF CHANGE TO STIPEND PAYMENTS |
| Approval of any change to stipend payments must be signed by the **named financial authority** for research degrees within the relevant school. [The current schedule of authorised signatories is available online here](https://staff.napier.ac.uk/services/research-innovation-office/research-degrees/Pages/fees-and-stipends.aspx)  |
| Signature of named financial authority |  |
| Print name | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

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| 11 STUDENT CONFIRMATION |
| * The student MUST be provided with a copy of this form, after all other signatures have been added.
* If the student is unable to sign the form for any reason, an email confirming their acceptance of all decisions must be provided before the suspended study can be processed
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| I confirm that I have read and understood the decisions made in relation to suspended study and, where relevant, in relation to stipend payments |
| Student signature |  |
| Print name |  |
| Date | Click or tap to enter a date. |

**ONCE THE FORM HAS BEEN COMPLETED FULLY, AND SIGNED BY ALL PARTIES, IT SHOULD BE SENT TO** **doctoralcollegeoffice@napier.ac.uk**

**IF THE STUDENT IS ON A TIER 4 VISA, the form MUST ALSO BE SENT TO** **Tier4@napier.ac.uk**