

Interruption Guidance

Please read the general guidance at the top of this page before continuing. The Interruption form can be found at the link at the bottom of the page, but you are strongly advised to read the guidance first.

The [Regulations for Research Degrees](#) require you to remain registered until you submit a thesis for examination. **Exceptionally**, you may be allowed to interrupt your studies under certain conditions with the approval of the Research Degrees Sub-Committee Chair (RDSC Chair), your Doctoral Programme Director and your supervisor. **Retrospective interruptions will not normally be approved**

Periods of interruption do not count towards the minimum or maximum periods of registration required. No fees are charged for an approved period of interruption, and this is based on the School's calculation of fee liable weeks by term. This is currently set to 29 weeks, across the academic year, as follows: 11 weeks in Michaelmas term, 11 weeks in Lent Term and 7 weeks in Summer Term. Particular attention should be paid by those interrupting in summer term as an interruption that starts after the teaching term ends will not impact the fee for that term. Further information can be found by reading the School's [Fee Policy](#).

While students are not entitled to supervision, the department and student are responsible for making appropriate arrangements regarding contact during interruption and support for returning to studies.

If you have a student visa, you will not be able to remain in the UK as an LSE student during a period of approved interruption as your visa will be cancelled. No period of retrospective interruption can be granted to holders of student visas. It is important that you get the correct advice about your immigration status before you decide to interrupt and before returning this form. Please contact the [Student Advice and Engagement Team](#) for advice. Please note that, as required by law, the LSE will provide details of your student status to the UK Visas and Immigration.

If you hold a student visa and intend to apply for the Graduate Route Post Study Visa Scheme, it is advised that you contact the [Student Advice and Engagement Team](#) prior to submitting any change in circumstances forms to understand any potential implication on any future Graduate Route Scheme application.

If you are funded by the School or ESRC/AHRC, you will need to contact the [Financial Support Office](#) to discuss your situation.

You can contact the School's [Disability and Mental Health Service team](#) to see what support services are available for you to access to help support you through the interruption period and once you have returned to studies.

You can also consult the [PhD Academy's webpages](#) to see what events, training and 1-2-1 coaching sessions may be of use to you during the interruption period and once you have returned to studies.

As part of the online form, you will be asked to provide a concise statement (up to 400 words) of the reasons for the need to interrupt your studies and will be given the opportunity to upload supporting documentation.

Your application will require a work completion plan You should discuss your work completion timetable and support and supervisory arrangements with your supervisor. Particular attention should be on demonstrating the feasibility of your plan i.e., given the reasons for your interruption, is the amount of work you have remaining achievable in the time that you have left to submit your work.

Your work plan should be broken down as follows:

- a. The work completion timetable should outline what work has been completed on your thesis and what work remains to be completed and by when.
- b. An outline of what support and supervision will be in place should be provided. This section should outline what supervisory arrangements will be in place and ideally quantify how many supervisory meetings are to take place. The section should also outline what support you will be receiving both from the School and outside of the School.

It is advised that your work completion plan is written in a chapter-by-chapter approach with the aim that it is clear to the RDSC Chair how much work you have completed to date and what remains to be completed and by when. You could use the following model for each chapter:

I have completed xxx or x amount in terms of fieldwork/data collection and I still have to complete xxx. This will be completed between xxxx and xxxx or by xxxx (insert dates)

I have written up/drafted x amount of the chapter. I still need to draft xxx. This will be completed between xxxx and xxxx or by xxxx (insert dates).

Please note that you are advised to draft your work plan in Word and then paste into the online form as you are unable to save the work plan as a draft before submitting it to the PhD Academy.

Please note that if you are applying on health grounds your medical evidence needs to explain how your condition(s) impact your ability to study and there is no requirement for you to disclose the condition itself. The School reserves the right to request evidence of fitness to resume studies as a condition of your return to studies.

No evidence is required on grounds of COVID-19.

The Interruption Form can be accessed through the [online portal](#).

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