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**Phased return to studies request form for postgraduate research students**

If you are a UKRI, Royal Holloway, externally funded or co-funded postgraduate research student and have been on long term sickness (interruption of 12 months or more due to ill health), then you are entitled to a phased return to studies for 4 weeks at 50% of your usual hours, resulting in a 2-week extension to your stipend payments, as long as you are in possession of the relevant evidence as stipulated in the guidance notes to this form. Your funding and submission date will be extended by 2 weeks. This form should only be used for a phased return to studies for the first 4 weeks of resumption from an interruption. Any leave which exceeds this must be requested via the standard interruption process for postgraduate research students or a change in mode to part time. Non-funded students should request a standard suspension of regulations request for extensions to deadlines, or request leave of absence via the standard interruption process or change in mode process for postgraduate research students as required.

**Student’s details**

First name: Surname:

Student ID no: Supervisor:

Funding Body:

 **Timeline for return to full time/part time studies at an average 50% engagement**

Please provide a summary *week by week* timetable for your return to normal full time/part time studies. You are expected to have an average 50% attendance during the 4 weeks, but how you allocate that over the period must be agreed with your supervisor.

**Phased return to study details – maximum 4 weeks**

**You are expected to return to 100% engagement for your mode within the 4 weeks of return from interruption. The expectation is you will maintain a 50% engagement during those 4 weeks. This translates to 2 weeks of additional stipend payment on your current mode, and a further extension of 2 weeks to all outstanding upgrade and submission deadlines.**

I am starting my phased return to studies on (dd/mm/yyyy): (this should be the day your returned to studies after your interruption): Click or tap to enter a date.

I expect to return to 100% engagement with my studies on (dd/mm/yyyy): (this should be 4 weeks from the date above) Click or tap to enter a date.

Copy of fit note with recommendation for phased return to studies provided: **Yes:** [ ]  **No:** [ ]

Completed return to working full time/part time plan provided: **Yes:** [ ]  **No:** [ ]

**Please note that this phased return to studies request cannot be processed without supporting evidence or a completed timeline to return to 100% studies.**

**Student’s confirmation**

By signing this form, I confirm that I understand and agree that:

* The phased return to studies applied for is in line with Royal Holloway and UKRI Guidance: [Phased return from interruption - Royal Holloway Doctoral School](https://intranet.royalholloway.ac.uk/doctoral-school/scholarships-and-finance/phased-return-from-interruption.aspx)
* The request on this form covers up to 4 weeks only of phased return to studies
* During this time:
	+ I will work towards my schedule to return to full time studies at the end of 4 weeks @ an average engagement of 50% over that time.
	+ I will remain registered as a student at Royal Holloway and must complete enrolment accordingly

**Student signature:** **Date:** Click or tap to enter a date.

**Academic approval**

**Signature of supervisor: Date:** Click or tap to enter a date.

**Signature of School Director**

**of PGR Education: Date:** Click or tap to enter a date.

Please return the completed form to doctoralschool@royalholloway.ac.uk
or to Doctoral School, Royal Holloway, University of London, Egham Hill, Egham, Surrey, TW20 0EX