

### **Taking time off (intermitting): what you need to do and how to apply**

There are all kinds of reasons why you may have to take time off from your course or research programme; for example, medical reasons, caring duties, an emergency situation at home and maternity leave. It is important that you make a formal application to take time off as soon as you know that you need to do so but to do this in consultation with your Supervisor and College Graduate Tutor. You may also find it useful to discuss your application with your Advisor, Course Administrator or Graduate Student Administrator. You may request to intermit for up to three terms (you can only apply to intermit from terms as opposed to days, weeks or months). If you have not been able to work for a shorter period of time, it may be more appropriate to apply to defer your submission deadline.

If you are making your application on medical grounds, you will need to include a note from your medical doctor, counsellor or your College Graduate Tutor.

It is really important that you talk about any circumstances which are preventing you from working effectively with one or more of these staff from your graduate team.

Please note that it is not normally possible to apply for, and have agreed, retrospective terms of intermission, or to apply for intermission for the purpose of taking employment.

If you are an MPhil student, you are likely to have to intermit three terms even if you require fewer so that you can join your programme at the point you left it in the forthcoming year.

For information on taking time off (intermitting), Tier 4 and how to apply see:

<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/intermission>

If you have any questions about intermitting email: [Grad.enquiries@aha.cam.ac.uk](mailto:Grad.enquiries@aha.cam.ac.uk).