Guidance on temporary withdrawals for Research Council funded students, including Maternity and Paternity pay.

- If you’re experiencing problems which might affect your ability to submit your thesis on time, especially health or personal issues, perhaps a temporary withdrawal (suspension) would be your best option. This effectively “stops the clock” and pauses your enrolment until the date you are able to return to your studies. You should submit a request for suspension when a problem arises rather than retrospectively.
- You are advised to discuss any issues with your Supervisor or Head of Department initially.
- If you are an Overseas fee-payer, you should discuss your intentions with the Immigration team in University House, as this might have a significant impact on your ability to remain in the United Kingdom. See the following link for further information: [http://www2.warwick.ac.uk/study/international/immigration](http://www2.warwick.ac.uk/study/international/immigration)
- Temporary Withdrawals can be for up to 1 year initially, but in extreme circumstances you can apply for up to a further year during the latter part of the first withdrawal. You should note, though, that Research Councils do not permit more than one year in total during your funded period. If you do need further time, the University will need to submit a case on your behalf to the relevant Research Council for approval.
- If you do not request a Temporary Withdrawal at the time you need it, the details cannot be taken into account at a later stage, if you are unable to submit your thesis on time.
- If you hold a Tier 4 visa you cannot backdate a Temporary Withdrawal for more than one month, so it is important to act quickly once you have made your decision. If you are a UK/EU resident, you cannot backdate a Temporary Withdrawal for more than three months.
- The University does not pay stipends during periods of temporary withdrawals apart from RCUK-funded maternity and paternity stipend. If you have already been paid a stipend in advance, the University will claim this back from you. Any remaining funding will be put on hold and will resume once you have re-enrolled and returned to your studies.
- If you do decide that a Temporary Withdrawal is the right option for you, please complete the form, found at [https://www2.warwick.ac.uk/services/academicoffice/gsp/formslibrary/#duringyourstudies](https://www2.warwick.ac.uk/services/academicoffice/gsp/formslibrary/#duringyourstudies) and pass to the Director of Graduate Studies in your department for approval, along with any relevant supporting documents, ie medical note if your withdrawal is for health reasons. Once authorised by the department, they will send the form on to the Graduate School for consideration. We will then contact you by email with the Chair of the Board of Graduate Studies’ decision.
- If you are taking a temporary withdrawal due to maternity or paternity leave, you should also complete and submit an additional request form. Guidance and the form can be found at: [http://www2.warwick.ac.uk/services/academicoffice/gsp/scholarship/typesoffunding/researchcouncilfunding/rcukfundedstudents](http://www2.warwick.ac.uk/services/academicoffice/gsp/scholarship/typesoffunding/researchcouncilfunding/rcukfundedstudents)