

Options for taking a break in study**

Reason for study break	Duration of break*	Authorised absence	Change of study location
Sickness Medical treatment and surgery Bereavement	8 – 42 days	Time taken as authorised absences will not be added to your registration period.	Change of study location might be appropriate where you intend to remain engaged with your study as normal but need to be away from University. If you need longer than the time permitted as authorised absence, you could consider a change of study location. No additional time will be added to your registration.
	43 – 59 days, in exceptional circumstances	No study to be undertaken for duration of study break.	
	60 – 120 days, in very exceptional circumstances	Medical note will be required where appropriate. If you cannot return from authorised absence as expected, you may be required to take temporary withdrawal.	
Maternity leave	8 – 42 days		
Employment Annual leave	Up to 42 days	Authorised absence for the purpose of employment should be requested for a minimum of seven days	You cannot request a change of study location for the purpose of annual leave or employment.

* Periods of absences eight days or fewer do not need departmental approval and can be managed internally.

** Longer periods of absence that cannot be taken as authorised absence, or where a change of study location is not an option, may need to be taken as temporary withdrawal.