



THE UNIVERSITY
of EDINBURGH

Guide to Authorised Interruptions of Study

Student Experience Services | September 2023

EDINBURGH
extraordinary futures await

ALS explained

- An interruption of study involves taking a complete break from study for an agreed period of time
- All students can take an ALS
- This is different to a 'Leave of Absence', mainly used by PGR students
- Still classed as 'students' while on ALS

Common reasons for students considering an ALS might include:

- Health reasons (mental or physical health problems)
- Maternity/Paternity/Adoption/Family Leave
- Extra-curricular opportunities e.g. elite sport, art/music related opportunities
- Employment opportunities/internships
- Financial circumstances
- Military Service

ALS explained

- While interrupted, students do not attend classes or complete assessments, but are still regarded as a student of the University
- They can still access campus facilities and student support services including:
 - Advice from School/Deanery regarding return to study
 - The Students' Association (including the Advice Place)
 - Chaplaincy
 - Student Counselling Service
 - Disability & Learning Support Service
- During an interruption students are still subject to University policies, rules and regulations, including the Code of Student Conduct
- Students should be aware that courses and programmes may change while on ALS, which may mean, for example, returning to a different set of course options from those available before the ALS
- Students must be aware of visa regulations before confirming an interruption



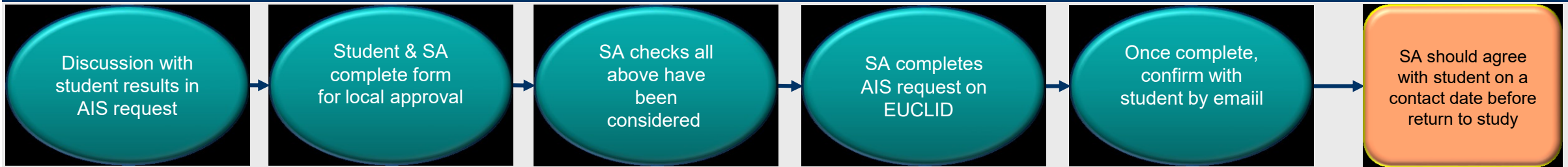
Authorised Interruptions of Study

Checklist

Please make sure you and the student have considered all of the following:

- Dates of interruption: important as students can get a refund on fees depending on certain dates. Check with Student Financial Support for dates.
- Return to study plan completed
- Accommodation options and rent release
- Funding, funding bodies, loans and fees cover
- The total interruption time does not exceed the maximum allowable
- Visa regulations are discussed with the student and SIS only should advise on visas
- Student is aware no study should be completed during AIS

AIS process



Contacts

The Advice Place: advice@eusa.ed.ac.uk
Residence Life: reslife@ed.ac.uk
Student Fees: <https://www.ed.ac.uk/tuition-fees/contact/form>

Contacts

Student Immigration Service: studentimmigration@ed.ac.uk
Student Records: studentsystems@ed.ac.uk
Scholarship & Financial Support: [Unidesk Form](#)

Important to note

- If you are unsure about any aspect of a student AIS, please discuss with your line manager; Director of Students or wider team as soon as possible
- Students must lead the AIS process. You are unable to interrupt a student without their permission. If a student is incapacitated & unable to make a decision, please contact your College office

Useful links

[Next page](#)

Useful AIS links

- [Authorised interruption of study | The University of Edinburgh](#)
- [If things go wrong | The University of Edinburgh](#)
- [Edinburgh University Students' Association](#)



Authorised Interruptions of Study

- For advice on AIS policy, please contact Academic Services or your local College office if relevant
- Academic.Services@ed.ac.uk
- CAHSS.Progression@ed.ac.uk
- CSE.Progression@ed.ac.uk
- CMVM- check with local manager

