* The Student Registry administers applications in line with Research Council guidance

**AHRC/ESRC/CHESS AWARD - REQUEST FOR**

**MATUREITY/PATERNITY/ADOPTION LEAVE**

Awards are intended to be held on a continuous basis, without a break.

For Doctoral award holders, you may be allowed to interrupt your programme of study for up to a maximum of one year for the following reasons:

- Maternity;
- Paternity;
- Adopting a child;

For Master’s award holders, it is usual for an award to be put into suspension for a whole year in order that the course can be taken up at the same point the following year.

If you have received any maintenance grant or additional allowances covering all or part of the proposed period of your suspension, your request cannot be approved until this money has been repaid.

In the case of maternity medical evidence is required.

**Maternity/Paternity leave**

**Maternity:**
You can apply for up to 12 months maternity leave of which 6 months (26 weeks) is paid maternity leave and 6 months unpaid maternity leave. A minimum of two weeks must be taken.

**Paternity:**
Paid Paternity leave is available for two weeks. Please note that this is not an extension to your award.

**Shared Parental Leave:**
A maximum of 6 months (26 weeks) paid maternity/paternity leave in total is available across both partners. This equates to 26 weeks minus 2 weeks mandatory maternity leave and 2 weeks normal paternity leave leaving 22 weeks for shared parental leave which represents a paid extension to the award. In order to qualify the applicant must have the main responsibility, alongside the responsibility of the mother for the upbringing of the child.

NB. Consideration will only be given to requests made in advance of the period of maternity/paternity leave.

**Intermitting from the University**

Please note that you must also have permission from the University to intermit. You can make this application via your self-service account. You should do this in good time, since your application will need to be approved by your supervisor, department, college and degree committee before it reaches the student registry where it will be considered for final approval. The University may have different terms and conditions from your funder, and therefore it is important that you have permission from both before commencing your period of intermission.
## Section 1 – For completion by the Award Holder

<table>
<thead>
<tr>
<th>Name of award holder:</th>
<th>Department:</th>
<th>Current end date of Award:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Address:</td>
<td></td>
<td></td>
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<tr>
<td>Telephone No:</td>
<td>Email address:</td>
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### Reason for suspension – please tick box
- Maternity
- Paternity
- Adopting a child

1. Please state the dates that you wish your period of suspension

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<tr>
<th>Start:</th>
<th>Finish:</th>
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2. Are you applying for a period of maternity/paternity or adoption leave?  
   - Yes  
   - No

   - Paternity leave - will your partner have returned to work before start of this paternity leave?  
     - Yes  
     - No

   - Have you included your MATB1 form, if not you will need to send a copy before your application can be approved  
     - Yes  
     - No

3. Have you applied to Intermit from your "Self Service" pages? If not you need to complete this process also.

4. Have you applied to Intermit from your "Self Service" pages? If not you need to complete this process also.

   - Yes (if so what date)
   - Date intermission granted
   - Date intermission refused
   - No (when do you anticipate applying)

<table>
<thead>
<tr>
<th>Award holder’s signature:</th>
<th>Date:</th>
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</table>
## Section 2 – For completion by the award holder's supervisor.

Please comment on this award holder’s request for maternity/paternity/adoption leave, stating whether the submission of the award holder’s thesis is likely to be delayed by more than the period of maternity/paternity/adoption leave. A further sheet may be attached if necessary.

<table>
<thead>
<tr>
<th>Name (BLOCK CAPS):</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Signature:</td>
<td>Telephone:</td>
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<td></td>
<td>Email:</td>
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</tbody>
</table>

The Supervisor should now return this form enclosing any relevant documentation to:

**Scholarships Administrator**  
**Student Registry**  
**4 Mill Lane**  
**Cambridge**  
**CB2 1RZ**