

*** The Student Registry administers applications in line with Research Council guidance
AHRC/ESRC/CHES AWARD - REQUEST FOR
MATERNITY/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

Name of award holder:			
Department:		Current end date of Award:	
Contact Address:			
Telephone No:		Email address:	
Reason for suspension – please tick box			
Maternity		Paternity	Adopting a child
1. Please state the dates that you wish your period of suspension			
Start:		Finish:	
2.	Are you are 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 the your "Self Service" pages? If not you need to complete this process also.			
4. Have you applied to Intermit from the 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)		
Award holder's signature:			Date:

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.

Name (BLOCK CAPS):

Date:

Signature:

Telephone:

Email:

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

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