





A Temporary Suspension of Studies (TSS) provides students with the opportunity to pause their studies at the University for up to 12 months in response to significant circumstances that may impede their academic progress. In exceptional circumstances, a TSS might be recommended as an outcome of a Support to Study Panel.

Categories of TSS Applications

Eligible reasons for applying include:

				
MEDICAL ISSUES	PERSONAL CIRCUMSTANCES	FINANCIAL REASONS	ACADEMIC CONCERNS	INDUSTRIAL PLACEMENT / YEAR ABROAD

TSS Process Overview

	Students considering a TSS should first read the Policy on Student Temporary Suspension of Studies and seek advice from their student advisor, personal tutor, supervisor, or a professional services team member to discuss their options and next steps.
	Applications must be submitted via Student Self Service and students will receive an email confirming the next steps and expected timescales. The process then involves two stages:
	Stage 1: Professional Services staff within the student's School ensure that appropriate support is provided and develop a <i>Progress Map</i> outlining the student's return-to-study pathway, including any conditions for resumption.
	Stage 2: A nominated School Approver (e.g., Associate Executive Dean: Education and Student Life or Associate Executive Dean: Research and Impact) reviews the application and makes a decision within 10 working days

TSS Application

A TSS application must include:

- A personal statement from the student outlining the reason for the request
- Supporting evidence from the student
- A supporting statement from the student's School
- A clear plan for the student's return to study, including any required conditions

Resources

- [Temporary suspension of studies webpage - Heriot-Watt University](#)
- [Temporary Suspension of Studies Policy](#)
- [Temporary Suspension of Studies: Support to Study Policy](#)