**Request for hiatus**

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| By way of exception, upon substantiated request from the doctoral student and provided a consistent doctoral project, a continuous hiatus period not to exceed one year may be granted, in a single period, by decision of the institution head, following agreement by the employer, and where applicable, having sought the opinion of the thesis monitoring committee and doctoral school director, research unit director and thesis director.  This period is not counted as part of the thesis duration.  The establishment signs, with the doctoral student suspending training, an agreement by which it guarantees re-enrolment in the doctoral studies programme at the end of the hiatus period.  During the hiatus period, the doctoral student suspends doctoral training and research work and is no longer considered part of the research unit. The doctoral student is not registered in the doctoral programme during the hiatus year, unless explicitly requesting so. This request shall than be submitted with a letter substantiating the request for continued enrolment, and the doctoral student will be expected to pay tuition and show proof of social coverage and appropriate civil liability insurance for the duration of the hiatus period. |

**Request filed by:**

**Title: Surname: Common name: Name:**

Born on: …../ …../ …. in: Country:

**INE Number:**

**In order to voluntarily suspend the preparation of the following doctoral thesis:**

**Title of Thesis:**

**Institution enrolling student:**

**Thesis Supervisor**: Surname: Name:

Institution:

Research Unit:

Where applicable, employee:

For an uninterrupted hiatus period of: ……………….. months (12 months maximum)

I wish to remain enrolled in the doctoral studies programme for the duration of the hiatus period:  Yes  No

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| **The Doctoral Student**  **I hereby certify my request to suspend preparation of my thesis and petition for an uninterrupted hiatus period. I have attached to this declaration the supporting documents required and a letter substantiating my request.**  Signed in:  *Surname, Name, Date, Signature* |
| **The Thesis Supervisor**  in favour  against the requested hiatus period  Where applicable,  in favour  against the request to maintain enrolment in the doctoral studies programme for the duration of the hiatus period  Remarks, if applicable:  The Thesis Supervisor  *Surname, Name, Date, Signature* |

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| **The Research Unit Director**  in favour  against the requested hiatus period  Where applicable,  in favour  against the request to maintain enrolment in the doctoral studies programme for the duration of the hiatus period  Remarks, if applicable:  The Thesis Supervisor  *Surname, Name, Date, Signature* |

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| **Doctoral School Director, having sought the opinion of the Monitoring Committee**  in favour  against the requested hiatus period  Where applicable,  in favour  against the request to maintain enrolment in the doctoral studies programme for the duration of the hiatus period  Remarks, if applicable:  The Thesis Supervisor  *Surname, Name, Date, Signature* |

**The President of the University of Paris-Saclay,** considering the 25 May 2016 Ministerial Order on doctoral training and the internal rules and regulations of the college of doctoral studies, having sought the opinion of the thesis supervisor, the research unit director and the doctoral school director, and having sought the opinion of the thesis monitoring committee, with regard to the request herein:

**GRANTS**  **REJECTS**  the requested hiatus period.

**GRANTS**  **REJECTS**  the request to maintain enrolment in the doctoral studies programme for the duration of the hiatus period

Where the request is granted, the President of the University of Paris-Saclay undertakes to re-enrol the doctoral student upon conclusion of the hiatus period.

**Signed in:**

**Date:**

**Signature**

**Supporting documents to be attached to this request**

* A letter from the doctoral student specifying the grounds for the requested hiatus period and the doctoral student's planned activities during the hiatus period,
* The Thesis Monitoring Committee's substantiated opinion on the requested hiatus period and, where applicable, continued enrolment in the doctoral studies programme for the duration of the hiatus period,
* Where applicable, a letter from the doctoral student supporting the request to maintain enrolment in the doctoral studies programme for the duration of the hiatus period,
* Where applicable, a letter containing the employer's opinion on the requested hiatus period.