**Request to the Research Degree Sub Committee**

**Suspension / Extension Helpsheet**

**GENERAL INFORMATION**

All requests should be typewritten or word-processed.

Please discuss any Committee request with your supervisory team.

The Committee require a truthful and realistic account.

Please ensure the all sections of the form are fully completed. The Committee will not accept any incomplete or unsigned forms.

Send your completed form to [researchstudentadmin@leedsbeckett.ac.uk](mailto:researchstudentadmin@leedsbeckett.ac.uk)

The Committee meet on a monthly basis (except in August). The deadline for paperwork is the last working day of the previous month.

**Suspension of studies**

The minimum period of suspension is 3 months and the maximum period is 12 months.

Suspensions are not granted in the first 6 months of study.

The Committee will not consider a suspension if the CoR is outstanding.

Suspensions are not permitted during the writing up stage.

Retrospective suspensions will not be considered.

**Registration extensions**

The length of time should be realistic as further extensions are unlikely to be granted.

The maximum extension permitted is 12 months. *The Committee may only agree 6 months in the first instance, and will then review a further 6 month extension.*

Failure to make adequate progress will not be allowed as grounds for extending the maximum period of registration.

**HOW TO COMPLETE THE FORM**

**PART 1 STUDENT GUIDANCE NOTES**

**1.3 Evidence included to support request**

Types of evidence include doctor’s letters, hospital letters, employment contract, death certificate, birth certificate, house sale agreement, rental agreement, MAT B1 forms.

**1.6 Rationale for the request and timeline of studies**

Provide a full explanation of the reason(s) for the suspension of studies or extension to registration making reference to any evidence supplied.

A student requesting a suspension should explain in detail the current stage of studies and the plan for returning to study.

The request for an extension needs to include a clear detailed outline of what work has been completed and what is left to do.  This should be accompanied by a timeline that details how the remaining work will be completed.

***Examples - Suspension of studies***

***Examples – Extension to registration***

**PART 2 GUIDANCE NOTES FOR DIRECTORS OF STUDY**

**2.3 Supporting statement**

Please provide a rationale for the decision. Please indicate the impact the request will have on the student’s progress and provide an accurate position of the student’s progress to date and a predicated revised timeline.

***Examples – Suspension of studies***