

GRADUATE SCHOOL

Request to the Research Degrees Sub-Committee

Suspension / Extension Help Sheet

General information

All requests should be typed.

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

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



Over the last few months I have been suffering with extreme tiredness and headaches. I have tried to manage this with rest and diet however it has become progressively worse. My Doctor has now prescribed me some powerful painkillers and advised me to reduce my workloads. As the sole carer for three children I can't afford to reduce my paid employment and have taken the difficult decision to take a 12 month suspension from my studies which is supported by my Doctor (see attached letter). To date I have completed two years of part time study, which includes a successful COR and literature review. I successfully passed my first progression meeting and my ethics application was approved last month. I am currently developing my research instrument. When I return to study in 12 months' time my close friend will have moved to the area and has agreed to support me with childcare (she is currently living away at the moment). This will I hope enable me to resume a strong position in regard to study. When I return to part time study I will continue developing my research instrument



I am sick and can't study, I need time off. I have been working well on my thesis to this point.

Examples – Extension to registration



Due to a family bereavement (see attached death certificate) I am requesting 6 months additional time to finish my thesis. This has been an upsetting and difficult time for the whole family, and I have been involved with solicitors to settle legal matters, which has left me unable to complete my thesis as originally planned. The situation has now settled down, therefore my plan for the next 6 months is to finalise chapters 6 to 8 (data analysis and conclusions). I can confirm that my supervisory team have already seen and approved drafts of chapters 1 to 5. I expect to have a full draft to show my supervisory team in the next few months, and the final thesis will be submitted to the Research Office in 6 months' time. I have completed my RTP and my Director of Studies has signed this off. I have discussed this extension request with my supervisory team, and while we believe the above can be achieved in 4 months, a 6 month extension is more realistic. I am dedicated to finishing my research programme, especially because I am very keen to follow a career in academia.



I was not aware of my end date, and writing the thesis has taken longer than expected. I need another 12 months to finish.

Part 2: Guidance notes for Directors of Studies

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



The student made a good start to their study with us, having a successful CoR and a good first progression meeting. However, since then academic progress has been slowed down by some serious health conditions, and despite best efforts to manage this the student's health is now deteriorating. The main priority is to improve the student's health so I fully support this request on wellbeing grounds, for which we as a University have responsibility. The student has discussed this request in depth with me, and has not come to this decision lightly. On return to study after a 12 month suspension the student will continue to develop their research instrument. I am confident that once they have regained physical strength their studies will get back on track.



This is a good student and I support their request for a suspension.