**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

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***