

**REQUEST FOR SUSPENSION OF STUDY FOR POSTGRADUATE RESEARCH
DEGREE**

Faculty:	
Name of Candidate:	
Student ID Number:	
Department:	
Degree for which currently registered:	
Supervisor(s):	
Date of initial registration:	
Current final submission date (maximum period of study):	
Present mode of attendance:	Full time / Part time (please delete as appropriate)
Length of proposed suspension:	From: To:
Previous suspension	From: To:
New submission date:	
Reason for suspension:	
Progress to date:	
<i>Has approval of funding body been secured for the suspension if necessary</i> (Head of Department to complete)	
Student signature	Only required if the supporting documentation does not include evidence directly from the student.
INTERNATIONAL STUDENTS ONLY I confirm that I am aware that this change could affect my immigration status in the UK and that the University is required to report changes in status to the UK Border Agency. Please see the International Advice & Support's website for detailed immigration guidance and staff contact details: http://www.bristol.ac.uk/international/studentsupport/immigration	
Student signature:	Date:

Approved, Head of Department or Division: Date:

Approved, Graduate Dean: Date:

Approved, Vice Chancellor: Date:

(when appropriate)

Suspensions of Study for postgraduate research degrees – notes of guidance

1. The different purposes of extensions and suspensions are as follows: suspensions are used when a student needs to interrupt studies, for example, as a result of persistent family, health, or finance problems or employment or research opportunities; extensions are used where circumstances necessitate extension of the maximum period of study of the degree and may involve the payment of additional fees.
2. The University normally expects students to complete their study in a single continuous period. Reasons for suspension include; family circumstances, health problems, finance, employment, maternity, military service or other good reason.
3. Requests should be made on the attached form and be accompanied by any relevant supporting documents, such as medical evidence or correspondence. Requests should be sent initially to the Head of Department and must be accompanied by the written support of the supervisor.
4. The Head of Department should forward written support for the suspension to the Graduate Dean, and certify that it will not delay submission of the dissertation or thesis by more than the length of the suspension.
5. There may be additional rules on suspensions from a funding body. It is the responsibility of the Head of Department to confirm that arrangements and approval for the suspension have been secured with any funding body that is involved.
6. Graduate Deans have the authority to approve suspensions for a maximum of 12 months. Any suspensions over 12 months will need the Vice-Chancellor's signature. Suspensions will be reported to the Faculty Graduate Studies Committee.
7. The length of the period of suspension granted should match as closely as possible the time required by the circumstances that necessitate the suspension.
8. Suspensions will not normally be backdated for more than one month.
9. **International students** – Any change to your student status, such as a suspension of study, could affect your immigration status in the UK. The University is required to report any changes in status to the UK Border Agency. The International Office provides guidance and advice to visa-holding students who are seeking a suspension of study. Please see the website for further information:
<http://www.bristol.ac.uk/international/studentssupport/immigration>

Please see the 'Regulations and Code of Practice for Research Degree Programmes for further information on extension requests: <http://www.bristol.ac.uk/esu/pg/copresearchdegrees.html>

(PGR Suspension Form Revised October 2009: <http://www.bristol.ac.uk/esu/pg/rdforms.html>)