

## Notes of Guidance for Completing an Application for Suspension of Studies

Please see the guidance notes below, which you may find useful (for both students and supervisors) when completing a suspension application.

Please ensure that you are using the most up to date version of the application available on the Graduate School webpages under [Forms](#). Unfortunately we are unable to accept out of date application forms.

Please note that we will be unable to take your application forward for consideration if it does not meet the expected requirements.

It is a student's responsibility to ensure that a completed application along with the appropriate supporting documents is submitted to the Graduate School.

If you have any questions regarding the application, please contact the [Graduate School](#).

### Student Details

Please complete this section in full with all of the relevant information.

### Funding Details

Please complete this section in full with all of the relevant information.

### Suspension Details

Please complete start and end date of your requested suspension period. Please note that your suspension dates should be in line with the medical evidence provided where appropriate.

### Student Statement

Please submit details of the reason for your requested suspension and include medical evidence where appropriate

### Student Declaration

This section must be signed by you. We are happy to accept an e-signature.

### Supervisor Statement

Your Supervisor must complete this section and include details on what stage you are at, your progress and the likely impact of suspension on eventual completion.

### Supervisor Declaration

Your supervisor must sign this section. We are happy to accept an e-signature.

### PGR Director Comments

Your PGR Director must complete this section, providing any comments they have in relation to the application.

### PGR Director Declaration

Your PGR Director must sign this section. We are happy to accept an e-signature.

### Deadline for Submitting Applications

Applications for a suspension request should be submitted as soon as possible and within 3 weeks of the good cause event at the latest. Requests for retrospective suspensions will only be approved under exceptional circumstances.