****

**Pro-forma for use when applying to the Higher Degrees Committee for:**

**SUSPENSION OF STUDIES**

|  |  |
| --- | --- |
| Student Name: |   |
| Student ID number: |  |
| Degree: PhD, MSc, MD etc..  |  |
| Name of Lead Supervisor: |  |
| Institute/School: |  |
| Do you receive Research Council Funding? |  |
| Are you on a Tier 4 visa? |  |
| **Suspension of Studies: Please state your request below taking into account the following reasons listed in the Code of Practice for request of a suspension:**[**https://www.gla.ac.uk/media/media\_549226\_en.pdf**](https://www.gla.ac.uk/media/media_549226_en.pdf)**Suspending study**9.21. The research leading up to a research degree should be undertaken in one period of continuous study, commencing and completing on the dates agreed at initial admission to postgraduate research study. There are however exceptional circumstances under which a student may legitimately require an interruption to study or a suspension of their studies during the research period. For example, a student may apply to suspend their studies if they are suffering from ill-health, experiencing a family emergency, or taking maternity/maternity support/shared parental/adoption leave. 9.22. If a student wishes to suspend study, they must consult their supervisory team, and if approved, they shall seek the permission of the relevant Graduate School Board via the Dean of Graduate Studies or designate. Applications for suspension are dealt with on a case-by-case basis and are subject to satisfactory progress thus far. 9.23. The student must demonstrate that they have the approval for suspending study from any relevant sponsors/funders. Most funders will not approve retrospective requests for suspensions. Students must inform their supervisors and the relevant Graduate School Office of any requests for a suspension as soon as is practicable. Students should be aware that relevant funder guidelines and visa restrictions will take primacy over University Regulations.9.24. International students (from countries outside the European Economic Area) are not normally eligible for suspensions due to visa restrictions. In the event that an international student’s visa allows them to suspend study, the student must return to their home country for the full period of suspension. 9.25. The Dean of Graduate Studies or designate shall inform the relevant administration if a suspension is approved, who in turn will ensure that the student’s fee and any paid maintenance grant (if applicable) is also suspended accordingly. The end date of a student’s research period will be amended according to any period of suspension granted. 9.26. Graduate Schools should confirm details of the agreed period of suspension, including agreed start and end dates, in writing to the student. If an application for suspension is denied by the University, supervisors shall inform the student of the reason(s) and advise accordingly. 9.27. A single period of suspension cannot extend beyond 12 months. Beyond this original 12-month period, a second period of suspension (also only up to 12 months) will only be considered in exceptional circumstances. Students must provide appropriate documentation to support any such requests. 9.28. Students whose registrations are suspended for a period in excess of 2 years (whether approved or not) will automatically be withdrawn from the Programme of Study and will be contacted informing them of this. They will also be informed of the process for re-admission. 9.29. Students should refer to the University’s Maternity, Maternity Support and Adoption Leave policy (available on the Senate Office website) if this is relevant to their request for a period of suspension. Students should be aware that relevant funder guidelines and visa restrictions will take primacy over University Regulations. 9.30. During a period of suspension, the student shall maintain regular contact with their supervisor(s) and the Graduate School, providing updated information (e.g. medical certificates) on their status and intended return date. The student and the Graduate School may agree what constitutes ‘regular contact’. However, it would be expected that students would not remain out of contact for more than 60 days at a time unless otherwise agreed. 9.31. Students should confirm their date of return in writing to the Graduate School and to their supervisors. The supervisory team will be asked to confirm that the student has re-engaged with their studies. If students have been on a suspension on medical grounds, they may be asked to provide evidence of their fitness to return. Students will be required to undertake any informal or formal assessments or reviews of progress that are appropriate or which were missed during their absence upon their return, details of which should be confirmed in writing by the Graduate School. 9.32. It is also expected that students would not pass the end date of their agreed period of suspension without contacting the Graduate School. Students should notify the Graduate School as soon as practicable, before the end of the agreed period of suspension, if they wish to request an additional period of suspension.9.33. Extensions to submission deadlines without a period of suspended study are not considered during a student’s research period. If a student wishes to amend their submission deadline during their thesis pending period, there are separate procedures for this outlined in section 10 of the Code of Practice. |

|  |
| --- |
| **Duration of suspension period requested:** |
| **FROM dd/mm/yyyy** | **TO dd/mm/yyyy** |
| **Student Suspension Request:****Supervisor’s Comments:** |
| **Lead Supervisor:** **Is the student funded?****No****Yes** |
| **Lead Supervisor:** **please confirm here that you have asked the student’s funder about financial support or how you intend to finance the student’s stipend during a suspension (if granted)** |
| **Lead Supervisor:** **has your Institute/School/Graduate School/Finance Team been advised?**  |
| **Signature of Lead Supervisor:** |
| **Date:**  |
| **PGR Convenor’s comment:** |
| **Signature of PGR Convener:** |
| **Date:** |

***Please submit completed form to:*** ***mvls-gradschool@glasgow.ac.uk***

|  |
| --- |
| **Checklist:** |
| Completion of form by student. |  |
| Provision of medical certificates (if relevant) |  |
| Completion of form by lead supervisor |  |
| Completion of form by PG Convener |  |

This form should **not** be submitted for consideration to the Higher Degrees Committee unless the above information/signatures have been provided.