## Request for a Suspension of Master’s Thesis Study


<table>
<thead>
<tr>
<th><strong>Student to complete</strong></th>
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<tbody>
<tr>
<td><strong>Student’s Full Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Student ID number:</strong></td>
<td><strong>Scholarship holder:</strong> Yes [ ] No [ ]</td>
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<tr>
<td><strong>Subject:</strong></td>
<td><strong>International Student:</strong> Yes [ ] No [ ]</td>
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<tr>
<td><strong>Date of initial enrolment:</strong></td>
<td><strong>Date current enrolment expires:</strong></td>
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<tr>
<td><strong>Full-time or Half-time enrolment:</strong></td>
<td>Full-time [ ] Half-time [ ]</td>
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<td><strong>Dates of any previous suspensions:</strong></td>
<td></td>
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<tr>
<td><strong>Length of suspension requested:</strong></td>
<td>months Date from: to:</td>
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### REASON FOR REQUESTING A SUSPENSION

Please indicate which of the following applies:

- [ ] Sickness of the student or of a close family member (please provide evidence, e.g. medical certificate).
- [ ] Pregnancy or childbirth or complications arising from these (please provide a medical certificate).
- [ ] Death of a close family member (please provide evidence if possible, e.g. a press notice or order of service).
- [ ] Unforeseen complications related to human participants or essential equipment which delay data-collection and/or analysis (this will need to be verified by your supervisor).
- [ ] Failure of any University committee to provide requisite feedback or permission to allow the research to continue.
- [ ] Failure of an external body to provide material essential to the research or any specific approvals (including ethics approvals) within an agreed timeframe.
- [ ] Changes in employment status (for half-time candidates).
- [ ] Other exceptional circumstances (you will need to provide appropriate evidence).

Please explain why you need to suspend your enrolment (attach documentation as appropriate).
Conditions of suspension

- During a suspension, you pay no tuition fees and have no access to academic supervision.
- The minimum period of suspension is one month. Suspensions are granted in whole months up to a total of three months.
- The total period of suspension during your candidacy should not normally exceed 12 months.
- You must be enrolled for at least one month immediately prior to submitting the thesis for examination.
- If you are a Scholarship recipient, you must advise the Scholarships Office of your intention to suspend as your scholarship payments may also be suspended.
- If you are an international student, there is no provision for you to suspend your Master’s thesis study.

Declaration

☐ I have read and understood the above conditions.

Student’s signature: __________________________ Date: __________________________

Supervisor to complete:

☐ I support the candidate’s request for a suspension.

Comments: __________________________

Name: __________________________ Signature: __________________________ Date: __________________________

APPROVALS AND RECOMMENDATIONS

HEAD OF SCHOOL (or Nominee)

☐ Request approved ☐ Request declined

Signature: __________________________ Date: __________________________

Please forward this form, with evidence attached, to your Student Adviser in the Faculty of Humanities and Social Sciences, Student and Academic Services Office.

(Requests for suspensions that are outside of the listed approved criteria, for a retrospective period, or that will take the total period of suspension during a candidacy beyond 3 months are required to go the Dean FGR for a final decision.)

ASSOCIATE DEAN (PGR)

☐ Request approved ☐ Request declined

Signature: __________________________ Date: __________________________

DEAN, FACULTY OF GRADUATE RESEARCH

☐ Request approved ☐ Request declined

Signature: __________________________ Date: __________________________

FACULTY OFFICE USE ONLY ☐ Banner entry - Date: __________________________ ☐ Student/HoS / School admin notified - Date: __________________________