

Suspensions of Status (all students) and Extensions (matriculated students only)

1 Suspension of Status

Students are permitted in certain circumstances to request suspend status, normally for up to one year at a time. In certain exceptional circumstances and if course regulations permit they may be permitted to suspend for two years.

For students on non-matriculated courses (undergraduate certificates, diplomas, and advanced diplomas, postgraduate certificates and postgraduate diplomas), requests to suspend status must be approved by the Course Director and the Chairman of the Board of Studies.

For students on matriculated courses (MSc and MSt), Suspension of Status must be approved by the student's Supervisor, the College and the Director of Graduate Studies.

Suspension of Status does not incur additional University, College or Course fees.

The appropriateness of granting a suspension of status during the course of study, will be judged by

- whether the substantive argument for a change in status is associated with an unavoidable change in personal, working or other relevant circumstances not anticipated at the onset of studies;
- the likely duration of these changed circumstances;
- whether there is clear evidence of a plan to meet the requirements for completion within an agreed time period consistent with the requirements of the course.
- ill health (medical evidence to be provided with application)

Students returning from suspension will be liable to pay fees at the rate in force when they return. If fees paid previously at a different rate have been retained, such students will be required to pay the difference between the two rates.

2 Extensions for Dissertations (matriculated students only)

Students are required to make every effort to plan work and other commitments so that dissertations are submitted on time. If unexpected and significant events such as ill health, bereavement or some other unforeseen circumstance occur and a student requires a short period of extra time (days/weeks) to submit, the student should submit a request for a Proctors' Extension via their college.

Proctors' extensions are only granted in exceptional circumstances and are carefully considered by the University Proctors. Any student in that situation should inform their college, the Programme Administrator and the Registry Assistant immediately.

3 Extension of Time (matriculated students only)

Where a matriculated student is unable for valid reasons to complete the work within the required course timetable the student will need to seek an extension of time. This includes students who are unable to complete their dissertation within their final term of the course. **Students may incur a fee liability for extra terms studied.** To avoid additional fee liability, it is advisable for students to seek suspension of status, but this is only possible if they have not received tuition in the final term of the course. Extensions of time will only be granted in exceptional circumstances. The appropriateness of granting such a request will be judged by the criteria listed in 1 above and in relation to a specific element of the assessed work, e.g. dissertation or thesis.

As with requests to suspend status, requests for Extensions of Time require approval by the student's Supervisor, the College and the Director of Graduate Studies.

4 Contact information

During any period of absence from the Department it is important that the student keeps the Department informed of any changes to their contact details.

5 Reporting

The Department, with the assistance of the Chairman of the Board of Studies, exercises power delegated by the Proctors to grant applications for suspensions and extensions of time. To ensure the power is properly exercised, the Department is required to submit data annually to the Proctors