

RESEARCH DEGREE: Application for suspension / extension or notification of withdrawal

This form should be completed in full and in typescript and forwarded to the NTU Doctoral School Office. Please refer to NTU Quality Handbook Part D Regulations, Sections 11, 16D, 16E and 16F, available on the CADQ website at https://www4.ntu.ac.uk/adq/quality_handbook/index.html

This form should be used to apply to the College Research Degrees Committee or Professional Doctorate progression board for the suspension or extension to registration or to notify the withdrawal of a candidate. The form must be word-processed and forwarded to the Doctoral School Office, who will arrange for the information to be received by the College Research Degrees Committee or Professional Doctorate progression board as appropriate.

The pre-populated information in this form is sourced from the University's Student Records system. If you believe that any data is incorrect, do not alter the data yourself but contact the Doctoral School Office and ask them to amend the data in the Student Records system.

PART A: THE CANDIDATE

1. Student ID:
2. Name in full:
3. Email Address:
4. Date of Registration:
5. Mode of Study:
6. NTU Programme of Study:
7. Registered for the degree of:
8. Title of Research Programme:
9. Latest Possible Submission Date:
10. Collaborating Establishment(s)

PART B: APPROVED SUPERVISORY TEAM

11. Name	Designation

PART C: SUSPENSION OF REGISTRATION

12. Period of suspension from DD/MM/YY to DD/MM/YY

13. Reasons for suspension of registration (Please attach supporting evidence):

PART D: EXTENSION TO REGISTRATION

14. Extension of registration period up to: DD/MM/YY

15. Reason for extension (Please attach supporting evidence)

PART E: CANDIDATES SUMMARY OF PROGRESS

(Candidate to complete if applying for an extension to the registration period only)

PART F: SIGNATURE OF CANDIDATE

Application for suspension:

I confirm by signing this form that I am aware of the consequences of a suspension of registration period (further details are available in the Student Handbooks), and if I am in the UK on a Tier 4 visa, I have obtained guidance from International Student Support Services on the implications for my visa of a suspension of registration period.

Application for extension:

I confirm that in signing this form I am aware that a tuition fee will be charged for an extension to registration period. This fee will be the full Home or Overseas tuition fee for the academic year the extension of registration refers to and will be pro-rata'd as appropriate.

Signed by Candidate.....

Print Name.....

Date.....

PART G: WITHDRAWAL OF REGISTRATION

16. Reason for withdrawal (tick as appropriate)

- (a) Academically unsatisfactory (b) Medical reasons
(c) Change of employment (d) Domestic reasons
(e) Pressure of work (f) Other

17. Give a brief report on progress and circumstances leading to the withdrawal

PART H: SIGNATURES

We have considered all aspects of the candidate's progress /and the summary of progress given* together with the reasons for the suspension/extension*, and we recommend that the registration period be suspended/extended* as shown above. (* delete as appropriate)

Please note, in the event of a notification of withdrawal, signatures of the supervisory team are not required.

Signed by Director of Studies/Lead Supervisor

Print Name.....

Date.....

Signed by Co Supervisor.....

Print Name.....

Date.....

Signed by Co Supervisor.....

Print Name.....

Date.....

Signed by Co Supervisor.....

Print Name.....

Date.....

FOR OFFICE USE ONLY

Approved by the Chair of the College Research Degrees Committee /
Professional Doctorate progression board

Signed by Chair

CRDC..... Print

Name.....

Date.....
