

## 12. Application for Interruption of Registration

Where you are prevented from carrying out all aspects of the research, by a good cause, you may apply for your registration to be interrupted. Short interruptions for example short breaks due to illness, will not warrant the granting of an interruption.

The application shall be considered by the relevant Faculty Head of Research Students (or nominee), who may grant an interruption of study normally for not less than six months or more than one year in the first instance. The Faculty Head of Research Students (or nominee) shall consider up to no more than six months backdating.

Fees are not payable during an interruption of registration because it is assumed that resources, such as library study and/or lending access and access to the supervision team are not being used. If supervision continues, then the student status reverts to active fee paying.

You will need to complete an *application for interruption of registration* form, where you will have to state the dates from which and to which interruptions are requested. The First Supervisor needs to support the request to confirm his/her approval of the suspension of registration.

If interruption of registration is approved, the Graduate School Office will notify relevant departments within the University to ensure that your enrolment is also interrupted for the same period. On your return to the University, the Graduate School Office needs to be informed that you are resuming your studies. It is not necessary to apply for **registration** for the research degree to be restored but it is necessary for you to complete the **re-enrolment** procedure with the Graduate School Office (where relevant).

Applications for interruption of registration must be submitted in accordance with the format and procedures detailed in Procedure 6.

Students still in their probationary period who wish to interrupt their studies should complete the relevant form, the minimum period to be granted during the probationary period shall be two months. See Regulation 3.6. The application should be submitted by the first supervisor to the Graduate School Office as soon as the student is aware of the necessity to interrupt his/her studies.