# REQUEST FOR SUSPENSION OF REGISTRATION (PGR)

All sections of this form must be completed. The completed form should be submitted to the **Doctoral Research Office (****dro@reading.ac.uk****)** for consideration by the Head of the Doctoral Research Office, along with any relevant correspondence or supporting evidence (such as a medical certificate).

Further information for students considering a suspension can be found at the end of this form and also in the [Policy on research students’ suspensions and extensions](https://www.reading.ac.uk/graduate-school/-/media/project/uor-main/schools-departments/graduate-school/documents/staff-information/resstudentsuspandextpolicy.pdf?la=en&hash=B854AB86B6BD049FEA58EE8DD3878528).

## TO BE COMPLETED BY THE STUDENT

Please note that by submitting this form you are confirming that you are fully aware of the implications of your registration being suspended.

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| **Student name** | Click or tap here to enter text. |
| **Student number** | Click or tap here to enter text. |
| **School/Department** | Click or tap here to enter text. |
| **Programme** | Click or tap here to enter text. |
| **Mode of attendance** | Choose an item. |
| **Registration start date** | Click or tap to enter a date. |
| **Maximum registration date** | Click or tap to enter a date. |
| **Do you hold a UK visa?** | Choose an item. |

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| **Statement giving reasons for requesting suspension** | Click or tap here to enter text. |
| **First day of suspension** | Click or tap to enter a date. |
| **Last day of suspension** | Click or tap to enter a date. |
| **Any further details, including previous extensions or suspensions** | Click or tap here to enter text. |

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| **Are you in receipt of a studentship/scholarship?** | Choose an item. |
| **Name of funding body** | Click or tap here to enter text. |
| **Has the funding body been informed?** | Choose an item. |

## TO BE COMPLETED BY THE SCHOOL/DEPARTMENT

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| **Statement of support from supervisor** | Click or tap here to enter text. |
| **Have you contacted the funding body for approval of the proposed suspension, and applied for a no-cost extension if necessary?** | Choose an item.If **Yes**, please provide evidence (e.g. copy of email).If **No**, you must do so immediately and inform DRO of the outcome as soon as possible. If you are unsure of the conditions of your award or who to contact, please check with your PGR administrator and/or Studentship Finance.***Note****: In some cases, permission for suspension must be sought from the relevant Research Council even if you are no longer receiving financial support. If permission is not given, the student will be expected to submit within four years.* |

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| **Name of supervisor** | Click or tap here to enter text. |
| **Signature of supervisor** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

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| **Name of School/Dept Director of PGR Studies OR Director of Research** | Click or tap here to enter text. |
| **Signature of School/Dept Director of PGR Studies OR Director of Research** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

## TO BE COMPLETED BY THE DOCTORAL RESEARCH OFFICE

|  |  |
| --- | --- |
| **Approved?** | Choose an item. |
| **Approved by Head of Doctoral Research Office** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

**INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS CONSIDERING REQUESTING A SUSPENSION OF** **THEIR REGISTRATION**

At some point during your studies, you may need to consider suspending your studies for a specific period of time. You might suspend for a variety of reasons including academic, financial, medical, personal, immigration, family or other.

An interruption to your studies can be disruptive, and create academic and other difficulties, so you are advised to discuss your situation very carefully with your supervisor(s)/Director of Postgraduate Research Studies, as well as staff in the Doctoral Research Office, before making a decision about whether to request a suspension.

Students considering making a request to formally suspend their registration are asked to read and note the following pieces of information before submitting a Suspension Request form to the Doctoral Research Office.

## REGULATIONS

The period of suspension should not exceed 12 months in any one instance and should not normally exceed 12 months for the duration of the programme. However, in very exceptional circumstances, further periods of suspension may be granted, but the total period of suspension throughout the duration of the programme shall not normally exceed 24 months. After this time, the student may be required to withdraw from the programme.

## FEES

Fees for the academic year are normally reduced pro rata for periods of suspension in excess of two months and refunds can be made where appropriate. If you have any questions regarding fees, please contact the Doctoral Research Office.

## STUDENTSHIPS

If you are in receipt of a studentship paying a maintenance grant (or stipend) which is administered by the University then the payments would normally be stopped for the period of suspension. If you have already been paid a stipend for a period of time for which you are then subsequently suspended, then you may be required to repay a pro rata amount to the University. If you are taking a period of parental leave then you will need to take note of the specific Terms and Conditions applicable to your studentship; these will set out any entitlements in regard to a period of parental leave from your sponsor.

## ACCESS TO UNIVERSITY FACILITIES

By definition, you are not expected to be studying at the University (including in your School/Department/Graduate School) or receiving supervision during a period of suspension. However, you are encouraged to keep in regular contact with your School/Department/Supervisors during your period of suspension.

IT access continues during a period of suspension and it is important that you monitor your email account during your suspension as important messages may be sent there.

Please note that your Library access will be affected by a suspension as many of the licences in place only allow access to be provided to students whose registration status is current. If this presents a problem for you then you should visit the Library Information Desk in the Main Library in order to seek advice.

Please see the [Appendix 1](#_ENTITLEMENT_OF_SUSPENDED) at the end of this document for full details of the facilities that you will retain access to.

## STUDENTS IN UNIVERSITY ACCOMMODATION

Students residing in University accommodation may be asked to leave their accommodation during a period of suspension. All students in University accommodation are advised to check the implications of suspending their programme on their accommodation situation before they formally apply for a suspension. Please contact the Accommodation Office in the Carrington Building: accommodationonline@reading.ac.uk;

## COUNCIL TAX

You do not have to pay Council Tax while you are enrolled as a full-time student.

When you suspend your registration you cease to be an active full-time student on the University’s records for the period of the suspension and your registration is placed on hold. If you choose to remain in the UK during your suspension then you are likely to be liable for Council Tax for the period of your suspension.

Individual local authorities have their own criteria and it may be that some exceptions are considered (e.g. for those taking a suspension for maternity purposes or for medical reasons, etc.). It is the student’s responsibility to inform their local authority of their suspension status and to discuss the implications on Council Tax liability. If you require a letter confirming your suspended status, please contact the Doctoral Research Office.

## FITNESS TO STUDY ASSESSMENT

If you have suspended your registration for medical reasons, we may ask you and your Doctor/Counsellor to complete a Fitness to Study Assessment form to ensure that you are fit to return. This form should be submitted to the University Medical Practice four weeks before you are due to resume your studies.

## RETURN TO STUDY

The student should return to study on the date specified in the confirmation email. Students returning from suspension are required to confirm that they are resuming their studies by informing the Doctoral Research Office no later than the day before the specified return date. Should the student wish to extend their period of suspension, they should inform their supervisor and the Doctoral Research Office in writing so that the additional request can be considered.

Should the student wish to return to study before the specified return date, they should inform their supervisor and the Doctoral Research Office in writing.

Should the student fail to return to study, the University will assume that the student has withdrawn from the programme and the Doctoral Research Office will amend the student’s record accordingly.

## IMMIGRATION

The immigration rules state that to be in the UK on a Tier 4/Student visa you need to be ‘engaged’ in study. Since a period of suspension means you are not studying, there are visa implications that you need to be aware of.

**Suspensions of up to 60 days in duration**

Students are permitted to take up to a maximum of 60 days of suspension across the duration of their degree programme. A suspension of up to 60 days will not result in your visa being curtailed as the University will continue to sponsor your Tier 4/Student visa.

The restrictions on your visa still apply during a period of suspension and, therefore, **you cannot use a suspension in order to undertake full-time employment** (normally a Tier 4/Student visa will only allow work up to 20 hours per week). If you want to work more than 20 hours per week\*, you must book the whole week (Monday to Friday) off as annual leave from your 40 working days allocation for the academic year by completing a PGR holiday request as usual.

\*The UKVI’s definition of ‘*a week*’ in terms of working under Tier 4/Student visa sponsorship is ‘*a period of 7 days beginning with a Monday*’. This means that you must ensure that in any week beginning Monday and ending Sunday you do not work more than your permitted limit.

Please note that if your suspension is extended for a further period beyond the permitted 60 days, or you do not return on time, the University will report to the Home Office that it is no longer sponsoring your Tier 4/Student visa at that point. You will then receive a Curtailment Letter from the Home Office requiring you to leave the UK by a specified date. Please see the section below on‘Resuming your studies after a period of suspension’.

**Suspensions of more than 60 days in duration**

Suspensions of more than 60 days mean that you will not be engaged in your studies for a significant period of time. Therefore, the University will report to the Home Office that it is no longer sponsoring your Tier 4/Student visa and you will receive a Curtailment Letter from the Home Office requiring you to leave the UK by a specified date. Please see the section below on ‘Resuming your studies after a period of suspension’.

**Resuming your studies after a period of suspension if your visa sponsorship has been withdrawn**

The University is committed to supporting you in the completion of your degree programme and will endeavour to facilitate your return to the University in order for you to do so. At least three months prior to the official end date of your suspension, please contact the Doctoral Research Office by email to advise of your return date, request another CAS to support a new visa application or to discuss other options.

**Important Immigration Points to Note:**

* **Immigration Advice** – Immigration advice is available throughout your period of suspension and can be accessed either from inside or outside the UK. Help with checking/assisting with the completion of a visa application can be requested by contacting the International Student Advisory Teamat immigration@reading.ac.uk.
* **Students suspended on medical grounds** – Where the University has reported that it is no longer sponsoring a student’s Tier 4/Student visa, it may be the case that a student believes that they should not fly due to medical/other reasons. Where a student has such concerns they should take advice, before applying for a suspension, from the International Student Advisory Teamat immigration@reading.ac.uk.

**Disclaimer**

The Doctoral Research Office provides this information and any other related documents in good faith, based on the information that you have given us about your current situation. We endeavour to ensure our information is accurate, but since both your situation and the legislation relating to your immigration status can change at short notice, the Doctoral Research Office cannot accept any responsibility for any errors, omissions or other consequences arising from the use of this information, nor for decisions made by the Home Office or any other agencies regarding immigration applications.

**Useful contacts/links**

***International Student Advisory Team***

Student Services Centre, Carrington Building
General Enquiries: +44 (0)118 378 5555
Email: immigration@reading.ac.uk

***Student Services International Student Pages***

<https://www.reading.ac.uk/essentials/International>

***United Kingdom Council for International Student Affairs (UKCISA)***

[www.ukcisa.org.uk](http://www.ukcisa.org.uk)

UKCISA operate a free telephone advice line for students:

Monday – Friday 1-4pm

020 7107 9922

**APPENDIX 1**

## ENTITLEMENT OF SUSPENDED STUDENTS TO ACCESS SERVICES

The following table does NOT apply to students suspended for disciplinary reasons or for reasons of debt. Students suspended for debt or disciplinary reasons are unable to access most University facilities.

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| --- | --- |
| **Access to** | **Entitlement** |
| Supervision | No[[1]](#footnote-1) |
| Study Advice | Yes (limited)[[2]](#footnote-2) |
| Counselling | Yes (limited)[[3]](#footnote-3) |
| Disability Advisory Service | Yes (limited)[[4]](#footnote-4) |
| Careers | Yes |
| Email | Yes[[5]](#footnote-5) |
| RISIS | Yes (limited) |
| Blackboard | Subject to licence issues should be able to access historic and CURRENT version of data |
| Library – entry/book borrowing | Yes (limited)[[6]](#footnote-6) |
| Library – e-resourcesOn campusOff campus | Yes, if granted Student Visitor statusNo |
| SportsPark | Yes |
| Student Services Centre – Financial Support | No (limited advice is available regarding funding through Student Finance authorities) |
| Student Services Centre – Accommodation | Cannot normally live in University accommodationCan apply for accommodation for period post-suspension |
| Doctoral Research Office | Yes |

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1. Students are, however, encouraged to keep in contact with their supervisor during the period of suspension. [↑](#footnote-ref-1)
2. Where attendance is a condition of suspension or to facilitate return to study. [↑](#footnote-ref-2)
3. Where attendance is a condition of suspension, or to facilitate return to study, or to assess fitness to return to study, or until alternative support is arranged. [↑](#footnote-ref-3)
4. Where attendance is a condition of suspension or to facilitate return to study. [↑](#footnote-ref-4)
5. Should be reminded to check University email regularly. [↑](#footnote-ref-5)
6. A suspended student may be granted Student Visitor status if the student (or their supervisor) requests continued access AND the Head of School sponsors the student’s registration - in part so that the Library gets permission to use the School’s book fund to reimburse any items that the student does not return – AND the student is in ‘good standing’ with the Library. Please contact the Library for further details. [↑](#footnote-ref-6)