



# Graduate Research School

## Application for Suspension of Scholarship/Award and/or Candidature

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**This form is to be used for application to SUSPEND research higher degree candidature and scholarship or both. It is for use by scholarship and non-scholarship holders.** Please note applications for suspension must be made in advance as no approval will be granted retrospectively except in exceptional circumstances. Students must refer to the information below before completing the form. **This form should be forwarded to the Graduate Research and Scholarships Office, Hackett Hall (M358).**

### STUDENT DETAILS

**SURNAME:** \_\_\_\_\_ **STUDENT ID:** \_\_\_\_\_

**GIVEN NAMES:** \_\_\_\_\_ **TITLE:** (Dr, Ms, Mr, Miss etc) \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**SCHOLARSHIP/S:** \_\_\_\_\_

**DEGREE:**      Doctor of Philosophy            Master of     

### REQUEST

<input type="checkbox"/> <b>Suspension of Candidature ONLY</b> Students may not suspend their enrolment for more than a total of twelve months throughout the duration of their candidature. All requests for suspension must be endorsed by the Graduate Research Coordinator and supervisors(s). Students who have suspended their enrolment are still required to lodge an Annual Report. The suspension will be lifted the day following the date nominated for resumption of candidature and students should go to Student Connect at <a href="https://student.sims.admin.uwa.edu.au/connect/webconnect">https://student.sims.admin.uwa.edu.au/connect/webconnect</a> to check their enrolment is correct.	From: _____ To: (Inclusive) _____
<input type="checkbox"/> <b>Suspension of Scholarship ONLY affects expiry date</b> Students must advise the Scholarships Officer as soon as they are aware that a suspension of their award is required. Failure to advise the office in sufficient time may result in an overpayment that must be recovered. Candidature undertaken during suspension of the award will be deducted from the scholarship.	From: _____ To: _____
<input type="checkbox"/> <b>Suspension of Scholarship AND Candidature</b> Periods of study undertaken towards the degree during suspension of the award will be deducted from the maximum period of tenure of a scholarship. Scholarship holders should, therefore, suspend their candidature for the same period as the scholarship if they do not wish to reduce the period of tenure on award. After returning from a period of suspension, students must complete a Stipend Claim Form, signed by the supervisor and submitted to this office to recommence payment of their award.	From: _____ To: _____

**REASONS FOR REQUEST**

To be completed by student.

I note that it is my responsibility to advise the GRSO in advance if I do not intend to return to study by the approved date and, if necessary, apply for a further period of suspension.  
  
PLEASE NOTE: Scholarship holders are required to notify the Graduate Research and Scholarships Office when they resume their studies and submit a Stipend Claim Form in order to recommence payments of their award and candidature.

Signature of Candidate: \_\_\_\_\_ Date \_\_\_\_\_

**International Students Only:** I have discussed this application and its implications with the UWA International Centre.  
  
\_\_\_\_\_ Candidate's initials \_\_\_\_\_ ISOP's initials

**COORDINATING SUPERVISOR AND HEAD OF SCHOOL/GRADUATE RESEARCH COORDINATOR APPROVAL AND SUPPORTING REASONS**

To be completed by coordinating supervisor – please comment on the reasons for this request, indicating approval or otherwise.

Coordinating Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Coordinating Supervisor Name: (please print):**

Head of School/Graduate Research Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Head of School/Graduate Research Coordinator(s) Name: (please print):**

**Office Use Only**

Approved  Not Approved

\_\_\_\_\_ Pro Vice-Chancellor (Research and Research Training),  
Graduate Research School \_\_\_\_\_ Date \_\_\_\_\_

Actioned By: \_\_\_\_\_

**(insert name of authorising officer)** \_\_\_\_\_ Date: \_\_\_\_\_

HIDEGS updated  \_\_\_\_\_ Date: \_\_\_\_\_  
 Scholarship Stopped  \_\_\_\_\_ Date: \_\_\_\_\_  
 International Centre Notified  \_\_\_\_\_ Date: \_\_\_\_\_  
 Scholarships Finance Officer Checked  \_\_\_\_\_ Date: \_\_\_\_\_