DCU
Ollscoil Chathair Bhaile Átha Cliath
Dublin City University

Application for Suspension of Study – R-40R

Postgraduate Research Studies

Academic Year 2026/2027

Guidance & Instructions for Completion of Form

- There may be situations where a student is required to suspend their studies. A suspension of study may be granted to facilitate statutory leave. A suspension of study must be approved by the Supervisor and the relevant Head of School
- Please refer to the Guidelines on Suspension of Study for Research Students prior to submission of the application. This includes information on eligibility, supporting documentation required, fee liability, use of university facilities and resuming your studies on return from the suspended time.
- **For funded students**, the Graduate Studies Office should be notified prior to the student seeking a suspension of study from the University. Students who suspend their study may continue to receive their stipend if such is available, dependent on the circumstances.
- **All applications must be accompanied by supporting documentation.**
- Completed application forms must be submitted to registrations@dcu.ie in the Registry. All required sections and signatures must be populated prior to submission.

Closing Dates

- Full academic year suspension of study or six months in first half of year is **30th October 2026.**
- Six months in second half of year is **29th January 2027.**

A. CANDIDATE DETAILS *(To be completed by Candidate)*			
Name of Candidate			
Student ID Number			
Phone/Mobile Number			
DCU Email Address			
Date of Entry onto the Research Programme		**Current Registration Mode**	Full-time ❒ Part-time ❒
Title of Award Sought	PhD ❒ DBA ❒ DProfElite ❒ DPsych ❒ EdD ❒ LLM ❒ MA ❒ MBS ❒ MEd ❒ MEng ❒ MPhil ❒ MSc ❒		
School[1]			
Supervisor(s)	**Principal/ Joint Principals**	**Secondary Internal** (where relevant)	**Secondary External** (where relevant)

B. DETAILS OF SUSPENSION OF STUDY REQUEST *(To be completed by Candidate)*		
Year of study to be suspended:	Year 1 ❒ Year 2 ❒ Year 3 ❒ Year 4 ❒ Year 5 ❒ Year 6 ❒ Other Year (please indicate) _____	
Length of suspension of study:	Full academic year (twelve months) ❒	Half year (six months) ❒
If length of suspension of study indicated is half year, please specify start date and expected return date: (Use format DD/MM/YYYY)	**Start Date**	**Expected Return Date**
Please state briefly, your reason(s) for the application ensuring that they comply with those stated in the published guidelines:		

[1] EdD registration sits at Faculty level, please list DCU Institute of Education where this is applicable.

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C. SCHOLARSHIP/GRANT *(To be completed by Candidate & GSO)*	
Are you in receipt of a Scholarship / Grant?	**Yes** ❒ **No** ❒
If yes, please provide details:	

For those in receipt of a Scholarship/Grant, applications for suspension of study must be signed and stamped by the Graduate Studies Office (GSO) before being submitted to the Registry:

Sign: _____
GSO Scholarship Administrator
Print: _____

Date: _____

D. STUDENT VISA *(To be completed by Candidate)*

Please note that the basis of your student visa will not apply in the period of suspension of study as you will not have an active registration with DCU.

It is your responsibility to meet the requirements of your student visa at all times.

Do you have Student Visa?	**Yes** ❒ **No** ❒

E. STUDENT DECLARATION *(To be completed by Candidate)*

Please indicate that the above information is accurate and demonstrate acknowledgement of the declarations below by populating your signature:

(i) I confirm that the required supporting documentation has been attached.
(ii) I confirm that I am aware of any fee liability that may be due.
(iii) I hereby request a suspension of study, for the period indicated, on the above programme.

Sign: _____ Print: _____ Date:_____
Postgraduate Candidate

F. PRINCIPAL SUPERVISOR(S) AND HEAD OF SCHOOL AGREEMENT

Both Principal Supervisor(s) and Head of School (or nominee) must indicate their support for the student's registration to be deferred by signing below.

In the case of an EdD Candidate, the Programme Chair must also indicate agreement by signing below.

Sign:_____ Print: _____ Date: _____
Principal Supervisor

Sign:_____ Print: _____ Date:_____
Head of School or Nominee (A Nominee may be the Research Convenor or Deputy Head)

Countersignature*: _____Print: _____ Date: _____
*Where the Principal Supervisor is also the Head of School, a countersignature is required.

Sign:_____ Print: _____ Date:_____
EdD Programme Chair (In the case of an EdD application, Programme Chair must also indicate agreement)
Note: Insert additional signature lines if required and identify the role of that person.

Data Protection Notice: Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the DCU Data Protection Notice, which can be viewed at the following website address: https://www.dcu.ie/registry/data-protection-notice.shtml