

**Section C: (to be completed by candidates applying for permission to complete away only – attach additional information if necessary)**

Work already completed (at time of application):

Detailed timetable for completion:

**Student Signature: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Section D: (to be completed by the Supervisor)**

Comment on the candidate’s request. If the candidate is requesting permission to count time away or to complete away, specify the arrangements being made to ensure adequate supervision during the relevant period.

The request is:  Supported  Not supported

Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section E: (to be completed by the Head of School)**

The request is:  Supported  Not supported

Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please forward to the Student Services Centre, Level 4, Wilkinson Building.*

**Section F: (to be completed by Student Services Centre)**

Total semesters of previous suspensions:

New completion dates: Earliest: \_\_\_\_\_ Latest: \_\_\_\_\_

Suspension/ Leave of Absence approved from: \_\_\_\_\_ to: \_\_\_\_\_

Permission to count time away from: \_\_\_\_\_ to: \_\_\_\_\_

Permission to complete away granted from: \_\_\_\_\_

Associate Dean’s/ Dean’s Decision:

Approved/ Not Approved \_\_\_\_\_ Signature & date: \_\_\_\_\_

Board of Graduate Studies (where applicable): \_\_\_\_\_

