

	<b>TECHNICAL UNIVERSITY OF MOMBASA</b>		
	<b>Document: Form</b>		<b>Ref No.: TUM/Form/SGS/008</b>
	<b>Title: APPLICATION FOR INTERRUPTION/CHANGE OF STUDY MODE</b>		
	<b>Department: SCHOOL OF GRADUATE STUDIES</b>		
	<b>Issue No. 1</b>	<b>Revision No. 0</b>	<b>Date: 5th April 2018</b>

**All sections of this form must be completed**

**SECTION 1 - To be completed by the CANDIDATE**

<b>STUDENT DETAILS:</b>			
Name of Student:		University email address:	
Student Number:		@tum.ac.ke <i>(The outcome of your application will be communicated to you via this email address)</i>	
Name of Supervisor(s):		School / Institute:	
Programme:		Stage:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Combined <input type="checkbox"/>
Sponsor:		Current Thesis Submission Date:	
Is this application being submitted to update, supplement or provide new evidence for a previously submitted interruption application?			Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>DETAILS OF PERSONAL EXTENUATING CIRCUMSTANCES: (please tick)</b>		
Medical <input type="checkbox"/>	Personal <input type="checkbox"/>	Other <input type="checkbox"/>
<b>Proposed dates of interruption:</b> From:.....(Date) To:.....(Date) <b><i>A proposed date of return <u>must</u> be stated so that new thesis submission date can be determined.</i></b>		
<i>Please provide as full an explanation as possible of the reasons for your request. Please be specific about the problem, be precise about how your studies have been affected and explain any delays in submitting this form. <b>Details:</b></i>		



<i>Continue on a separate sheet if necessary</i>
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**EVIDENCE:** (please tick and ensure that the evidence is submitted with your application. Note that applications submitted without any evidence will be unlikely to be successful)

Medical Note <input type="checkbox"/>	Wellbeing Memo <input type="checkbox"/>	Other <input type="checkbox"/>
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<b>Signature (student):</b>	<b>Have you consulted your supervisor(s)?</b>	
Date: .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**SECTION 2 - To be completed by the ACADEMIC SUPERVISOR**

<b>Signature (academic supervisor):</b>	<b>Do you support this request?</b>	
.....  Date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*Please provide a statement outlining the reasons for your decision: **Details:***

*Continue on a separate sheet if necessary*



**SECTION 3 - To be completed by the HEAD OF SCHOOL/INSTITUTE or NOMINEE**

<b>Signature (Head of School or Nominee):</b>	<b>Do you support this request?</b>	
..... Date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Please provide additional comments if relevant:</i>     		
<b>Details:</b>	<i>Continue on a separate sheet if necessary</i>	

**Brief guidance notes to students:**

- Candidature should not normally be suspended for more than 12 months.
- An interruption to registration may only be granted by the Director of SGS, subject to you providing strong justification, supported by evidence.
- Do not assume that your request will be approved. Until you are informed of the decision approved by the Director, SGS you need to continue with your studies as normal.
- Ensure that every section of the application form has been completed and evidence attached. Incomplete forms and those without evidence will be returned to your School/Institute, which will result in a delay to your application being considered.
- Ensure that any additional sheets or documents are clearly marked with your name and student number and securely attached to your application.
- You will be informed of the outcome by email so please check your University account regularly.
- If you are in receipt of a HELB you must ensure that your interruption complies with the terms and conditions of your studentship.

<b>DECISION</b>			
<i>As the Director of the School of Graduate Studies, I deem that this period of interruption is an appropriate response to the student's personal extenuating circumstances (please tick) and will ensure that the student is informed of this decision:</i>			
<b>Request Approved</b> <input type="checkbox"/>	<b>Request not approved</b> <input type="checkbox"/>		
Comments:	Reasons: (e.g. lack of evidence, circumstances not relevant)		
Signature:	Date:	Signature:	Date:

