

**REQUEST FOR SUSPENSION OF STUDIES
UNDERGRADUATE STUDENTS
FOR THE SESSION 2016-2017**



School of Management
Yr Ysgol Reolaeth

Please use this form to request support from your College and the University to suspend your studies. Please note that you will not be authorised to suspend until the Academic Registry/Dean has finally approved the request. You are advised to consider the obligations of your intention to suspend, including financial and academic and, for overseas students, your obligations under the UK Immigration Rules (please see over) before submitting the form, and to seek advice as appropriate. Please read the instructions on the back of this form.

SECTION A: Student Details

Student Record Number:	
Surname:	Forenames:
Date of Birth:	(Local Education Authority/Sponsor)
Contact details during suspension: Address:	
E-mail:	Telephone number:

SECTION B: Programme Details

Degree Programme: (e.g. BA in History)	Mode of Attendance: Full/Part-time
Current Level of Study:	
College:	

SECTION C: Suspension Details

Start Date of Course	
Date of last Attendance during term time (must be completed) e.g 01/Nov/2009: /...../.....	
Agreed Date of Return (must be completed):/...../.....	New expected Completion Date:/...../.....
Will you be repeating any period of study? Yes/No (If Yes, please circle - Semester 1 / 2 / Both)	
Reason for Suspension:	
Health or Medical Compassionate (including serious personal/domestic difficulties) *Financial	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
*You are advised to consult the Student Services (assistance may be available for you) ** Health/medical – should be supported by the relevant medical certificates etc.	

SECTION D: Student Signature

Signature:	Date:
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SECTION E: College Approval

Signature:	Date:
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SECTION F:

Academic Registry Approval (Signature and Date)	
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SECTION G: Dean's Approval Required Y/N (please circle)

Dean (or Nominee's) Signature:	Date:
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FOR OFFICE USE ONLY	Date received by Faculty Office/approved:	Fees agreed:
	Interviewed:	LEA informed: Student informed:
	SITS updated:	Form issued:

RESPONSIBILITIES AND PROCEDURES FOR REQUESTING SUSPENSION OF STUDIES (UNDERGRADUATE)

The University recognises that candidates may feel compelled for various reasons to interrupt their studies during/over an academic session. In such instances candidates may request a suspension of their studies. It should be noted that candidates do not have a right to suspend their studies; rather suspensions must be requested and supported by the College and approved by the Academic Registry or Dean.

Undergraduate candidates are only permitted to request to suspend their studies during their maximum period of candidature (normally 5 years for an undergraduate degree). Requests which fall outside this period will only be considered if the School successfully applies for an extension to your candidature.

Please note that undergraduate full-time degree students will not be permitted to suspend after the first day of the Summer Term unless it is for health or other compelling reasons.

If you are an International student, you are strongly encouraged to consult the International Student Advisory Service before suspending your studies, as this will have implications with regards to your immigration status. The University will be required to inform the UK Border Agency of Suspensions. Students under a Tier 4 visa will be expected to return home and re-apply for a new visa.

Listed below is the procedure which must be followed if you wish to suspend studies at the University.

1. You must put in writing your request to suspend studies by completing the attached form. Normally, you will be expected to attend for interview with a member of staff from your College and contact a member of the Academic Registry for advice.
2. The grounds on which you can request a suspension are as follows
 - Health (including medical grounds/disability)
 - exceptional personal circumstances
 - financial
 - in cases where a candidate intends to transfer scheme

The University will require confirmation that you are medically fit (if applicable) or that you have overcome the issues resulting in your suspension before you are able to resume your studies on your return to the University (see the suspension regulations in your Academic Guide).

Except in cases of serious health conditions, supported by medical evidence, the University shall be permitted to refuse a request for suspension. Requests from candidates, who are compelled to suspend their studies for health reasons beyond the first day of the summer term, shall be considered on an individual basis by and must be accompanied by the appropriate documentation

3. You must complete all sections of the form including
 - a) The reason why you have decided to suspend your studies (e.g. financial, health or personal reasons).
PLEASE NOTE THAT IF YOU ARE HAVING FINANCIAL DIFFICULTIES, THE UNIVERSITY MAY BE ABLE TO HELP. CONTACT STUDENT SERVICES FOR FURTHER INFORMATION.
 - b) Confirmation of your last date of attendance and the date you intend to resume your studies. Please note that your date of last attendance is the last day you attended a teaching seminar/tutorial/seminar etc in person during a teaching term. It is important that this date is accurate as it will be used to calculate any tuition fee refund and assess if any grant must be repaid.

Full-time candidates will normally be expected to resume their studies at the beginning of the following session i.e. return in the following September (with the consent of their College) and re-start the year/level of study (automatically forfeiting any credit already gained). In some cases e.g. part-time candidates it may be considered more appropriate for candidates to resume their studies at the point of suspension in the subsequent year. In such cases candidates will carry over their existing marks with the approval of the College.

4. Once you have completed the form, it must be signed by the relevant member of staff within your College. The form can be submitted to: **Student Information Office, Ground Floor, School of Management, Bay Campus, Fabian Way, Swansea. SA1 8EN.** Please e-mail somsupport@swansea.ac.uk or telephone 01792 606700 for more information.
5. Upon final approval of your completed form, the Student Record Office shall inform you of the outcome and, if relevant, amend your records and inform your College, Finance Office, Accommodation Office, Library and if you are an International student the Immigration authorities.
6. Resumption of Studies. Before your expected return date you will receive a resumption of studies letter asking you to confirm that you are returning and advise about your enrolment. If you have not specified a return date on this form the next course start date will be used as your recorded expected return date.