|  |  |
| --- | --- |
| **REQUEST FOR SUSPENSION OF STUDIES**  **UNDERGRADUATE AND POSTGRADUATE TAUGHT STUDENTS FOR THE SESSION** |  |

**Please use this form to request support from your Faculty 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: | Mode of Attendance: |
| Current Level of Study: | |

**SECTION C: Suspension Details**

|  |  |
| --- | --- |
| Start Date of Course: | |
| Date of last Attendance during term time (must be completed) e.g 01/Nov/2014: | |
| Agreed Date of Return (must be completed): | New expected Completion Date: |
| Will you be repeating any period of study?  (If Yes, please circle - Semester 1 / 2 / Both) | |
| Reason for Suspension: | |
| |  |  | | --- | --- | | Health or Medical |  | | Compassionate (including serious personal/domestic difficulties) |  | | \*Financial |  | | Personal other reasons |  | | Visa issues |  |   \*You are advised to consult [Money@CampusLife - Swansea University](https://www.swansea.ac.uk/money-campuslife/) Student Services (assistance may be available for you)  \*\*  **Health/medical – should be supported by the relevant medical certificates etc.** | |

**OVERSEAS STUDENTS SPONSORED BY AN EMBASSY …. PLEASE TICK HERE □**

**SECTION D: Student Signature**

|  |  |
| --- | --- |
| Signature: | Date: |

**SECTION E: Faculty Approval**

|  |  |
| --- | --- |
| Signature: | Date: |

**RESPONSIBILITIES AND PROCEDURES FOR REQUESTING**

**SUSPENSION OF STUDIES (UNDERGRADUATE AND POSTGRADUTE TAUGHT)**

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 Faculty 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. 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 and postgraduate taught 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 Student Route 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 Faculty 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

1. 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** [**Studentsupport-sciencengineering@swansea.ac.uk**](mailto:Studentsupport-sciencengineering@swansea.ac.uk) **FOR FURTHER INFORMATION.**

1. Confirmation of your last date of attendance and the date you intend to resume your studies. Please note that your last day of attendance is calculated based on the last day you attended a teaching seminar/tutorial/lecture etc in person during a teaching term, AND the latest date that you accessed teaching material on canvas; whichever date is latest. 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 Faculty) 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 Faculty.

1. Once you have completed the form, it must be sent to [**Studentsupport-sciencengineering@swansea.ac.uk**](mailto:Studentsupport-sciencengineering@swansea.ac.uk) for singing by the relevant Faculty staff.
2. 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 Faculty, Finance Office, Accommodation Office, Library and if you are an International student the Immigration authorities.
3. Resumption of Studies. Before your expected return date you will receive a resumption of studies email 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 used as your recorded expected return date.

|  |  |
| --- | --- |
| **CAIS I OHIRIO ASTUDIAETHAU**  **MYFYRWYR ISRADDEDIG AC ÔL-RADDEDIG A ADDYSGIR AR GYFER Y SESIWN** |  |

**Defnyddiwch y ffurflen hon i gyflwyno cais am gefnogaeth eich Cyfadran a'r Brifysgol i ohirio'ch astudiaethau.** **Sylwer, ni chewch ganiatâd i ohirio'ch astudiaethau nes bod y Gofrestrfa Academaidd/Deon wedi rhoi cymeradwyaeth derfynol i'ch cais.** **Fe'ch cynghorir i ystyried goblygiadau'ch bwriad i ohirio, gan gynnwys rhai ariannol ac academaidd ac, yn achos myfyrwyr rhyngwladol, eich rhwymedigaethau dan reolau mewnfudo'r DU (gweler drosodd) cyn cyflwyno'r ffurflen, ac i geisio cyngor fel y bo'n briodol. Darllenwch y cyfarwyddiadau ar gefn y ffurflen hon.**

**ADRAN A: Manylion y Myfyriwr**

|  |  |
| --- | --- |
| Rhif Cofnod y Myfyriwr: | |
| Cyfenw: | Enwau Cyntaf: |
| Dyddiad geni: | (Awdurdod Addysg Lleol/Noddwr) |
| Manylion cyswllt yn ystod y cyfnod gohirio:  Cyfeiriad: | |
| E-bost: | Rhif ffôn: |

**ADRAN B: Manylion y Rhaglen**

|  |  |
| --- | --- |
| Rhaglen Radd: | Dull mynychu: |
| Lefel astudio bresennol: | |

**ADRAN C: Manylion Gohirio**

|  |  |
| --- | --- |
| Dyddiad Dechrau'r Cwrs: | |
| Dyddiad olaf presenoldeb yn ystod y tymor (rhaid cwblhau hyn) e.e. 01/Tachwedd/2014: | |
| Dyddiad Dychwelyd Cytunedig (rhaid cwblhau hyn): | Dyddiad cwblhau disgwyliedig newydd: |
| A fyddwch yn ail-wneud unrhyw gyfnod astudio?  (Os byddwch, rhowch gylch o gwmpas yr ateb priodol - Semester 1 / 2 / Y ddau) | |
| Y Rheswm dros Ohirio: | |
| |  |  | | --- | --- | | Iechyd neu Feddygol |  | | Tosturiol (gan gynnwys anawsterau personol/domestig difrifol) |  | | \*Ariannol |  | | Rhesymau personol eraill |  | | Materion sy'n ymwneud â fisâu |  |   \*Fe'ch cynghorir i ymgynghori â Gwasanaethau Myfyrwyr [Arian@BywydCampws - Prifysgol Abertawe](https://www.swansea.ac.uk/money-campuslife/) (mae'n bosib bod cymorth ar gael i chi)  \*\*  **Iechyd/meddygol – dylid darparu'r tystysgrifau meddygol perthnasol etc. i ategu hyn.** | |

**MYFYRWYR RHYNGWLADOL A NODDIR GAN LYSGENHADAETH …. TICIWCH YMA □**

**ADRAN Ch: Llofnod y myfyriwr**

|  |  |
| --- | --- |
| Llofnod: | Dyddiad: |

**ADRAN D: Cymeradwyaeth y Gyfadran**

|  |  |
| --- | --- |
| Llofnod: | Dyddiad: |

**CYFRIFOLDEBAU A GWEITHDREFNAU AR GYFER GWNEUD CAIS**

**GOHIRIO ASTUDIAETHAU (ISRADDEDIG AC ÔL-RADDEDIG A ADDYSGIR)**

Mae’r Brifysgol yn cydnabod y gall ymgeiswyr deimlo eu bod dan orfodaeth, am wahanol resymau, i ohirio eu hastudiaethau yn ystod sesiwn academaidd. Mewn achosion o’r fath, gall ymgeiswyr gyflwyno cais i ohirio eu hastudiaethau. Dylid nodi nad oes hawl gan ymgeiswyr i ohirio eu hastudiaethau; yn hytrach rhaid cyflwyno cais i ohirio a rhaid i geisiadau gael eu cefnogi gan y Gyfadran a'u cymeradwyo gan y Gofrestrfa Academaidd neu'r Deon.

Dim ond yn ystod cyfnod hwyaf posibl eu hymgeisiaeth y caniateir i ymgeiswyr israddedig gyflwyno cais i ohirio eu hastudiaethau. Ni chaiff ceisiadau y tu allan i'r cyfnod hwn eu hystyried oni bai fod yr Ysgol yn gwneud cais llwyddiannus i estyn eich ymgeisyddiaeth.

**Sylwer na chaniateir i fyfyrwyr graddau israddedig ac ôl-raddedig a addysgir amser llawn ohirio ar ôl diwrnod cyntaf Tymor yr Haf** ac eithrio am resymau iechyd neu resymau anorchfygol eraill.

Os ydych yn fyfyriwr rhyngwladol, fe'ch anogir yn gryf i ymgynghori â'r Gwasanaeth Cynghori Myfyrwyr Rhyngwladol cyn gohirio'ch astudiaethau, oherwydd y bydd goblygiadau o ran eich statws mewnfudo. Bydd yn ofynnol i'r Brifysgol hysbysu Asiantaeth Ffiniau'r DU am fyfyrwyr sydd wedi gohirio eu hastudiaethau. Disgwylir i fyfyrwyr â theitheb Llwybr Myfyrwyr ddychwelyd adref a chyflwyno cais am fisa newydd. Anogir myfyrwyr a noddir i siarad â'u noddwyr hefyd am oblygiadau ariannol gohirio, cyn cyflwyno eich ffurflen.

Gweler isod y weithdrefn y mae'n rhaid ei dilyn os hoffech ohirio'ch astudiaethau yn y Brifysgol.

1. Mae'n rhaid i chi wneud cais ysgrifenedig i ohirio'ch astudiaethau drwy gwblhau'r ffurflen atodedig. Fel arfer, disgwylir i chi fynd i gyfweliad gydag aelod o staff eich Cyfadran a chysylltu ag aelod o'r Gofrestrfa Academaidd am gyngor.

2.Gallwch wneud cais i ohirio am y rhesymau canlynol:

* Iechyd (gan gynnwys rhesymau meddygol/anabledd)
* amgylchiadau personol eithriadol
* ariannol
* pan fydd yr ymgeisydd yn bwriadu trosglwyddo i gynllun arall

Cyn y chi gael caniatâd i ailddechrau eich astudiaethau, bydd y Brifysgol yn gofyn am gadarnhad o'ch ffitrwydd meddygol (os yw'n briodol) neu gadarnhad eich bod wedi goresgyn y problemau a oedd yn sail gohirio, wrth i chi ddychwelyd i'r Brifysgol (gweler y rheoliadau ynghylch gohirio yn y Canllaw Academaidd).

Ac eithrio achosion o gyflyrau iechyd difrifol sydd wedi'u hategu gan dystiolaeth feddygol, caniateir i'r Brifysgol wrthod cais i ohirio astudiaethau. Yn achos ymgeiswyr sy’n teimlo bod rhaid iddynt ohirio eu hastudiaethau ar ôl diwrnod cyntaf tymor yr haf am resymau iechyd, caiff eu ceisiadau eu hystyried yn unigol a bydd rhaid cyflwyno'r ddogfennaeth briodol.

3. Mae'n rhaid i chi gwblhau holl adrannau'r ffurflen gan gynnwys

1. Eich rheswm dros benderfynu gohirio'ch astudiaethau (e.e. ariannol, iechyd neu resymau personol).

**SYLWER, OS OES GENNYCH ANAWSTERAU ARIANNOL, MAE'N BOSIB Y BYDD Y BRIFYSGOL YN GALLU HELPU.** **E-BOSTIWCH** [**Studentsupport**-scienceengineering@abertawe.ac.uk](mailto:Studentsupport-sciencengineering@swansea.ac.uk) AM RAGOR O WYBODAETH.

1. Cadarnhad o ddyddiad eich presenoldeb olaf ar y rhaglen a'r dyddiad rydych yn bwriadu ailddechrau'ch astudiaethau. Sylwer y caiff diwrnod olaf eich presenoldeb ei gyfrifo ar sail y diwrnod olaf roeddech yn bresennol mewn darlith/tiwtorial/seminar addysgu etc wyneb yn wyneb yn ystod tymor addysgu, A'R dyddiad olaf i chi gyrchu deunydd addysgu ar Canvas, pa ddyddiad bynnag yw'r diweddaraf; Mae'n bwysig bod y dyddiad hwn yn gywir oherwydd y caiff ei ddefnyddio i gyfrifo unrhyw ran o'r ffioedd dysgu i'w had-dalu ac i asesu a fydd angen ad-dalu unrhyw grant.

Fel rheol, disgwylir i ymgeiswyr amser llawn ailddechrau eu hastudiaethau ar ddechrau’r sesiwn ganlynol, h.y. dychwelyd yn y mis Medi canlynol (â chaniatâd eu Cyfadran) ac ailddechrau’r flwyddyn/lefel astudio (gan fforffedu’n awtomatig unrhyw gredyd a enillwyd eisoes). Mewn rhai achosion, e.e. ymgeiswyr rhan-amser, gellir ystyried ei bod yn fwy priodol i ymgeiswyr ailgydio yn eu hastudiaethau flwyddyn yn union ar ôl iddynt ohirio. Mewn achosion o’r fath, bydd yr ymgeiswyr yn cario drosodd unrhyw farciau sydd ganddynt eisoes, os yw'r Gyfadran yn cymeradwyo hynny.

1. Ar ôl i chi gwblhau'r ffurflen, rhaid ei hanfon i [**Studentsupport-sciencengineering@abertawe.ac.uk**](mailto:Studentsupport-sciencengineering@swansea.ac.uk) er mwyn i aelod perthnasol o staff y Gyfadran ei llofnodi.
2. Pan fydd eich ffurflen wedi'i chymeradwyo, bydd y Swyddfa Cofnodion Myfyrwyr yn eich hysbysu am y canlyniad ac, os yw'n briodol, yn diweddaru'ch cofnod. Bydd hefyd yn rhoi gwybod i'ch Cyfadran, y Swyddfa Gyllid, y Swyddfa Llety a'r Llyfrgell a'r awdurdodau mewnfudo yn achos myfyrwyr rhyngwladol.
3. Ailddechrau Astudiaethau. Cyn eich dyddiad dychwelyd disgwyliedig, byddwch yn derbyn e-bost ynghylch ailddechrau astudiaethau yn gofyn i chi gadarnhau eich bod yn dychwelyd ac yn eich cynghori ar gofrestru. Os nad ydych wedi darparu dyddiad dychwelyd penodol ar y ffurflen hon, defnyddir dyddiad dechrau’r cwrs nesaf i gofnodi'ch dyddiad dychwelyd disgwyliedig.