

Programme Suspension Request 2023/24

In response to student feedback, we are making exciting changes to our academic year and programmes from 2024/25. This means that if you are still studying your course in 2024/25 you will notice some changes to the way you study. We are changing from teaching over three terms to two semesters, which will impact when you are taught and assessed. You might also notice a change in the compulsory and optional modules on your course. There is also an updated [Fees Policy](#). Please do get in touch with your Support Centre for more information about these changes.

For Undergraduate and Postgraduate Taught Students

Postgraduate Research students must contact the Doctoral Research Office dro@reading.ac.uk.

Please read these instructions fully before completing the form overleaf. By submitting the Suspension Request Form you agree that you have read and understood the information below.

To be allowed to suspend students must have written permission from the University.

Submission of the form to Student Services does not mean you have been automatically suspended. Until you have heard formally from the Student Support Coordinator or the Henley School Office you will remain a **current student**.

In the first instance students wishing to suspend from their degree programme must discuss the **academic implications** of such a decision with their [Academic Tutor](#) or [School Director of Academic Tutoring](#).

A [Student Support Coordinator](#) or the Henley Helpdesk should be consulted regarding **financial implications** before you apply to suspend from your degree programme. Information about the University's fees policy can be found at https://www.reading.ac.uk/essentials/Money_matters/Tuition-fees.

For international students requiring a Tier 4 / Student Route visa to study in the UK

Suspending from your course could affect your immigration status in the UK and the University is required to report changes in status to the Home Office UK Visas and Immigration. The International Student Advisory Team (immigration@reading.ac.uk) based in the Carrington Building will be able to provide detailed visa and immigration guidance. <https://www.reading.ac.uk/essentials/international>.

For students in University accommodation

If you have a contract in a Hall of Residence, the Accommodation Team can offer advice on cancelling your accommodation contract, and any charges related to vacating your room. Contact the Accommodation Office Helpdesk on accommodationonline@reading.ac.uk for more information or visit <https://www.reading.ac.uk/essentials/Accommodation/University-Accommodation/How-can-we-help/Cancel-your-accommodation-contract> to complete a Contract Cancellation Form. Please note that the Accommodation Team require evidence of suspension from your Support Centre and cannot backdate cancellations. **IMPORTANT: You will continue to be charged accommodation costs until you have completed their contract cancellation form.**

Deadlines for Submission of a Programme Suspension Request – 2023/24

Students may request to suspend from their degree programme any time during the academic year, **except** during the main exam period (April – June 2024) and during the August exam period (August – September 2024). * Please note that these dates are provisional at the time of publication.

During the University exam periods, students will normally submit an exceptional circumstances request if they are affected by circumstances outside of their control, which negatively affect their performance. The Exceptional Circumstances process is explained on Essentials: <https://www.reading.ac.uk/essentials/The-Important-Stuff/Rules-and-regulations/Extenuating-circumstances>.

*The only exceptions normally allowed, will be for students who are suddenly faced with adverse circumstances or those students who are sitting their exams but need to request a suspension for 2023/24 such as maternity leave, work placements etc. or programmes which fall outside of normal academic year structure.

Your Application

If you do decide to apply for a programme suspension, please complete Sections 1 & 2 and provide relevant supporting evidence.

Submit the **signed** and **dated** completed form with relevant supporting evidence to your [Student Support Coordinator](#) or the Henley School Office (henleyschooloffice@henley.ac.uk) for approval by the School Director of Academic Tutoring who will complete section 3.

Programme Suspension Request

SECTION 1 – PERSONAL DETAILS (Students must fill in Section 1)

Name:	Student Number:
University Email:	Date of Birth:
Degree Programme:	Part 1/2/3/4:
Academic Tutor:	School:

SECTION 2 – REASONS FOR REQUEST (Students must fill in Section 2)

Please note that the date of suspension cannot be earlier than the date upon which the completed form is received by the Student Support Coordinator or Henley School Office or equivalent.

Requests for retroactive suspension will not normally be considered. If, however, you were neither attending nor engaging with your studies and were not able to submit the suspension request due to hospitalisation, incarceration or equivalent physical or mental incapacity, then a statement which details the reason for the lateness of the request must be submitted with the form. Statements must be substantiated with evidence. These requests will be reviewed by the School Director of Academic Tutoring and considered by the Teaching & Learning Dean.

Requested start date for suspension period:

Requested return to studies date for suspension period:

Why do you wish to suspend?

Do you have a contract in a Hall of Residence? YES/NO

If YES you must now contact the [Accommodation Office](#) to advise them you are requesting suspension so that they can provide you with guidance on how to cancel your contract if your suspension is approved.

Please tick the type of evidence you have submitted:

A supporting letter from your GP/or other medical professional such as a private counsellor/psychiatrist:

Medical evidence relating to a dependence of care:

Death Certificate in case of bereavement:

Maternity Certificate – MATB1:

Financial Statement of letter from bank:

An offer letter or contract from the company offering work experience:

Other (please give details):

I, the student, confirm that the information provided is correct. I also give my consent for the Student Support Coordinator / the Henley School Office to disclose this information to the relevant officers of the University who are responsible for considering and implementing my request.

Signature of Student:	Date:
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SECTION 3 – ACADEMIC ENGAGEMENT (School must fill in Section 3)

When did the student last engage academically with the School? *(Please provide an approximate date, as this will help the Support Centre or equivalent spot any potential financial implications).*

Please indicate any Academic or Fitness to Study conditions(s) to be met prior to the student's return.

Please state if there is any support being offered to the student after they return. Please specify who the student should contact to arrange this.

Will the same degree be available when the student returns?

Proposed date of the student's return?

Re-entry to: Part 1/2/3/4/PGT:

Postgraduate Taught students – New completion date?

On behalf of the School, a signature is required from the School Director of Academic Tutoring or nominee confirming that the School supports the student's request. The completed form is to be sent to Student Support Coordinator or the Henley School Office.

Signature:

Date:

Print Name:

Position:

SECTION 4 – Student Support Coordinator / Henley School Office approval
This provides confirmation that appropriate evidence has been received

Name:

Date:

SECTION 5 – Teaching & Learning Dean approval

- a. Suspension beyond the cumulative maximum
- b. Academic conditions which must be fulfilled during the suspension and are conditions of return
- c. Retroactive suspension
- d. Suspension falls outside the normal accepted grounds for suspension (please give details):

Signature:

Date:

Print Name:

Position: