



Notice of Suspension From MA Programmes

Before deciding to suspend, please discuss this with your Academic Tutor. If you still wish to proceed to suspend from the programme, please then action the following:

- 1. Confer with the Programme Leader and obtain a signature below:**

Programme Leader: _____ **Date:** _____

- 2. Read the information overleaf carefully and ensure you understand what this means for your overall period of study.**
- 3. Return any borrowed items to the Library.**
- 4. Complete and return this form to:**

Academic Administrator, Sarum College, 19 The Close, Salisbury SP1 2EE, England

Surname	First names
Address	Programme
	Year of study (please circle) 1 / 2 / 3
Reason(s) for wishing to suspend:	Last module completed:
	Planned date of return to study (to be agreed with the Programme Leader):

Signature	Date
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From The University of Winchester's Academic Regulations for Taught Programmes 2012/13 Page 7 and 8. (Full set available via the Academic Registrar or The University of Winchester.)

D1.1 Students who are unable to continue their programme for any reason may apply to interrupt their studies provided that they will be able to resume study and complete their intended award within the maximum period of registration.

D1.2 The period of the interruption shall normally be up to one year and exceptionally up to a maximum of two years. The Programme Leader may approve an application to interrupt study for a maximum period of up to one year. If a further break in study is requested or the initial request is for more than one year, the approval of the Dean of Faculty must be sought.

Please note:

If you need to take a break from your programme of study for personal reasons you must inform Sarum College in writing. You will need to complete this form, which must state a return date agreed with the Programme Leader. This date must be one which enables you to complete your programme of study within the period of registration (i.e. one year for a full-time student; five years for a part-time student). The period of the break in study shall begin on the date the 'suspension of study' form is received by the academic office and shall normally be up to one year and exceptionally up to two years. If you suspend your studies you will be liable for payment of fees for the academic year you have begun. You will be liable for no further fees until you have completed the equivalent of that year's modules or supervision (i.e. until you have completed the three modules you have paid for or until you have received one year's dissertation supervision).

While your studies are suspended, you are not officially a student at Sarum College and you are therefore not entitled to tutorials and Academic Tutor support etc.

Pastoral support

Although you may have decided that your best course of action is to suspend from the Programme, the leaving process is not always easy. If you would find it helpful to talk to the Pastoral Tutor before you leave, you can make an appointment via the Academic Administrator.

Office use only:

Library materials returned and outstanding fees paid.	
Library sign-off: _____	Date:
The University of Winchester notified	Date:
Finance notified	Date:
Module selections amended	Date:
Processed on systems (e.g. submission dates etc)	Date:
Programme Committee Agenda	Date: