



European Accredited Psychotherapy
Training Institute (EAP); (EAGT)
Higher Education Institution (NCFHE)

GESTALT PSYCHOTHERAPY TRAINING INSTITUTE MALTA

GPTIM

Appendix 8

Policy for Suspension of Studies

1. Introduction

It is the expectation of the EAPTI-GPTIM that our students will pursue their studies on a continuous basis for the expected/nominal duration of their courses. However, since students may encounter personal difficulties or life situations which may seriously hinder their studies, EAPTI-GPTIM understands the need for temporary suspension of studying activities.

These guidelines are intended for all students of EAPTI-GPTIM which might have the need to cease their studying for an extended period of time.

2. Definition

1. A temporary suspension of studies refers to a ***prolonged period of time during which all studying activities of a student are put on hold*** on the basis of personal difficulties or life situations that may seriously disrupt their studies. During this time (if the suspension is granted) a student is not permitted to attend lectures at EAPTI-GPTIM, to sit for any examinations or to engage in any project/dissertation work during the period of suspension. These rules are set only to prevent the misuse of the granted suspension of studies and are common policies set by every university or higher education institution.
2. Retrospective or backdated suspension of studies is a suspension that is requested after the period of prolonged absence from studies. However, EAPTI-GPTIM will take into consideration retrospective applications for a temporary suspension of studies only in exceptional circumstances.
3. Students need to apply for a temporary suspension of studies. However, this is not an automatic right. Granting of such requests is at the discretion and judgement of the EAPTI-GPTIM. Applications may be refused if a suspension is deemed inappropriate or if insufficient supporting evidence is submitted.

3. Grounds for a temporary suspension of studies

1. Students have a right to request suspension of their studies for a ***variety of reasons e.g. genuine medical problem or condition, personal or family problem/situation, financial reasons, military service etc.***

2. Relevant evidence in support of the suspension and covering the period of suspension must be provided.
3. If no relevant official document is available (e.g. in situations of difficult life situation or financial problems) a statement in support of the suspension should be included by the Programme Director, Supervisor or Mentor. If possible and with the consent of the student, this statement should explain in detail the circumstances and the effects that the specific situation has on the student's studies.

3.1. Non Voluntary Suspension of Studies

In certain circumstances it might be necessary for the EAPTI-GPTIM to suspend the studies of a student for a period of time. These circumstances may include: serious behavioral or academic misconduct, losing of visa (for overseas students) and instances where a student is not able to attend studies at EAPTI-GPTIM for a period of time but is unable to go through the voluntary temporary suspension of studies.

4. Lasting and number of possible temporary suspensions of studies

1. The duration of one continuous temporary suspension of studies cannot be longer than one academic year. If a student needs another suspension immediately after the first suspension a new application must be submitted and approved.
2. Students have a right to a maximum of 2 non-concurrent temporary suspensions during the studies on one academic programme.
3. The maximal duration of all granted temporary suspensions of studies depends on the duration of academic programme that the student attends:
 - a. For programmes that last 2 years or less, maximal temporary suspension of studies can be of 1 year.
 - b. For programmes that last 3 years or more maximal temporary suspension of studies can be 2 years.

5. Application process for temporary suspension of studies

5.1. General issues

1. Application for temporary suspension of studies must be made before the beginning of the proposed leave of absence.
2. Retrospective applications for a leave of absence will only be considered in the most exceptional circumstances.
3. Student should address the Programme Director, Supervisor or Mentor for any questions concerning temporary suspension of studies.

5.2. Steps for application

1. In the first instance, students should discuss their intention to apply for a temporary suspension of studies with their Programme Director, Supervisor or Mentor.
2. Overseas students have the responsibility to inform themselves with the Principal Immigration Officer (or other relevant body) about the consequences of the potential approval of temporary suspension of studies on their student visas.
3. Should the student decide to proceed with a request for the temporary suspension of studies he/she should fulfil **EAPTI-GPTIM temporary suspension of studies form**.
4. The Programme Director, Supervisor or Mentor must support and sign the application form.
5. The completed EAPTI-GPTIM temporary suspension of studies form can be delivered to the relevant administrative service in person, by mail or by e-mail.
6. There is a fee to be paid to cover the costs of consideration for the application.

6. Deciding on application and the right to appeal

6.1. Relevant body

1. EAPTI-GPTIM **shall consult the School Board and possibly other relevant boards and committees and** will decide about all applications for temporary suspension of studies and other student issues.

6.2. Approval/refusal of the application for temporary suspension of studies

1. Each request for a leave of absence will be considered on an individual, case by case basis and any decision made will be at the discretion of the EAPTI-GPTIM.
2. The **EAPTI-GPTIM shall consult the School Board and** must make a decision on the suspension request within 14 days from the day the request for suspension has been submitted by the student.
3. The Student will be informed by the EAPTI-GPTIM about the decision on the suspension request in writing within 7 days of the decision being taken.

6.3. Appeal

1. The student whose request for temporary suspension of studies has been refused has the right to appeal to the **Complaints and Appeals Committee**.
2. This appeal must be placed within 14 days after receiving the decision made by the Students' issues committee.

7. Effects of approved temporary suspension of studies

1. Students who have been granted a temporary suspension of studies will not normally be permitted to attend any lectures at EAPTI-GPTIM, to sit for any examinations or to engage in any project/dissertation/thesis work during the period of suspension.
2. Overseas students might lose their student visas which are issued by the Principal Immigration Officer and which gives them leave to land and remain in Malta for the purposes of study.
3. Students granted temporary suspensions of studies are not liable to pay tuition fees during this period.
4. Temporary suspension of studies does not incur any additional fee.

and

8. Return from temporary suspension of studies

1. After the return from the temporary suspension of studies the student is obliged to inform the Programme Coordinator, Supervisor or Mentor (namely the person which signed the application) so that the relevant bodies of EAPTI-GPTIM can be informed.
2. After informing all relevant bodies of EAPTI-GPTIM the regular student status and rights will be revoked to the student.

EAPTI-GPTIM TEMPORARY SUSPENSION OF STUDIES FORM

Prior to completing this form, please confirm the following:

I have read the EAPTI-GPTIM Guidelines on student temporary suspension of studies.	Yes/No
I understand that should my request for temporary suspension of studies is granted I will be not be permitted to attend any lectures at EAPTI-GPTIM, to sit for any examinations or to engage in any project/dissertation/thesis work during the period of suspension.	Yes/No
I have informed myself about the consequences that temporary suspension of studies might have on my student visa (for overseas students only).	Yes/No

PART A - PERSONAL DETAILS (please complete in block capitals)

Student No.	
Title:	Mr/Mrs/Miss/Ms/Other (please specify)
Forenames:	
Surname:	
ID Number:	

<p>Address <i>[all correspondence relating to this request will be sent to this address]:</i></p> <p>Postcode:</p>	<p>Tel:</p> <p>Mobile:</p> <p>Email <i>[all correspondence relating to this request will be sent to this email]:</i></p>
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PART B - INFORMATION ABOUT STUDIES (at which you are enrolled)

Title of Programme:	
Year of studies:	

PART C - REASONS FOR TEMPORARY SUSPENSION OF STUDIES

Please specify the major reason for temporary suspension of studies (check the box):

- Genuine medical problem or condition (medical evidence must be supplied)
- Personal or family problem/situation
- Financial reasons
- Military service

Other, please specify: _____

Have you previously had a period of suspension in your current course?	Yes/No
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Please provide details of your reasons for requesting a suspension of studies

I have attached the following documentary evidence (circle one or more):

- 1) Medical evidence. Please, specify: _____
- 2) Statement in support of the suspension signed by Programme Director, Supervisor or Mentor.
- 3) Other, please specify: _____

PART D - PERIOD OF TEMPORARY SUSPENSION OF STUDIES

Please provide dates for the proposed temporary suspension of studies

From:

To:

Signed: _____ Date: _____
(Applicant)

Signed: _____ Date: _____
(Programme Director, Supervisor or Mentor)

Please submit two copies of this form together with supporting evidence to EAPTI-GPTIM

A written report will be provided to the student/applicant detailing what recognition and accreditation has been granted.

For official use only

Date received: _____ Signature: _____

PART E - APPROVAL (To be completed by respective EAPTI-GPTIM body)

Name of the student/applicant:

Student No.:

Approved by Students' issues committee

Approved by Complaints and Appeals Committee

(only in the case of student's appeal on the decision of Students' issues committee)

Dates for the proposed temporary suspension of studies

From:

To:

Conditions of temporary suspension of studies:

Not approved by Students' issues committee

Not approved by Complaints and Appeals Committee

(only in the case of student's appeal on the decision of Students' issues committee)

Dates for the proposed temporary suspension of studies

From:

To:

Rationale for rejecting the request for the temporary suspension of studies:

Date: _____

Signature: _____

(Students' issues committee representative)

Date: _____

Signature: _____

(Director of EAPTI-GPTIM)