

## 'Suspended' students: Policy and Procedure

1. A student is treated as a suspended student where he or she has interrupted a programme of study for personal reasons, or is 'assessment only' ie the student does not wish to repeat any teaching but must pass an assessment(s) before progressing. **These procedures do not apply to students suspended for disciplinary reasons eg debt.**

### Return from suspension

2. a. *Assessment only students:* A student who is suspended 'assessment only' prima facie has the **right** to return to undertake the assessment at the next scheduled assessment opportunity and if successful resume his or her course of study. Where the student is unable to undertake the assessment at that time due to extenuating circumstances the student should be formally recorded as DNS by the examiners' meeting and undertake the assessment at the next scheduled assessment opportunity after the granting of the DNS. A student who is unable to undertake the assessment at that date must withdraw, normally, from the programme. A suspended student who is required to withdraw may seek re-entry to his or her (or another) programme from the Chair of the relevant Faculty Examiners' meeting (or nominee). Re-entry to the student's original programme, if permitted, may be conditional on the student repeating part of his or her programme of study

A student who is suspended 'assessment only' may also be subject to a condition which must be satisfied before the student can undertake the assessment (see 3. below). Such a condition must be imposed at the time of suspension.

- b. *Other cases:* A student who is suspended for a reason other than a. above, and on whom no conditions are placed in respect of his or her return to study at the time of suspension, is **entitled** to resume his or her course provided the return to study is within 12 months of the date of suspension but not thereafter other than with the agreement of the relevant School and the Faculty DTL (or nominee). It is recommended that a student who has been suspended for more than 12 months should not normally be permitted to return without repeating a period of study.

### Conditions to return from suspension

3. a. *Academic conditions:* Where a suspension imposed an academic condition on the student's ability to return, a decision on whether the condition had been met should be made by the Chair of the relevant Faculty Examiners' meeting (or nominee) in discussion with the student's School (the same rights of appeal apply as are applicable to a student submitting a case for extenuating circumstances). Any academic condition should state the date by which the student must meet the condition if the student is to return to study; this requires monitoring of conditions (and time limits) at Faculty level. SSD must be informed of the condition (and time limits for compliance) and where the Faculty determines that condition have been met it will inform SSD which will re-activate the student's record.

b. *Non-academic conditions*: Where a suspension imposed a non-academic condition on the student's ability to return a similar process should apply, ie decision at Faculty level in conjunction with the School, but the decision may need to take into account evidence supplied by a Counsellor, a medical practitioner or other professional person. **The decision on fitness to return is that of the relevant Faculty.** SSD must be informed of the condition (and time limits for compliance) and will monitor compliance with the condition and, where necessary, contact the student to request evidence enabling a decision on fitness to return to be made. In accordance with custom and practice the power to determine if a condition has been met may, in straightforward cases, be exercised by SSD.

### Coding of suspended students

4. RISIS Codes which are applied to suspended students will indicate if a student has been suspended:

- suspended for debt
- suspended for disciplinary reasons (including temporary suspensions pending investigation)
- suspended under Calendar provisions – essentially a risk to themselves or others
- cannot progress to the next stage of the programme until an assessment is passed
- suspended for personal reasons affecting the student (sub-categories may be recorded)

These categories are not mutually exclusive and some students fall into more than one category.

### Entitlement of suspended students to access services

5.

*The following does NOT apply to students suspended for disciplinary reasons (including debt)*

Access to	Entitlement
Teaching	Revision classes
Academic staff (especially ST)	By agreement with the School DTL
Study Advice	Yes (limited) <sup>1</sup>
Counselling	Yes (limited) <sup>2</sup>
Disability Advisory Service	Yes (limited) <sup>3</sup>
Careers Advisory Service	Yes
Email	Yes <sup>4</sup>
RISIS	Yes (limited) Must ensure requisite level of access eg may need to access Exam timetable and/or results

Blackboard	Subject to licence issues should be able to access historic and CURRENT version of data
Library - entry/book borrowing	Yes (limited) <sup>5</sup>
Library - e-resources On campus	Yes if granted Student Visitor status
Off campus	No
Student Services Centre	Transcripts, Helpdesk, Advisory (limited)
Student Services Centre - Financial Support	No
Student Services Centre - Accommodation	Cannot normally live in University accommodation  Can apply for accommodation for period post-suspension  Can access data relating to 'living out'
Faculty Office	When related to suspension, return or transfer

1. Where attendance is a condition of suspension or to facilitate return to study.
2. Where attendance is a condition of suspension, or to facilitate return to study, or to assess fitness to return to study, or until alternative support is arranged.
3. Where attendance is a condition of suspension or to facilitate return to study.
4. Should be reminded to check University email regularly.
5. A suspended student may be granted Student Visitor status if the student (or his or her tutor) requests continued access AND the Head of School sponsors the student's registration - in part so that the Library gets permission to use the School's book fund to reimburse any items that the student does not return - AND the student is in 'good standing' with the Library. A Head of Department should not refuse to sponsor a suspended student' application for Student Visitor status without good cause.

Student Visitor Status permits the student to :

- borrow up to 10 items - this global allowance, besides standard loan items, can include up to 2 x 7-day loans; 5 x 1-day loans (eg Periodicals) and 2 x 6-hour loans. The standard loan period is for 3 weeks unless recalled earlier because another user has placed a hold on an item.
- request Inter-library loans
- access licensed e-resources on campus.

Student Visitors are NOT eligible to join the SCONUL Access Scheme.

Approved by UBTL: October 2010