

## Section 6: Programme-related matters

# Policy on and procedures for students returning to or repeating study

*[Approved by the University Board for Teaching and Learning on 30 April 2012 to take effect from the 2012-13 Academic Session]*

## Introduction

1. The purpose of this document is to outline the appropriate procedures that staff and students should take when a student is:
  - Returning to studies after a period of suspension on health/medical grounds
  - Re-entering to Part 1 after a withdrawal on health/medical grounds
  - Repeating study after submission of an Exceptional Circumstances case on health/medical grounds.

It is intended to help staff to understand the procedures so they can support students in managing their return/repeat.

2. This document should be read in conjunction with the *Policy on and procedures relating to student academic engagement and fitness to study* and the *Policy on and procedures for suspensions*.
3. There are times when it is not in the best interests of a student, or the University and its community, to allow the student to continue studying because they are not fit to do so. Under these circumstances permission may have been granted for the student to suspend or temporarily withdraw from their studies.

## Return to Studies

4. Where a student has been given permission on medical/health grounds to suspend/temporarily withdraw from their studies, or repeat any part of their programme, the student will need to provide evidence that they are fit to resume their studies as a condition of their return.
5. At the point of suspension, confirmation of the agreed length of suspension and conditions of return will be sent to the student by the Advisory Team in the Student Services Centre or in case of Branch Campuses by the Student Support Team. The student will also be provided with the template of the *Return to Study Plan* and the *Fitness to Study form*.
6. The *Fitness to Study Form* should be completed by a GP or appropriate specialist and returned to the University Medical Practice for review by the Head of the UMP no later than 3 weeks prior to the start of the term in which the student is recommencing their studies.
7. For international students studying at the Branch Campus in Malaysia the form should be submitted 2 months before the date of the planned return. International students intending to return to studies are subject to the approval of the Malaysian Immigration Department. Any charges incurred for the processing of a student visa will be borne by the student.

8. The *Return to Study Plan* should be completed by the student and the School Director of Academic Tutoring, or their delegate, in consultation. The plan should be agreed no later than the end of the first week of term in which the student is recommencing studies.
9. Any further conditions of return must normally be met by the student no later than 3 weeks prior to the start of the term in which the student is recommencing their studies.
10. Where there is a concern regarding the student's fitness to study, the University reserves the right to seek a second opinion from an appropriate specialist. Reasonable costs of this are to be borne by the student.
11. The responsibility to monitor the return to study plan is that of the School Director of Academic Tutoring.
12. If the student is not fit to return at the expected time, the Teaching and Learning Dean, or Academic Director for Teaching and Learning at Branch Campuses, should decide if a further suspension can be granted.
13. If there are further causes for concern after a student has returned to their studies the case will be referred to the relevant process. The School Director of Academic Tutoring should consider if a further suspension is appropriate.