

STUDENT SUSPENSION PROCEDURE

1. Introduction

This Procedure sets out the steps that the University will take when it is considered necessary to suspend a student. The primary purpose of suspending a student is as a precautionary measure, to protect staff and students of the University, including the student themselves, or members of the public.

2. Scope

Suspension may be appropriate in the following circumstances:

- An allegation of misconduct has been made against a student and is being dealt with under the **Procedure for Student Discipline**; or
- An allegation of misconduct or concerns about a student's competence or fitness to practise are being addressed under the **Fitness to Practise Procedure**.

3. Student Suspension Procedure

After being made aware of the alleged misconduct or concerns about the student, the appropriate member(s) of staff will decide if suspension is necessary. The appropriate member(s) of staff are as follows:

- **Procedure for Student Discipline** – the Authorised Officer, as set out in the Procedure.
- **Fitness to Practise Procedure** – the Programme Leader and Designated Person, as set out in the Procedure.

If suspension is considered necessary, the appropriate member of staff will refer the matter to the student's Dean of School or the Vice-Principal Learning, Teaching and Students for action as follows:

Procedure	Who suspends?	If unavailable
Procedure for Student Discipline (Academic misconduct)	Dean of School	Their nominee
Procedure for Student Discipline (Non-academic misconduct)	Vice-Principal Learning, Teaching and Students	Dean of School (or their nominee)
Fitness to Practise Procedure	Dean of School	Deputy Dean or nominee

Following a meeting of the Suspension Review Committee, the Secretary to the Committee will inform the student of the suspension in writing via the student's UWS email account. This communication will specify the activities from which the student is suspended.

In cases where the Vice-Principal Learning, Teaching and Students suspends a student, the student's Dean of School (or their nominee) shall be informed at the earliest opportunity.

Suspensions will only be reviewed by the Suspension Review Committee on receipt of evidence from the student of altered circumstances. However, the Secretary of the Committee will regularly review cases to ensure that files are up to date and communication actioned when appropriate.

In taking a decision to suspend a student's studies, it is important to note the requirement to report a change in a student's enrolment status to UKVI where the student is subject to UK immigration legislation.

4. Emergency suspension:

In cases of great urgency, the Principal or nominee will be empowered to suspend a student with immediate effect.

5. Type of Suspension

The suspension of a student may be:

- **Full** – a total prohibition on attendance at, or access to, the University, its resources and facilities, and on any participation in University or Students' Association activities or at any placement or host organisation; or
- **Partial** – a selective restriction on attendance at, or access to, the University, its resources and facilities, and on any participation in University, or Students' Association activities or at any placement or host organisation. This may include other precautionary measures such as a requirement that the student does not contact a named person.

6. Suspension Review Committee

The Secretary to the Suspension Review Committee will arrange meetings as and when required. The Vice-Principal Learning, Teaching and Students, the Dean or Deputy Dean will Chair meetings, with relevant colleagues invited to attend on a case-by-case basis. This will enable the Committee to review suspensions regularly and act accordingly. The membership of the committee will be determined by the Chair. A quorum will be met if three members of the Suspension Review Committee are present.

The student will have the right to put forward new evidence or to make representations to the Committee in writing. This should be done by sending an email to suspension@uws.ac.uk.

The Suspension Review Committee may recommend that a student's suspension is lifted or that the type of suspension is changed at any stage. In these circumstances, the matter will be referred back to the Vice-Principal Learning, Teaching and Students or Dean of School for action. The Secretary to the Suspension Review Committee will ensure that any appropriate actions are taken.

If a case has already been referred to the Senate Disciplinary Committee or a Fitness to Practise Committee, the decision of whether to lift a student's suspension will rest with this committee.

Procedure Author – Secretary to Suspension Review Committee	Procedure Owner – Vice-Principal, Learning, Teaching and Students
Parent Policy Statement - Student Experience	Public Access or Staff Only Access – Public
Version 2 – 1 st October 2020	Changes and Reason for Changes – New procedure Updates to titles Addition of provisions for emergency suspension Revisions to frequency of Suspension Review Committee