

Student Suspension Procedure

Version – v3 –April 2024

Procedure Author – Secretary to Suspension Review Committee

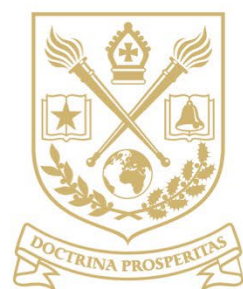
Procedure Owner – Pro Vice-Chancellor Learning, Teaching and Student Success

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Changes and Reason for Changes – Inclusion of Procedures for Supporting Students in Distress (Wellbeing Suspension Procedure)



STUDENT SUSPENSION PROCEDURE

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.

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**.

An allegation of misconduct or concerns about a student's competence or fitness to practise are being addressed under the **Fitness to Practise Procedure**.

When student disciplinary or fitness to practice processes are not the appropriate action due to the detrimental effect that they may have on the student's wellbeing, the **Procedures for Supporting Students in Distress** will be followed in order to consider a **Wellbeing Suspension**.

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 through a meeting of the Suspension Review Committee or information from a Wellbeing Suspension Review meeting depending on the nature and circumstances of the alleged misconduct or behaviour. 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.

Wellbeing Suspension (under the Procedures for Supporting Students in Distress)– the Pro Vice-Chancellor, Learning, Teaching and Student Success.

If suspension is considered necessary, the appropriate member of staff will refer the matter for action as follows:

Procedure	Who suspends?	If unavailable
Procedure for Student Discipline (Academic misconduct)	Dean of School	Deputy Dean or Pro Vice-Chancellor Learning, Teaching and Student Success
Procedure for Student Discipline (Non-academic misconduct)	Pro Vice-Chancellor Learning, Teaching and Student Success	Dean of School
Fitness to Practise Procedure	Dean of School	Deputy Dean or Pro Vice-Chancellor, Learning, Teaching and Student Success
Procedures for Supporting Students in Distress	Pro Vice-Chancellor, Learning, Teaching and Student Success	Vice-Principal People and Student Wellbeing

The student will be informed of the suspension in writing via the student's UWS email account by the Secretary to the Suspension Review Committee or, for a Wellbeing Suspension, by a member of Student Services. This communication will specify the activities from which the student is suspended.

In cases where the Pro Vice-Chancellor Learning, Teaching and Student Success or the Vice-Principal People and Student Wellbeing 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 or relevant School or Department of altered circumstances. However, the Secretary of the Committee will review cases no less frequently than monthly to ensure that files are up-to-date and communication actioned when appropriate.

In taking a decision to suspend a student's studies, where the student is subject to UK immigration legislation, a change in a student's enrolment status will be reported to UKVI.

Emergency suspension

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

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' Union 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' Union 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.

Suspension Review Committee

The Secretary to the Suspension Review Committee will arrange meetings to initially consider a suspension case to determine details of the suspension. Further meetings will be arranged as and when evidence is received regarding altered circumstances. The Pro Vice-Chancellor Learning, Teaching and Student Success, Vice-Principal People and Student Wellbeing or the Dean or Nominee 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 to the Pro Vice-Chancellor Learning, Teaching and Student Success or Vice Principal People and Student Wellbeing, or Dean of School or Nominee 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.

Procedures for Wellbeing Suspension meetings are set out in the *Procedures for Supporting Students in Distress*.