

Suspension of study

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Section		ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL
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Post/section with responsibility for implementation and monitoring		Head of Student Administration
Approved by		University Council
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Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook 5.1.3 Assessment (masters) 5.1.3.1 Masters assessment criteria and grade descriptors

1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.
- 1.2 The University understands that students may experience difficulties in meeting the University requirements for attendance, participation and engagement, and assessment. The University therefore has procedures that coordinate action, allow legitimate circumstances to be taken into account, and ensure parity of treatment across all students.

2.0 Scope

- 2.1 Applies to all students registered for programmes of study offered by the University.

3.0 Definitions

- 3.1 Suspension is a temporary period of time when a student is not registered for modules and not actively making progress to complete the graduation requirements for a degree programme.
- 3.2 The period of time is normally significant, but does not alter the total permitted duration of study.

4.0 Policy

- 4.1 Students may apply to the Dean of Faculty to suspend their studies should they experience circumstances beyond their control and which a reasonable person would judge as impediment to progress. Such circumstances include:
 - 4.1.1 Substantial changes to employment or personal arrangements
 - 4.1.2 Medical and health problems
 - 4.1.3 Family needs
 - 4.1.4 Bereavement in immediate family
 - 4.1.5 Failure of resource on the part of the University (e.g. supervisor, laboratory, equipment)
- 4.2 Suspensions are normally granted on a term basis.
- 4.3 Suspensions are not granted for the purposes of explaining lack of progress.
- 4.4 Suspensions are not granted in circumstances of the student's own choosing (e.g. holiday).
- 4.5 Suspended students are not entitled to access University resources or to claim student status, must obtain clearance from the Library of loans or fees outstanding, and must return all credentials to the Student Administration.
- 4.6 Suspended students accept that the same programme may not be available to them on their return to active student status.
- 4.7 Students must apply to suspend their studies under procedures set out herein.

5.0 Procedures

- 5.1 Students must submit an application for suspension on the University form together with appropriate evidence of the circumstance.
- 5.2 Applications will be reviewed by the Personal Tutor and recommended by the Head of Programme/Programme Coordinator to the Dean of Faculty.
- 5.3 Similar circumstances do not affect two individuals to the same degree, and circumstances are difficult to define to a standard objective degree. The Dean of Faculty has the discretion to evaluate and adjudicate the severity of the circumstance and merits of the request to suspend, on a case by case basis.
- 5.4 The Dean has the authority to recommend action, which may be to accept or reject the request, and/or to recommend a different course of action (e.g. change of mode of study).