

## Suspension Procedure

---

This policy should be read in conjunction with the [Student Disciplinary Procedure](#).

### **1 Introduction**

1.1 A student suspension is not a punishment; it is a temporary precautionary measure taken in response to an allegation of misconduct (as defined by the Student Disciplinary Procedure) or to ensure the wellbeing of all parties where an allegation of misconduct may be reasonably anticipated, or where a criminal case is ongoing. It is not disciplinary but rather intended to facilitate an investigation to proceed unimpeded or to protect the student or other members of the University community. A suspension is a non-judgemental process and will be considered where appropriate, including for all formal disciplinary cases, via a risk assessment.

1.2 This procedure supersedes those relating to attendance.

### **2. Cases in which a suspension can be considered.**

Suspension may be considered as appropriate in the following cases:

- a) As a measure to facilitate an investigation into the conduct of a student either due to:
  - i. a formal complaint made by another student, where a complaint has been made about student under the University's Complaints Policy and Procedure
  - ii. a report from a member of staff
  - iii. in the case of a serious allegation where the University has a duty to investigate regardless of whether the reporting party wishes to formalise the concerns.
- b) Where it is reasonably believed there is or will imminently be a police investigation pending into an allegation that the student has committed an offence or offences against the criminal law, where the offences involve other students or affect or have the potential to affect the interests of the University or have the potential seriously to affect the health and safety of staff or students.
- c) Where criminal charges, either disclosed or previously undisclosed, as defined in the University's [Criminal Convictions Policy](#), is made known to the University, and the University determines that the alleged offence(s) may affect the interests of the University or may seriously affect the health and safety of staff and students.
- d) Where a student may be causing disruption to others or may be severely damaging their own health and/or academic prospects or may be seriously affecting the health and safety of staff or students.

### **3. Suspension**

- 3.1 A Student Risk Review Panel may suspend a student for a period of up to 20 working days from any part of the University or any University facilities or activities by providing written notification of the suspension to the student and a copy of this regulation. Any such student may not use, access or enter any such University buildings or facilities as may be specified by the Student Risk Review Panel for a defined period but may use, access or enter all University buildings or facilities not thus specified. An order of suspension may include a requirement that the student have no contact of any kind with defined person or person(s).
- 3.2 A Student Risk Review Panel may exceptionally suspend a student from the entire University pending completion of an internal investigation, a police investigation or criminal proceedings, or any other valid reason on a case-by-case basis for the remainder of the academic year or longer in exceptional cases.

### **4 Review and appeal**

- 4.1 Throughout a period of suspension the Student Risk Review Panel shall keep the suspension under review in light of any representations, developments or information which are brought to their attention and which in their reasonable opinion change the nature of the suspension or warrant its lifting.
- 4.3 In all cases where the suspension might involve removing the student temporarily or otherwise from their University accommodation, the Accommodation Office must be contacted as soon as possible for advice on how to proceed.
- 4.5 The Vice-Chancellor must be notified where a student is suspended:
- a) for 20 working days or more; and/or
  - b) the suspension is from the entire University.
- 4.6 A student may appeal against suspension where their suspension is continued beyond 20 working days through the University's Appeals Procedure.

### **5. Attendance during suspension**

- 5.1 Students are normally expected to fulfil all academic commitments during a period of suspension, where feasible. The student cannot however be granted access to classes or areas from which they are suspended.
- 5.2 The Dean of the student's faculty (or nominee) will advise the Student Risk Review Panel and the student on how and to what extent academic commitments can be fulfilled during suspension, and any means of mitigating the academic consequences of a suspension.
- 5.3 If, in the reasonable opinion of the Dean of the student's faculty (or nominee), it is not possible to mitigate adequately the academic consequences of a suspension within the current academic year, including where a suspension continues beyond 20 working days, the student may be required to intermit until they can resume their studies at an equivalent point during the following academic year to that when the suspension began. The Dean of the student's faculty in conjunction with QAE will determine the appropriate point of recommencement.

## VERSION CONTROL

| PURPOSE/CHANGE                                                                                                                                                                                                                                 | AUTHOR | DATE           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Original document for approved at AQSC.                                                                                                                                                                                                        | QAE    | November 2015  |
| Updates to the clauses below following approval at Academic Board: 3.2; 3.3; 3.4; 4.1; 4.2; 4.4; 5.1; 5.2; 6.2.                                                                                                                                | QAE    | 12/07/2017     |
| Update to policy title: 5.4                                                                                                                                                                                                                    | QAE    | August 2019    |
| Updates to include information regarding behaviour agreement information (1.1, 2, 3.4) and creation of section 7 to that affect, 2a regarding status of a police investigation, updated to reflect role changes (3.2, 3.3, 3.4, 4.1, 4.2, 4.4) | QAE    | 9 June 2021    |
| Updates to 1.1, 1.2, 7.1 and 7.4 along with updates to roles, following approval at LTQC                                                                                                                                                       | QAE    | 26 July 2023   |
| Updates to 1, 2, 3.2, 5.3 following approval at LTQC                                                                                                                                                                                           | QAE    | 22 August 2024 |
| Updated references from weeks to working days throughout.                                                                                                                                                                                      | QAE    | 23 July 2025   |
| Updated following approval at LTQC                                                                                                                                                                                                             | QAE    | 20 May 2026    |