

## SUSPENSION POLICY AND PROCEDURE

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This policy should be read in conjunction with the [Student Disciplinary Policy and 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 Policy and Procedure) or to ensure the wellbeing of all parties where an allegation of misconduct may be reasonably anticipated, or a criminal case is on-going. 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 policy 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) 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.
- b) 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.
- c) Where a student's criminal conviction, 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 past 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 The Vice-Chancellor or Head of QAE (or their nominee) 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 Vice-Chancellor or Head of QAE (or their nominee) 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 Any academic member of staff shall have the right to require any person to leave their class for one particular teaching session. Where an academic member of staff believes it is necessary to raise an allegation of misconduct under the University's Student Disciplinary Policy and Procedure shall in the first instance report such a breach, normally in writing, to [gae@falmouth.ac.uk](mailto:gae@falmouth.ac.uk) for attention of a Disciplinary Officer for initial consultation. A risk assessment will normally be conducted in the first instance, with representatives from QAE, Student Support, Safety and Security, the course team and any other necessary staff as appropriate, to determine whether any precautionary measures are needed for example, a temporary suspension under the [Suspension Policy and Procedure](#).
- 3.3 A Dean of a faculty or their nominee shall have the right to exclude any student from attending any part of a module for which they are not registered, if this is appropriate to ensure the proper conduct of the class.
- 3.4 The Vice-Chancellor or Head of QAE (or their nominee) may exceptionally suspend a student from the entire University pending completion of a police investigation or criminal proceedings or any other valid reason on a case-by-case basis for a period of up to twelve (12) months.

### **4 Review and appeal**

- 4.1 Throughout a period of suspension the Vice-Chancellor or Head of QAE (or their nominee) 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. Should the period of suspension exceed 20 working days, the suspension should be reviewed at four-weekly intervals.
- 4.2 In addition to 4.1 above, the Vice-Chancellor or Head of QAE (or their nominee) must conduct a thorough investigation during the period of the suspension to establish whether the suspension should be lifted or whether the suspension be continued for a further specified time. If the investigation is not concluded by the end of the period of suspension, the suspension may continue for a further specified time as determined by the Vice-Chancellor or Head of QAE (or their nominee) with the student, the Head of the student's academic department and QAE being so notified. The student's period of suspension shall normally be concluded should no conclusion to the investigation have been reached at the end of the further specified time.

- 4.3 In all cases where the suspension might involve removing the student temporarily or otherwise from their accommodation, the Accommodation Office must be contacted as soon as possible for advice on how to proceed.
- 4.4 If it becomes apparent that the student may have mental health support needs, then proceedings should be adjourned and advice sought from Student Services. The [Health, Wellbeing and Support for Study Policy](#) may be invoked as more appropriate to the circumstances pertaining at the time.
- 4.5 The Vice-Chancellor must be notified where a student is suspended:
- for 20 working days or more; and/or
  - 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 Vice-Chancellor and/or Head of QAE (or their nominee), 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,	QAE	9 June 2021

updated to reflect role changes (3.2, 3.3, 3.4, 4.1, 4.2, 4.4)		
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