STUDENT SUSPENSION OF STUDIES REGULATIONS

SUMMARY OF PRINCIPAL CHANGES

General changes
This is a new UPR and it should be read in its entirety.

Section:

Structure

1 INTRODUCTION

1.1 The regulations and procedures set out in this document have been approved by the Secretary and Registrar with effect from 1 September 2019.

2 VOLUNTARY SUSPENSION

2.1 Suspension is taking a break from studies. Students may request a period of suspension at any time during their studies. Approval will only be given for suspension of a student’s studies for up to one academic year. In exceptional circumstances this may be extended at the sole discretion of the Dean of School.

2.2 Suspension is expected to be applied for in advance or at the start of any issues affecting a student’s studies.

2.3 Students may request a period of suspension for a number of reasons including but not limited to:

- Maternity-related leave
- Illness
- Disability
- Family issues
- Financial issues
- Standing as a Sabbatical Officer for the Hertfordshire Student Union

2.4 The rationale as to why the suspension is required should be clearly detailed, as this is used by the University to inform statistical returns.

2.5 Students should discuss their wish to suspend with their Programme Leader, as soon as possible, in advance of making a formal request.

2.6 Students must apply in writing, using the ‘Request for Voluntary Suspension of Studies’ form which can be accessed via ‘Ask Herts’ [https://ask.herts.ac.uk/]. Approval for the request will be given by the Programme Leader (or nominee).

2.7 Documentary evidence of the reason for the request should be supplied and the form must be signed by the Programme Leader (or nominee). Once signed, the student is responsible for passing the form to the appropriate School Office.
2.8 There are specific issues in relation to international students and suspension, which may cause visa and immigration problems for the student. For this reason, all international students must contact International Student Support before submitting their suspension form to their Programme Leader.

2.9 There may be specific implications in relation to student fees & funding and suspension, and all students are advised to seek advice from Student Finance in the Student Centre before submitting their suspension form to their Programme Leader.

2.10 All students who have suspended their studies are contacted by the School Office prior to their return to study, to clarify their intention to return.

2.11 The University reserves the right to withdraw any students who do not return to their studies within one academic year.

3 Compulsory Suspension

There are also circumstances in which the University may suspend students from their programmes of study (Appendix III, UPR SA13 refers).

4 Academic Issues Regarding Suspension

4.1 Students who suspend their studies are defined as taking a break from studies, as such they are not entitled to receive any tuition, supervision or financial support.

4.2 If the student has outstanding assessments or examinations, they may request to take those assessments during their period of suspension. No students will be compelled to undertake assessments whilst on a period of suspension, and this issue must be discussed at the time of the suspension request. The final decision as to whether the student is permitted to take outstanding assessments rests with the School. Schools must be particularly aware of students suspending their studies due to health problems and consider that such students may not be fit to take assessments during that time. Students in this position should refer to UPR AS14, section C3.8 for guidance on Serious Adverse Circumstances, which relate to significant circumstances beyond a student’s control that would have affected his or her ability to perform to his or her full potential if he or she were to sit or submit an assessment at the appointed time.

4.3 Students who normally have alternative arrangements for their assessments, may have those arrangements affected by the suspension of their studies, particularly, if those arrangements rely on the availability of DSA funding. Students in this position must discuss this with Disability Services and their Programme Leader before suspending their studies.

5 Status of suspended students

5.1 In all circumstances, students are encouraged to seek advice from either their Programme Leader, the School Administration Office, the Student Centre or the Office of the Dean of Students as appropriate, prior to suspending their studies.

5.2 Once a student has suspended their studies formally, access to University services may be restricted. This includes but is not limited to: completing or submitting assessments, accommodation, learning resources, the Student’s Union and disability services.

5.3 Whilst on a period of suspension, students retain access to the virtual learning environment and their student ID cards. In certain circumstances such as, but not limited to, academic and non-academic misconduct, this access may be removed.

Mrs S C Grant
Secretary and Registrar
Signed: 1 August 2019