Student Suspension of Studies Regulations
UPR SA17 version 03.0

Policies superseded by this document

This document replaces version 02.0 of UPR SA17, with effect from 1 September 2022.

Summary of significant changes to the previous version

Sections 2.3 and 2.8 have been amended to reflect that visa issues could result in suspension of studies. Section 6 has been added to reflect ESFA requirements for students who are apprentice learners.

Glossary

A glossary of approved University terminology can be found in UPR GV08.

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1 Introduction

These regulations relate to taught programmes only. Any attendance requirements relating to research-based provision will be set out in UPR AS101.

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.

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1 UPR AS10 ‘Research Degrees - Generic Institutional Regulations’
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
Visa issues

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/request-for-voluntary-suspension-from-your-studies](https://ask.herts.ac.uk/request-for-voluntary-suspension-from-your-studies). 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 an Ask Herts Hub.

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 the Student Immigration Team before submitting their suspension form to their Programme Leader. Suspension may result in the withdrawal of Student Route/Tier 4 sponsorship which will result in withdrawal as a student.

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 an Ask Herts Hub before submitting their suspension form to their Programme Leader.

2.10 The official start date of the student’s dormancy period for funding purposes and for informing external agencies will be the student’s confirmed decision to take a period of voluntary suspension as recorded on the ‘Request for Voluntary Suspension of Studies’ form.

2.11 All students who have suspended their studies are contacted by the Student Administration Service prior to their return to study, to clarify their intention to return.

2.12 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 (see Appendix III, UPR SA13).

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2 Appendix III, UPR SA13 ‘Student Academic Misconduct Panel and Review of a Student Academic Misconduct Panel Decision’
4 Academic issues regarding voluntary 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 Students who go dormant with outstanding assessments will normally be granted a deferral by the Module Board. A School may, exceptionally, allow the student to undertake an assessment(s) during a period of voluntary suspension. The final decision as to whether the student is permitted to take outstanding assessments rests with School and 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.

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 Student Wellbeing: 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 Ask Herts Hubs 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 Student Wellbeing 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.

6 Apprentices - Break in Learning

6.1 Any student that is also completing an apprenticeship will be subject to the additional requirements in this section (6).

6.2 An apprentice must be in active learning every four weeks. If the apprentice is not engaging in active learning for a four-week period then they must have a ‘Break in Learning’ recorded. A Break in Learning is an authorised break from the apprenticeship, agreed with the employer, with the intention to resume the apprenticeship in the future.

6.3 A ‘Break in Learning’ may be for a variety of reasons including illness, maternity leave or parental leave or the apprentice may still be working but has agreed with their employer and provider to take a ‘Break in Learning’.
6.4 The apprentice’s employer must agree that a ‘Break in Learning’ is appropriate. The University will work with employers to pause the apprenticeship account. The ESFA must be notified of a ‘Break in Learning’ through the Individual Learner Record (ILR).

6.5 The University must (i) replan the training and/or assessment, (ii) complete a return to learning interview, and (iii) reissue the apprentice’s training plan following return from a break in learning.

Signed: Date: 1 August 2022

Sharon Harrison-Barker
Secretary and Registrar

Alternative format
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