Student Suspension of Studies Regulations

UPR SA17 version 02.0

Policies superseded by this document

This document replaces version 01.0 of UPR SA17, with effect from 1 September 2020.

Summary of significant changes to the previous version

This document has been amended to reflect the structures of the new Student Administration Service.

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 AS10\(^1\).

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.

\(^1\) 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

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

2.10 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.

2.11 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 (see Appendix III, UPR SA13\(^2\)).
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 AS14³, section C3.8 for guidance on Serious Adverse Circumstances, which relate to significant circumstances beyond a student’s control that would have affected their ability to perform to their full potential if they 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 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.

Sharon Harrison-Barker
Secretary and Registrar
Signed: 1 August 2020

Alternative format
If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.

³ UPR AS14 ‘Structure and Assessment Regulations - Undergraduate and Taught Postgraduate Programmes’