

Regent's University London

Student Pregnancy, Maternity, New Parenthood and Adoption:

Guidelines for Students

Students are advised to read the Student Pregnancy, Maternity, New Parenthood and Adoption Policy, available at:

How to Disclose	<p>Students should book an appointment through the Student Hub with a member of the Student Support Team in order to disclose. If you choose to inform another member of staff, they will refer you on to the Student Support Team.</p>
Benefits of Disclosure	<p>You are not under any obligation to disclose to the university if you become pregnant, including if your pregnancy ends; if you are adopting a child; or if you have recently gained parental responsibility for a child. However, if you tell us in good time, Student Support can work with you to:</p> <ul style="list-style-type: none"> • Discuss any support needs and identify any relevant adjustments. • Help you plan and make arrangements in regards to your studies, whether you need to request a break in studies and how long for, and help you with this process. • (If you are pregnant) Carry out a risk assessment to ensure the safety of yourself and your child. It will be particularly important to review any risks at an early stage if your programme may include activities that may impact on your pregnancy.
Student Support Agreement	<p>If adjustments are agreed, a Student Support Agreement (SSA) will be drawn up detailing these. You will be responsible for sending your SSA to relevant staff, to make them aware of your needs and to ensure that any necessary adjustments are put in place.</p> <p>In order for an SSA to be drawn up, you will need to bring some evidence that you are pregnant, a new parent, or anticipating becoming a parent to your meeting with Student Support. If you are pregnant, please bring your Maternity Certificate (Form MAT B1) or other medical documentation confirming this. If you are adopting, please bring a matching certificate or relevant official notification. If you are a new parent, please provide proof that the baby has been born or the adoption has taken place.</p>

<p>Student Life</p>	<p>Student Support will give you help and advice on how your situation may impact on your studies, who you will need to inform, or processes you will need to undertake if you decide to take a break in studies or extend your period of study etc.</p>
<p>Staying in Touch</p>	<p>Following your initial meeting with Student Support, and the setting up of an SSA, Student Support will invite you back for follow-up meetings to ensure any adjustments in the SSA are still appropriate and your needs are still being met.</p> <p>If you are pregnant and experience issues which are related to, or which may affect your pregnancy, it will be appropriate for you to review your arrangements and risk assessment with Student Support.</p>
<p>Attendance</p>	<p>If you miss a class due to the circumstances covered by your SSA, you must send an email within 24 hours of the absence:</p> <p>To: The Lecturer and studentattendance@regents.ac.uk, Cc: hub@regents.ac.uk Subject: 'SSA Class Missed, FAO Student Support'</p> <p>Give the date, time and module code of the missed class and confirm that the absence is due to your circumstances covered by your SSA. Ask the lecturer if there is any essential work you need to do to catch up on what you have missed.</p> <p>A Student Support Agreement can allow special consideration if you exceed the maximum class absence limit in all modules, providing:</p> <ul style="list-style-type: none"> • You follow the absence reporting procedure below; • You are keeping up OK with the academic workload (this may need to be checked with academic staff); • The majority of absences are due to your circumstances covered by your SSA. You must have reported such absences via email (see above), so that we have a clear audit trail; • You can satisfactorily account for any other absences (you are advised to keep a note of these throughout the semester); • You contact Student Support via the Student Hub (hub@regents.ac.uk) as soon as you have exceeded the limit, to arrange a review meeting.

	<p>The special consideration can mean you are not suspended and may be allowed up to a maximum of two additional absences in modules. If you exceed more than two additional absences in all modules you will probably be required to apply for a break in studies.</p>
Time off for Antenatal or Medical Appointments	<p>Where possible you should try to arrange appointments around your classes, and you must be aware that any absence from class will count towards your allowed amount. However if you have an SSA then an increased amount of absences could be considered.</p> <p>If absence for an antenatal or medical appointment impacts on an assessment submission or attendance at an exam, there may be an effect on your progression. The Extenuating Circumstance procedure is not normally appropriate for planned medical appointments.</p>
Miscarriage	<p>If you suffer a miscarriage, the University recognizes that you may need time off to recover. Student Support can help advise you on this - what the impact would be upon your attendance and ability to complete the term, or if the best course of action would be to request a break in studies.</p> <p>If you miss any assessments during this time you be required to follow the Extenuating Circumstances process.</p> <p>The university's free counselling service is also available for you to access.</p>
Termination of Pregnancy	<p>If you decide not to continue with your pregnancy, you do not have to tell the university.</p> <p>After the termination the university recognizes that you may need time off to recover. Student Support can help advise you on this - what the impact would be upon your attendance and ability to complete the term, or if the best course of action would be to request a break in studies.</p> <p>If you miss any assessments during this time you will be required to follow the Extenuating Circumstances process.</p> <p>The university's free counselling service is also available for you to access.</p>
Maternity Leave	<p>You are legally required to take at least two weeks' maternity leave after giving birth, including if your baby is stillborn after more than 24 weeks of development. If you decide to take only this amount of time away from your studies then this should fall within your allowed amount of absences for the term, but you should seek further guidance from Student Support on this.</p>

	<p>Registered students who have given birth are entitled to take up to 52 weeks Statutory Maternity Leave. You should seek advice from Student Support in regards to the break in studies process and implications this may have on the completion of your programme, and your visa status.</p>
<p>Adoption Leave</p>	<p>Registered students who are the 'Primary Adopter' for the purposes of Adoption Leave are entitled to take up to 52 weeks Statutory Maternity Leave. You should seek advice from Student Support in regards to the break in studies process and implications this may have on the completion of your programme, and your visa status.</p>
<p>Parental Support Leave (for partners of pregnant people or of 'Primary Adopters')</p>	<p>If your partner is pregnant, you may wish to attend their antenatal appointments. Where possible you should try to arrange appointments around your classes, and you must be aware that any absence from class will count towards your allowed amount.</p> <p>If absence for an antenatal or medical appointment impacts on an assessment submission or attendance at an exam, there may be an effect on your progression. The Extenuating Circumstance procedure is not normally appropriate for planned medical appointments.</p> <p>If your partner has complications with their pregnancy or a serious pregnancy related illness then you may need to take time away from your studies. If this time impacts on an assessment submission or exam, then you will be required to follow the Extenuating Circumstance process, and provide supporting evidence.</p> <p>You can take up to four consecutive weeks Parental Support Leave within 56 days of your partner giving birth, or if you adopt a child but are not the nominated 'Primary Adopter'. Four weeks of absences would take you over your allowed amount for the term, so you should seek advice from Student Support in regards to the break in studies process and implications this may have on the completion of your programme, and your visa status.</p>
<p>Resuming your studies following Maternity, Adoption or Parental Support Leave</p>	<p>You are encouraged to contact Student Support and your Head of Programme / Personal Tutor one month before you plan to resume your studies so that you can discuss return to your programme.</p>

	<p>If you plan to return to your studies within 6 weeks of giving birth, you will be required to provide a confirmation from your midwife or GP that you are fit to resume your studies.</p> <p>Student Support will discuss reviewing any existing SSA or producing a new one to reflect your new support needs.</p>
Breastfeeding	<p>Suitable spaces for new mothers to breast feed or express milk will be provided on request in an appropriate University building.</p>