

**1 Introduction**

- 1.1 Short-term suspension ('suspension') is a way of temporarily removing a student from a situation for good reason, such as to discharge our duty of care to other students, staff, and/or visitors. Suspension is not a penalty, but a way to prevent harm from occurring or to allow an investigation to be carried out. Suspension may be used as a safeguarding measure.
- 1.2 Suspensions can only be agreed by a member of the Vice-Chancellor's Executive Team, and normally last for two weeks. Suspensions may be extended if agreed by a member of the Vice-Chancellor's Executive Team. The length of the suspension and any extension will be confirmed in writing to the student.
- 1.3 Students may appeal the decision to suspend them by writing to the Vice-Chancellor. Such appeals will be considered by a member of the Vice-Chancellor's Executive Team who has not previously been involved in the matter. The outcome of the appeal will be confirmed to the student within five working days of its receipt.
- 1.4 Any designated role (e.g. Head of School or Director of Programme) will be taken to include 'or nominee'.

**2 Factors considered in deciding to suspend**

- 2.1 The reasons for suspending a student often need quick decision-making. Where there are concerns that a suspension may be necessary, all relevant information must be passed without delay to the Vice-Chancellor's Executive Team who may consult other staff as appropriate.
- 2.2 Some criminal offences (whether a charge or conviction) will result in the automatic suspension of a student. This is to allow the University to assess any likely impact of the alleged offence on the University, its staff and/or students. Where relevant, an open-ended suspension is permitted until the outcome of any criminal trial is known. Such suspensions must be authorised by the Vice-Chancellor. The offences (or equivalent, if recorded in an overseas territory or jurisdiction) resulting in automatic suspension include being charged with or convicted of:
  - a. Murder
  - b. Attempted murder
  - c. Manslaughter
  - d. Rape
  - e. Attempted rape
  - f. Serious sexual offence
  - g. Grievous bodily harm
  - h. Terrorism
  - i. Supply of drugs or other controlled substances
  - j. Any act which poses a serious child protection or safeguarding risk.

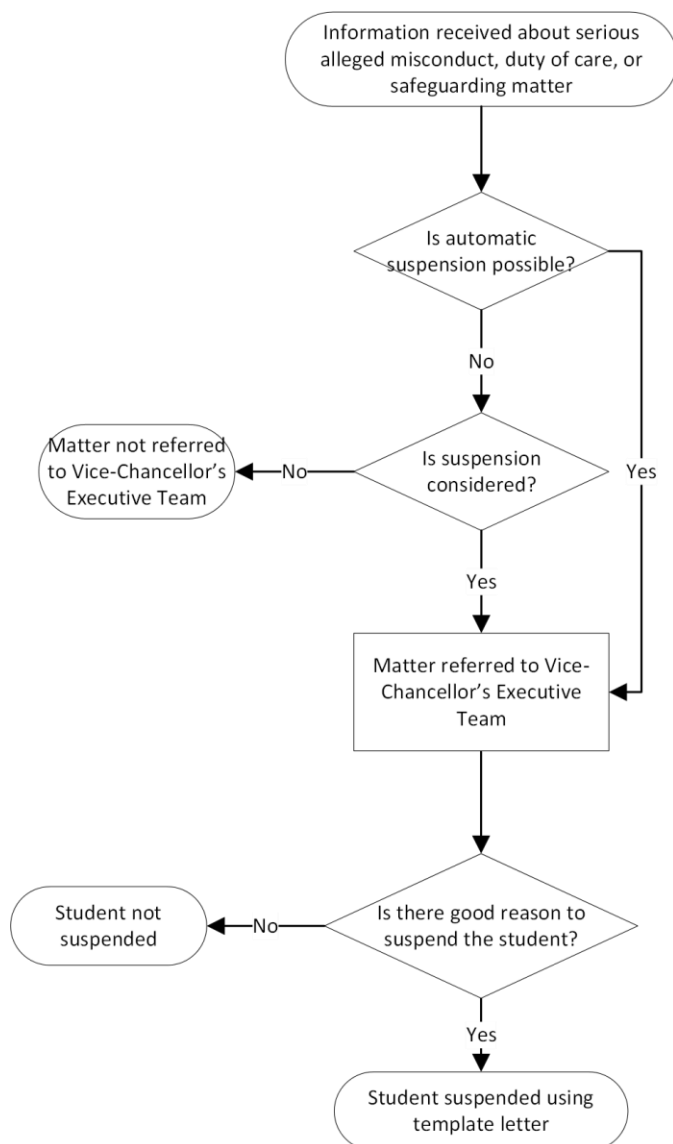
The above list is not exhaustive.

The use of the University's network and/or computing resources for illegal purposes will result in an automatic suspension from the University and also from the University IT network.

- 2.3 In deciding to suspend a student we will consider a range of factors, including:

- a. Our duty of care to our community and the business of the University. We will consider whether the presence of the student under consideration for suspension is likely to cause distress, disorder, or interference with the University, its functions, its staff or its students. Any significant potential or actual threat to the reputation of the University may result in a suspension being made for reasons of duty of care.
- b. To allow an investigation to take place. If a serious allegation is made of general misconduct, a suspension may allow the associated investigation to go ahead without impediment. This includes both internal University investigations (see the [Academic Regulations: General Misconduct](#)) and those carried out by external agencies such as the police. It's not normally necessary to suspend a student related to allegations of academic misconduct only.

### 3 The process for deciding to suspend



### 4 Activities and access affected by suspension

- 4.1 Suspended students are not allowed onto University premises for any reason unless specifically authorised to do so. This includes for scheduled on-campus teaching sessions. Once a decision to suspend has been made, the member of the Vice-Chancellor's Executive Team must check if any of the following may be affected by the

suspension:

- a. Accommodation – if the student being suspended lives in University accommodation, a decision will be made about whether the suspension includes their residence. Suspensions from University accommodation are normally only used where the student's continued presence is likely to cause significant disruption to other students in that accommodation, or there is a threat of harm or fear. Where a suspension includes University accommodation reasonable notice must be given to be certain that the notice for removal has been received and to arrange removal, and so that the suspension does not leave the student homeless. Unless otherwise communicated a student will be allowed to return to University accommodation after the suspension has ended.
  - b. IT – if concerns relate to misuse of the University network and/or IT resources, the suspension may include the student's IT account(s) to allow any investigation to go ahead. In such cases the student will be suspended from accessing Blackboard, Regent's student intranet (SharePoint) as well as their University email account for the period of the suspension. Contact with the student will be through their personal email address.
  - c. Assessments – where the student may need to visit University premises (for example to attend live assessments), consideration will be given to finding reasonable alternatives. For example, to attend live assessments it may be possible to allow the suspended student to visit University premises for the duration of the examination provided they report to Security upon arrival and report their departure. It may be necessary for Security staff to accompany the student whilst on campus. Where the student is expected to take part in off-campus, University activities consideration must be given to whether the suspension extends to such activity. Being suspended is not a valid reason for claiming Exceptional Circumstances unless a student is able to successfully appeal their suspension.
  - d. Taught sessions – where suspended from University premises, a student is unable to attend on-campus teaching and learning sessions. However, they may be able to engage with their studies in other ways, such as online learning and submission.
  - e. Welfare/ability to engage with the process – if a student is known (or reasonably believed) to have severe wellbeing issues such that would mean they are unable to engage in the process, the University may approach the student's welfare contact to facilitate communication with the student.
- 4.2 Once all relevant factors have been considered, the attached suspension template letter must be completed according to requirements.

## **5 Communicating a suspension**

- 5.1 The template below should be adapted as necessary. To ensure notification has been received, the suspension should be communicated by email to the student's University account and all personal addresses noted in their student record. A hard copy may also be sent if needed.
- 5.2 A copy of the suspension must be circulated to:
- a. The relevant Director of Programme. This is to ensure teaching, learning and assessment arrangements are in place (as appropriate)
  - b. Head of Student Experience & Wellbeing
  - c. Head of Governance
  - d. Head of Security (so the student ID card can be flagged)
  - e. The Student Records Team

- f. Head of Student Immigration & Compliance (for sponsored students).

## **6 Extending and ending a suspension**

- 6.1 At least three working days before a period of suspension is due to end, the relevant member of the Vice-Chancellor's Executive Team (or their nominee) will review the matter and either extend or end the suspension. Extensions occur where there is a good reason. This may be, for example, because an investigation has not yet finished, or the matter is being considered by the Police before a University investigation can begin. Where approved, the member of the Vice-Chancellor's Executive Team will write to the student advising them of the extension and providing a reason for the extension. A template for extending a suspension is provided below.
- 6.2 Suspensions can end in the following ways:
  - a. The suspension expires. If there is no extension to a suspension, the member of the Vice-Chancellor's Executive Team will write to confirm the end of the suspension.
  - b. The student's appeal against the suspension is successful. A letter confirming the outcome will be issued by a member of the Vice-Chancellor's Executive Team (or a nominee).
  - c. The member of the Vice-Chancellor's Executive team that made the decision to suspend can overturn their own decision. This may be because the reason for suspension no longer exists, or any related investigation has been finished. A letter confirming the overturned decision will be issued by a member of the Vice-Chancellor's Executive Team (or a nominee).
- 6.3 A student returning from suspension may be required to meet with their Director of Programme, or other appropriate member of staff, on the first day of their return to discuss their progress and agree plans for catching up on any missed work.

## **7 Recording and monitoring suspensions**

- 7.1 The Student Records Team in Registry keep records of all student suspensions.
- 7.2 On an annual basis the Student Records Team will report to the Quality Committee on the number of short-term suspensions for the previous reporting year. As a result of this monitoring, the Quality Committee may recommend to the Academic Committee changes to this Policy.

By email to <university email address> and <personal email address>

*Subject: Short-term Suspension from the University*

Dear <first name>,

I have decided to suspend you from the University with immediate effect for a period of two weeks until <date of first day student permitted to return>. This suspension is in accordance with the [Student Suspensions \(short-term\) Policy](#).

During the period of your suspension, you are not permitted on University premises or to participate in University-related activity such as organised field trips. A new disciplinary allegation may be made against you for failing to comply with this suspension. Your account has been flagged with Security who will refuse you entry to University premises for the duration of your suspension. <include any suspension from accommodation, or from IT access here>.

The reason for this suspension is that an allegation has been made that <include brief, but specific detail. E.g., you made repeated threats against a member of University staff>. During your suspension, an investigation will take place into this allegation in accordance with the [Academic Regulations: General Misconduct](#). This suspension may be extended by a member of the Vice-Chancellor's Executive Team where there is good reason. Any extension of the suspension will be communicated to you in writing and will include the reasons for the extension and the date the suspension will end.

Suspension is a precautionary measure which the University may use to carry out its duty of care or whilst necessary investigation takes place. Whilst suspension is not a penalty, you have the right of appeal against the decision to suspend you. To appeal the suspension, you must put your appeal in writing to the Vice-Chancellor by emailing [governance@regents.ac.uk](mailto:governance@regents.ac.uk). If you do that, a member of the Vice-Chancellor's Executive Team who has not previously been involved with your case will review your appeal within five working days before reaching a decision.

If you need to visit the campus for any reason (such as coursework submission, the return of library resources, or to meet with a Student Union representative) you must inform Security in advance and in writing of the date, time, location, purpose and expected duration of your visit. You will be expected to report to Security no more than 10 minutes prior to the start time of your visit and you will be escorted to and from your visit location.

I would recommend that you email the Student Experience team ([ASK@regents.ac.uk](mailto:ASK@regents.ac.uk)) for support during your suspension.

Yours sincerely,  
<Name>  
<Position>

CC  
Security  
Head of Student Experience & Wellbeing  
Director of Programme  
Student Records Team ([SRTeam@Regents.ac.uk](mailto:SRTeam@Regents.ac.uk))  
Director of BIDT <if IT access being suspended>  
Director of Estates and Facilities <if being suspended from University accommodation>  
Head of Student Immigration & Compliance <if visa-holding student>

By email to <university email address> and <personal email address>  
*Subject: Short-term Suspension from the University – extension*

Dear <first name>,

Further to my email of <date> suspending you from the University, I have approved an extension to this suspension. The reason for this extension is because <insert reason>. During the period of your suspension, you are not permitted on University premises or to participate in University-related activity such as organised field trips. A new disciplinary allegation may be made against you for failing to comply with this suspension. Your account has been flagged with Security who will refuse you entry to University premises for the duration of your suspension. <include any suspension from accommodation, or from IT access here>.

I would recommend that you email the Student Experience team ([ASK@regents.ac.uk](mailto:ASK@regents.ac.uk)) for support during your suspension.

Yours sincerely,  
<Name>  
<Position>

CC  
Security  
Head of Student Experience and Wellbeing  
Director of Programme  
Student Records Team ([SRTeam@Regents.ac.uk](mailto:SRTeam@Regents.ac.uk))  
Director of BIDT <if IT access being suspended>  
Director of Estates and Facilities < if being suspended from University accommodation>  
Head of Student Immigration & Compliance <if visa-holding student>

By email to <university email address> and <personal email address>

*Subject: Short-term Suspension from the University – end*

Dear <first name>,

Further to my email of <date> suspending you from the University until <date >, I write to confirm that your suspension has now ended. You may now return to University premises and participate in University-related activity such as organised field trips. Restrictions placed on <your IT account; your accommodation; etc.> have also been lifted.

Please contact <Director of Programme> who will help you make arrangements for making up any missed teaching, learning and/or assessment activity.

Yours sincerely,

<Name>

<Position>

CC

*Security*

*Head of Student Experience and Welfare*

*Director of Programme*

*Student Records Team ([SRTeam@Regents.ac.uk](mailto:SRTeam@Regents.ac.uk))*

*Director of BIDT <if IT access being suspended>*

*Director of Estates and Facilities < if being suspended from University accommodation>*

*Head of Student Immigration & Compliance <if visa-holding student>*

## **8. Schedule A**

The applicability of this Policy under the University's Collaborative Provision arrangements is detailed below.

Where the Regent's University London Policy applies, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

### **DOMUS Academy**

8.1 This policy is not applicable to Domus Academy students. Students should refer to Domus Academy's policies for applicable policy.

### **Istituto Marangoni (London)**

8.2 This policy is replaced by Istituto Marangoni's Student Code of Conduct and Disciplinary Policy.

### **Istituto Marangoni (Paris)**

8.3 This Policy is not applicable to Istituto Marangoni Paris students. Students should refer to Istituto Marangoni Paris' Student Disciplinary Policy.

### **Liverpool Media Academy (LMA)**

8.4 This policy is not applicable to LMA students. Students should refer to LMA's Student Code of Conduct and Suspension Policy.

### **MACROMEDIA**

8.5 This policy is not applicable to Macromedia students. Students should refer to Macromedia's policies for applicable policy.