

## **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 need to be risk assessed by a panel and can only be agreed by a member of the Vice-Chancellor's Executive Team (VCET). Normally suspensions last for two weeks, but suspensions may be extended if agreed by a member of VCET. 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 VCET 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**

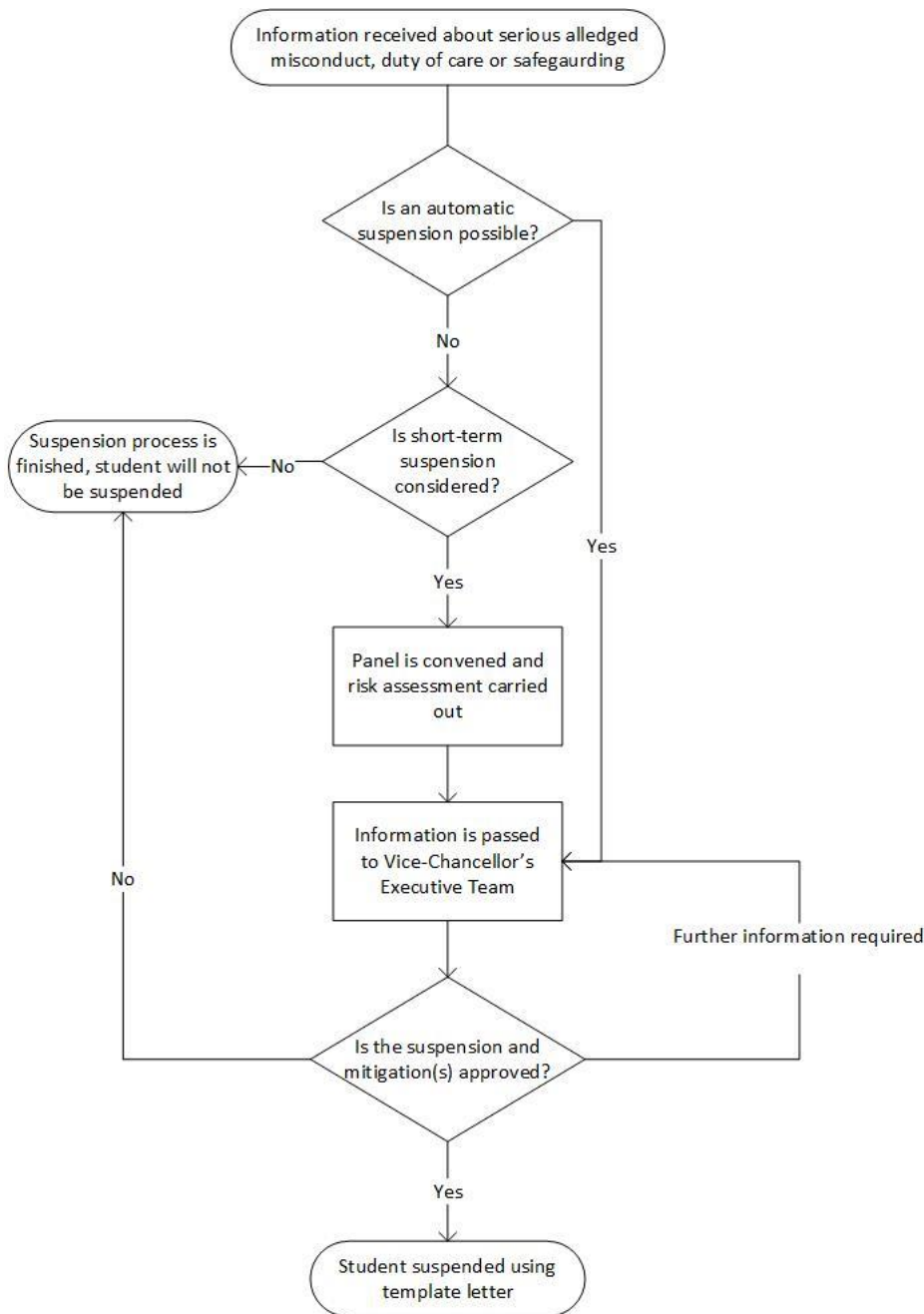
- 2.1 The reasons for suspending a student often need quick decision-making. Where there are concerns that a suspension may be necessary, all relevant information must be presented to a short-term suspension panel, who will carry out a risk assessment. The outcome of the panel will be documented by the Casework Team and passed without delay to VCET, who may consult other staff as appropriate.
- 2.2 Some criminal offences (whether a charge or conviction) or instances where direct harm has already been caused will result in the automatic suspension of a student and the risk assessment will only seek to determine how long the suspension should last. This is to allow the University to assess any likely impact of the alleged offence on the University, our 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.

- 2.3 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.
- 2.4 At a minimum, when conducting a risk assessment to decide whether to suspend a student we will consider a range of factors, including the risk of harm, and the impact of said harm. We may also consider:
- 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) Whether the risk of harm to others outweighs the potential disadvantage to the student.
  - c) 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 Short Term Suspension Panel

4.1 Short term suspensions must be risk assessed by a panel. In order to act quickly, the panel will convene as soon as possible. The panel will typically be comprised of a member of the

Casework Team, a senior member of the Student Experience or Wellbeing Team and another senior staff member who is directly involved with the incident such as the Director of Programmes for the student involved, Accommodation Manager, or representative of the Security and Estates team. When conducting the risk assessment, the panel will determine the likelihood of risk, the impact of the risk and decide on any mitigation(s) to put into place to manage the risk. The risk assessment will then be immediately passed to a member of the VCET for approval.

## **5 Suspension Mitigations**

- 5.1 As a result of the risk assessment, suspended students may be subject to one or more risk mitigations. The mitigations are as follows:
- a) Restriction from extra-curricular or off-site activities/events – the student will be suspended from extra-curricular events such as student union events, society activities, sports & fitness activities, and University field trips.
  - b) No contact order – if the suspension is as a result of the student’s alleged conduct towards another student or a staff member, we can impose a non-contact order between the two parties, preventing the alleged student from physically approaching or digitally communicating either directly or indirectly with the other party.
  - c) Removal or restriction from accommodation - the student will be restricted from accessing University owned accommodation. If the student is residing in University-owned accommodation, the student will be responsible for finding alternative accommodation for the duration of the short-term suspension.
  - d) Suspension from specific areas on campus – a suspension may restrict the student’s ability to access certain areas of campus. This can range from specific teaching spaces, communal areas, or entire buildings on campus.
  - e) Security escort – the suspended student is to be escorted to and from sessions by a member of the security team to ensure that there is no contact between another student or staff member and so the suspended student does not enter areas of campus that they have been restricted from.
  - f) Campus access blocked – the student is blocked from entering campus as a whole and cannot attend taught sessions in person or access campus facilities. However, the student may still be able to access the VLE and digital library resources.
  - g) IT access blocked – the student will be blocked from accessing IT resources such as the VLE and their university email account. In such cases, the University will communicate with the student via their personal email address held in their student record.
  - h) Police report – if we believe a crime may have been committed, we may contact the police in order to prevent further harm from occurring.
  - i) Emergency Services called – if we believe that a student is a risk to themselves or others, we may call an ambulance and/or the fire brigade to prevent any harm or further harm from occurring. We will also call the student’s wellbeing contact to notify them of the circumstances.

## **6 Consideration when approving a suspension**

- 6.1 Once a decision to recommend a suspension has been made by the panel, the member of the VCET must check if any of the following may be affected by the suspension:
- a) Accommodation –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) 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.
  - c) 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 for assessments 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 accessing the VLE and submission portal.
  - 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 the suspension would have a significant negative impact to their wellbeing, or they are unable to engage in the process, the University may approach its wellbeing services to contact the student to offer support and guidance.

## **7 Communicating a suspension**

- 7.1 Once all relevant factors have been considered, the letter of suspension must be completed according to requirements by the Casework Team. To ensure notification has been received, the suspension letter 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.
- 7.2 A copy of the suspension letter 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) Representative of the Security and Estates Team (so the student ID card can be flagged)
  - e) Student Records Team
  - f) Head of Student Immigration & Compliance (where relevant)

g) Director of BIDT (if IT access being suspended)

h) Director of Estates and Facilities (where relevant)

## **8 Extending and ending a suspension**

- 8.1 At least three working days before a period of suspension is due to end, relevant panel members and member of VCET (or their nominee) will review the matter and either extend or end the suspension. The panel members will normally be the same as the original suspension panel, but if there is a lack of availability for the original panel members to attend, the University may select new relevant panel members to serve on the suspension extension panel. 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 VCET 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.
- 8.2 Suspensions can end in the following ways:
- a) The suspension expires. If there is no extension to a suspension, the member of the VCET 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 VCET.
  - c) The member of the VCET 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 VCET.
- 8.3 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.

## **9 Recording and monitoring suspensions**

- 9.1 The Casework Team in Registry keep records of all student suspensions.
- 9.2 On an annual basis the Casework Team will report to the Quality Committee and Learning Teaching Student Experience Committee (LTSEC) 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 document.

## **10 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**

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

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

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

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

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

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

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

### **MACROMEDIA**

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