

GUIDELINES ON THE SUSPENSION AND RE-ADMITTANCE OF STUDENTS

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1. INTRODUCTION

This document provides guidance to staff and students in respect of the suspension, review of suspended students and re-admittance of students. The document sets out the policies relating to suspensions, referencing University Regulations where relevant. Administrative processes surrounding suspensions, review of suspensions and follow-up actions, are available as a separate appendix.

2. TYPES OF SUSPENSION

a. Placement Suspension

Suspension from professional or other placement may be the result of concerns raised about a student's professional competence and/or conduct, their health, their actions and/or behaviour, or their attendance while on their placement. The concerns will normally first be responded to at School level. Where suspension is from a practical professional placement that is a required part of the course, the Head of School may suspend the student in accordance with the University's regulations for Professional Misconduct and/or Unsuitability: [http://www.uea.ac.uk/calendar/section3/regs\(gen\)/gen-regs-for-students/14-professional-misconduct-and-or-unsuitability](http://www.uea.ac.uk/calendar/section3/regs(gen)/gen-regs-for-students/14-professional-misconduct-and-or-unsuitability)

Where the placement is not of this kind (e.g. an industrial placement) the Head of School will refer the matter to the Vice-Chancellor if it is necessary to suspend the student whilst further investigation and/or disciplinary proceedings take place.

b. Financial Suspension

Financial Suspension may result from the non-payment of fees, accommodation charges or other debts to the University. A student in debt to the University who does not pay all outstanding fees and charges on the due date and has not had an extension of time agreed by the University may be suspended from the University by the Registrar and Secretary, following a recommendation, accompanied by appropriate evidence, from the University's Finance Office:

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/gen-regs-for-students/6-payments-of-accounts](http://www.uea.ac.uk/calendar/section3/regs(gen)/gen-regs-for-students/6-payments-of-accounts)

A student would not normally be suspended on the basis of a debt to another institution, organisation or individual, even a UEA partner institution.

A student who is financially suspended is suspended from both study and University facilities (See Section 3 for further information).

c. Visa-related Suspension

The Registrar and Secretary may suspend any student who is not compliant with the extant requirements of the UK Visas and Immigration (UKVI) with regard to immigration legislation. The lack of a valid visa or leave to remain in the UK, or failure to meet the engagement threshold required by UKVI, may result in visa-related suspension. The University's Visa Policy, Operations and Compliance Manager will monitor students' compliance, and recommend to the Registrar and Secretary the suspension of any student who fails to comply. The relevant Director of University Services, or his or her deputy, will suspend the student on the Registrar's behalf.

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/gen-regs-for-students/13-attendance,-engagement-and-progress](http://www.uea.ac.uk/calendar/section3/regs(gen)/gen-regs-for-students/13-attendance,-engagement-and-progress)

A student whose suspension is visa-related is suspended from both study and University facilities (See Section 3 for further information).

d. Suspension imposed by a Senate Student Discipline Committee panel for breach of a University Regulation relating to an academic or non-academic matter

SSDC panels may use suspension as a penalty when a student is found to be in breach of a University regulation relating to an academic or non-academic matter. Examples include, but are not restricted to, students found guilty of cheating (General Regulation 17) or plagiarising/colluding (General Regulation 18) or who have breached other UEA Regulations relating to student life or behaviour. On professionally-related courses, concerns may also be raised about students' professional competence or the appropriateness of their behaviour in a professional context (General Regulation 14).

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/disciplinary-procedures/sectionc](http://www.uea.ac.uk/calendar/section3/regs(gen)/disciplinary-procedures/sectionc)

Senate Student Discipline committee panels normally suspend the student from study and University facilities. In rare cases the panel may choose to suspend the student from study only.

e. Suspension by the Vice-Chancellor

The Vice-Chancellor may suspend a student entirely or partially from his/her programme of study and from participation in any or all of the University's activities and exclude a student from any or all property owned, controlled or managed by the University, pending full investigation and a decision of the Disciplinary Committee and Senate:

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/disciplinary-procedures](http://www.uea.ac.uk/calendar/section3/regs(gen)/disciplinary-procedures)

Concerns about a student's non-academic behaviour, including serious breaches of UEA's General Regulations and/or criminal proceedings are normally raised by the Disciplinary Officer or Dean of Students who may recommend to the Vice-Chancellor immediate suspension whilst investigation and/or the disciplinary process takes place.

3. WHAT SUSPENSION MEANS TO A STUDENT

a. Suspension from study and University facilities

A student who has been 'suspended from study and University facilities'¹ may not attend any teaching (e.g. lecture, seminar, laboratory session etc.) or organised study event or submit any coursework. Material submitted for assessment prior to the date of suspension (essays, course tests, exam scripts etc) should be marked¹, but a suspended student will not receive any award to which they may otherwise be entitled pending resolution of the reason(s) for the suspension.

A student suspended from study and University facilities may not normally submit coursework or sit examinations or course tests during the period of their suspension. Permission to submit coursework or sit an examination or course test may be granted at the discretion of the Faculty's Associate Dean for Learning and Teaching, in consultation with the Director of University Services, Learning and Teaching, the Dean of Students and, where appropriate, the Visa Policy, Operations and Compliance Manager. When a student has been allowed to present for assessment, such permission will be granted without prejudice, and a suspended student will not receive any award to which they may otherwise be entitled pending resolution of the reason(s) for the suspension.

A student who has been suspended from study and University facilities is denied the right to access any of the central UEA facilities (e.g. Library, IT systems, including the student's UEA Email account, Sportspark and car park as a student), unless specific permission is granted (for example, permission to attend a meeting or an appointment at the Dean of Students' Office or the University Medical Centre). The student who has been suspended will normally be required to vacate any University Residence for which they hold a licence. However a student may continue to access non-academic information, advice and guidance offered by the Dean of Students' Office but by telephone or email only unless prior agreement has been obtained to come on campus for a

¹ 'Suspension from study and University facilities' includes exclusion from all property owned, controlled or managed by the University.

specific appointment. Applications to the Dean of Students' Office for loans and/ or grants will not normally be considered during the period of suspension.

If a student breaks the terms of a suspension from study and University facilities the University may commence immediate disciplinary proceedings as a result.

b. Suspension from Study

A student who is 'suspended from study' may not attend any teaching (e.g. lecture, seminar or laboratory session) or organised study event or submit any coursework during the period of suspension. Material submitted for assessment prior to the date of suspension (essays, course tests, exam scripts etc), will be marked², but a suspended student will not receive any award to which they may otherwise be entitled pending resolution of the reason(s) for the suspension.

A student may be allowed to sit examinations or course tests during the period of suspension at the discretion of the Faculty's Associate Dean for Learning and Teaching, in consultation with the Director of University Services, Learning and Teaching³. When a student has been allowed to present for assessment, such permission will be granted without prejudice, and a suspended student will not receive any award to which they may otherwise be entitled pending resolution of the reason(s) for the suspension.

The suspended student may continue to seek the advice of their Adviser or Senior Adviser and access all central services provided to students as normal (Library, email and web facilities, Dean of Students' Office, etc).

If a student breaks the terms of a suspension from study then the University may commence immediate disciplinary proceedings as a result.

² The mark will remain provisional and will not be confirmed by the Board of Examiners until the suspension is lifted. See appendix for details.

³ The University will normally proceed to timetable a suspended student in respect of University examinations in order to be prepared for a lifting of the suspension. However an examination timetable will not be sent to a student who is suspended.

4. RESPONSIBILITIES FOR REVIEW OF SUSPENDED STUDENTS

a. Placements

Placement suspensions will be kept under review by the Head of School, with support from the LTS Coordinator. A placement suspension is a temporary status whilst further investigation and/or disciplinary proceedings take place.

Possible outcomes of the investigation of a suspension from a placement include:

- (i) reinstatement on the existing placement including completion of the assessment requirements
- (ii) the offer of a new placement with an alternative provider
- (iii) change of course/module selection
- (iv) referral to a Fitness to Practise Panel or Professionalism Committee
- (v) referral to a Senate Student Disciplinary Panel under Regulation 14.

b. Finance

Financial suspensions will be kept under review by the relevant DUS office (Learning and Teaching Service or Research and Enterprise), with support from Finance.

c. Visa

Visa-related suspensions will be kept under review by the Visa Policy, Operations and Compliance Manager.

d. SSDC

Suspensions resulting from a penalty imposed by a SSDC panel will be kept under review by the relevant Director of University Services office.

e. Vice Chancellor

Suspensions imposed by the Vice-Chancellor will be kept under review by the Vice-Chancellor's office, with advice from the Dean of Students and the relevant DUS office as appropriate. Suspension by the Vice-Chancellor is a temporary status whilst further investigation and/or disciplinary proceedings take place. The Vice-Chancellor shall review any suspension every four weeks in the light of any developments and of any written representations made by or on behalf of the student until either the Senate Student Disciplinary Committee has considered the case, additional evidence has come to light and the case is referred back to the University Disciplinary Office and/or the suspension is terminated.

5. IMPLICATION OF SUSPENSION ON STUDENTS STUDYING WITH A TIER 4 VISA

The act of suspension from the University invalidates any Tier 4 visa issued to students to enable them to study at UEA. Suspended students will be reported to the UK Home Office by the Visa Policy, Operations and Compliance Manager and those students will no longer have a right to stay in the United Kingdom.

Suspended students in possession of a Tier 4 visa are required to return to their home country until the suspension is concluded, and reapply for a visa should they be permitted to return to the University.

6. RETURN FROM SUSPENSION

If a student is suspended from study or from study and University facilities, the period of suspension will be communicated to the student, together with any conditions that must be fulfilled prior to the lifting of the suspension. When the period of suspension is due to end, or the relevant conditions have been fulfilled, the student must apply to return to study⁴. A student wishing to apply for readmission following a suspension should make application to the Vice-Chancellor or Registrar and Secretary as appropriate. The Vice-Chancellor or Registrar and Secretary will refer the application to the Director of University Services who will consult with the relevant Faculty, the Dean of Students and the Director of Taught Programmes/Director of Research Programmes, and advise the Vice-Chancellor or Registrar and Secretary of the arrangements under which any readmission should be approved.

Students who have been suspended from the University for non-payment of debt and who then clear their debts may apply for readmission to their course of study. Payment of the debt will be taken as the student's application to return to their course. However, before a decision is reached about readmission, consideration will be given to the length of time that the student is suspended.

All permissions to return from suspension must include approval from either the Academic Director of Taught Programmes or the Academic Director of Research Programmes. For a student with a visa-related suspension, or who has been suspended under another category but holds a Tier 4 visa, the Visa Policy, Operations and Compliance Manager must be consulted prior to the student's return, to advise on whether the student has extant leave to return to study.

⁴ Where a student has been suspended for a finite time as a result of a Disciplinary hearing, the appropriate Coordinator will pro-actively contact the student to arrange return to study, following the process for return to study after intercalation.

7. ALTERNATIVE OUTCOMES FOLLOWING SUSPENSION

Where a student is suspended this is a temporary rather than a permanent state and will normally be undertaken whilst further investigation and consideration of the findings is undertaken, leading to either the lifting of the suspension or alternatively to the student leaving the University as a result of voluntary withdrawal or a requirement by the University that they must withdraw.

Students may continue to be suspended up to the point where their return and subsequent completion of the course is within the maximum allowable timeframe, normally the duration of the course plus two years. Students matriculating in 2012/3 or later who are suspended on financial grounds will be withdrawn if they fail to make acceptable arrangements to pay off their debts within 12 months of being suspended.

8. WITHDRAWAL FROM THE UNIVERSITY

A student may be required to withdraw from the University as a result of disciplinary or professional misconduct/unsuitability proceedings, academic failure, UKVI visa requirements, or as a result of prolonged suspension.

A student who has been withdrawn from the University is no longer a member of the UEA student community and has none of the rights or privileges accorded to UEA students. They may not enter UEA buildings other than in accordance with any rights given to any member of the public who is neither a student nor a member of staff.

A student who has been withdrawn from the University may only be readmitted by going through the normal admission procedures for new applicants. Any such application for admission will be considered on its merits and will include full consideration of the circumstances that led to the withdrawal decision, and the length of time that has passed since the student was withdrawn.

Learning & Teaching Service

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