

**The University of Manchester**

**Student Suspension Request Form**

**Introductory Notes**

Under section 5 of [Regulation XVII (Conduct and Discipline of Students)](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6530) (the “**Regulation**”) a student may be temporarily suspended in accordance with the [Procedure for Suspending a Student](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=42771) (“**Procedure**”).

**Definition**

Suspension can only be taken in particularly circumstances e.g. to protect members of the University community, prevent the student’s presence being a source of disruption. Suspension can be conditional and can include total or selective restriction of access to the University or from participating in University matters.

**Summary of process**

This form should be completed by an appropriate Authorised University Officer (see section 7 of the Regulation (includes nominees)) and then sent to the Head of Campus Life ([Sarah.Littlejohn@manchester.ac.uk](mailto:Sarah.Littlejohn@manchester.ac.uk)) and the Advice and Response Manager ([Matthew.Valentine@manchester.ac.uk](mailto:Matthew.Valentine@manchester.ac.uk)) within the Division of Campus Life (“**Division**”). If the issue prompting the completion of this form is urgent, then the cover email should be marked as such and a Teams/phone call is recommended.

The Division will review the content of the form to consider whether suspension is an appropriate measure. If the Division supports such measures, then it will write to the President and Vice-Chancellor to seek their agreement to a recommendation for suspension. On such approval, the Division will write to the student advising them of the decisions that have been taken, next steps in the process and of any rights they may have under the Procedure e.g. to appeal. The Division will keep a suspension under review.

If suspension is not recommended by the Division or approved, then the Division will liaise with the person who completed the form to explain the reasons for this and to explore other measures that may be more appropriate to the situation that has arisen.

|  |
| --- |
| **SECTION A – STUDENT DETAILS** |

|  |  |
| --- | --- |
| **Surname** |  |
| **First Name(s)** |  |
| **University ID Number** |  |
| **Faculty** |  |
| **School/Department** |  |
| **Correspondence Address** |  |
| **University Email Address** |  |
| **Alternative Email Address** |  |
| **Telephone Number** |  |
| **Is the student in attendance on campus?** |  |

|  |
| --- |
| **SECTION B – PROGRAMME DETAILS** |

|  |  |
| --- | --- |
| **Programme** |  |
| **UG/PGT/PGR** |  |
| **Current Year of Study**  *(ie Year 1, 2, 3 etc)* |  |
| **Has the student got any upcoming assessments?**  If so, what are these for, when are they taking place and what are the implications should they not be able to participate in them? |  |
| **Is it possible to study the Programme remotely?** |  |
| **What are the likely limits on a student taking time away from the Programme before this begins to affect them academically?**  For example, two weeks. |  |

|  |  |
| --- | --- |
| **SECTION C – DETAILS OF ALLEGATION** | |
| **Please identify the potential definitions of misconduct; see section 2 of the Regulation.** |  |
| **Please give an outline of the issues which require the student to be suspended.**  Please include a clear chronology of dates e.g. when the incident(s) took place, when any meetings may have been held etc. |  |
| **Please give an indication as to the urgency of the issue being raised.** |  |
| **Please list and attach the material which accompanies the allegation:**   * Witness statements. * Photographs. * Minutes from meetings. |  |
| **Are there any ongoing police or court matters pending? How did they come to your attention?**  If so:   * Do you have a contact in the police (an Officer in Charge, OIC)? Please provide their details. * Are you aware of any bail conditions imposed on the student? * Are you aware of any timeframes associated with the criminal proceedings? |  |
| **Have any measures been taken to highlight the alleged misconduct to the student or have any pre-disciplinary steps been taken?** For example, has the student been asked not to contact a certain individual, has the student been issued with a Notice to Terminate their accommodation contract etc. |  |
| **Has the student been seen as part of a disciplinary process before?** If so, please provide the outcome letters associated with the previous offences. |  |
| **Are there any wellbeing issues that may need to be considered in this case?** For example, mitigating circumstances, mental health issues etc. This may be in the context of the misconduct itself or how we may need to approach the suspension. |  |
| Students receive standard signposting to support during the suspension process. **Is there anyone specific who the student can be directed to?** For example, Advice and Response Caseworker. |  |

|  |
| --- |
| **SECTION D – AFFECTED PARTIES** |

|  |  |
| --- | --- |
| **Has anyone (individuals / groups / the institution) been affected by the alleged misconduct? If so, how?** |  |
| **In terms of individuals, please provide name(s) and ID number(s)?** |  |
| **What level of proximity does the Respondent have to any other individuals?** For example, halls, programme etc. |  |
| **Have affected parties been signposted to support and/or undergone safety planning?** |  |

|  |
| --- |
| **SECTION E – SPECIFIC REQUEST** |

|  |  |
| --- | --- |
| **Are there any conditions that you would want to see placed around the suspension if it was to be approved?** For example, for the student to not contact a certain person, for the student to be permitted to attend a certain examination etc. |  |
| **Is the Respondent living in halls of residence and might they need to be re-located?** |  |
| **Could the case wait for a disciplinary hearing?** |  |

|  |
| --- |
| **SECTION F – FITNESS TO PRACTISE** |

|  |  |
| --- | --- |
| **Is the student on a programme of study that may lead to a professional qualification, eligibility for registration to practise or right to practise a particular profession?** |  |
| **If yes to the above, what is the reason for the request to exclude the student via the Regulation rather than through the Procedure for a Committee on Fitness to Practise?** |  |

|  |
| --- |
| **SECTION F – REFERRAL DETAILS** |

|  |  |
| --- | --- |
| **Referring member(s) of staff - name and position.** |  |
| **Date referred to the Division** |  |
| **Are there any other colleagues involved who may need to be contacted about the case?** |  |
| Students have the opportunity to attend a meeting about the suspension where the suspension is reviewed/being considered. **Is there anyone independent you suggest should attend?** |  |