

Guidance for Academic staff if a UG/PGT student is considering or has decided to **suspend their studies**



Meeting with the student

- Be as open, approachable and non-judgemental as possible in the meeting.
- Find out why the student wishes to suspend.
- Discuss possible alternative arrangements, adjustments or academic assistance that the department can provide.
- Check with the student if they have received additional support from professional services, e.g. Counselling & Mental Health, Disability, Money Advice, Wellbeing, Academic Skills, etc.
- If the student has a disability or long-term medical condition, consider if they require reasonable adjustments and/or a Disability Access Plan for their studies and assessments. The Disability Advice team can provide guidance.
- Find out if they are considering withdrawal due to their difficulties and if this could be likely in the future.
- If withdrawal is likely, find out what support they believe would be required to reduce the risk of withdrawal.



Refer to specialist advice

- Make a referral to the relevant service if the student has not accessed support.
- Refer the student to the Student Money Advice team in Student Services to find out how their fees and funding will be affected.
- Check they have sought advice from the Student Immigration Service as to the impact of suspension on their visa (if applicable).
- Make them aware that if they are suspending on health grounds then they will be subject to the Return to Study process and may need to provide medical evidence in the future.

Practical next steps

- Clearly explain to the student what happens next:
 - You will authorise a Change of Circumstances Form for the SREO in order to record the suspension and reason.
 - The SREO will email confirmation to the student/DoS/Student Services when their record is updated.
 - The SREO will update the Student Loans Company/UK Visas and Immigration as appropriate
- Explain what contact you and the department will have with the student between now and their return to study. If they have outstanding assessments explain when these will be and how they will be contacted.
- Make it clear who they should contact within the department whilst on suspense if they have any queries or concerns.
- Reassure the student that they can get in touch with the University and department throughout their suspense about any queries or concerns.
- If you have any concerns call 4321

Further information

www.bath.ac.uk/guides/guidance-for-staff-if-a-student-considers-suspending-their-studies