

PROCEDURE FOR RETURNING TO STUDY AFTER SUSPENSION

1. INTRODUCTION

1.1 Purpose of Procedure

To support successful return to study following a mutually agreed period of suspension. This procedure is distinct from the University's Fitness to Study policy.

1.2 Scope

Undergraduate and Postgraduate Taught students at the University of Bath

1.3 Roles and Responsibilities

The University acknowledges that as a result of following this procedure it will receive sensitive personal data and data of a confidential nature pertaining to the student and other third parties, and will ensure that all such data is handled, processed and stored accordingly.

Director of Studies – to meet with student to understand the reason for suspense, agree suspension, inform Academic Registry and engage with Student Services to provide information to support this Return to Study procedure

Academic Registry – to note suspension on SAMIS and process accordingly

Student Services – to administer the Return to Study process, to review self-assessment and/or medical evidence and to advise Director of Studies whether return is advisable

Student – to engage with Director of Studies at the time of suspense and with Student Services to provide information to support this Return to Study procedure.

2. PROCEDURE

2.1 Suspension

When a Director of Studies approves a period of student suspension, they should normally:

- agree an appropriate expected return date
- advise the student that they should expect to receive a letter from Student Services about three to four months prior to their return date, which will initiate the Return to Study process
- advise the student that the process will work collaboratively with them to assess their support needs and determine whether return is advisable
- complete and submit the Change of Circumstances form to Academic Registry
- respond to Student Services' request for information on the student to aid with the Return to Study process

2.2 Return to study following suspension

Student Services will normally:

- monitor expected return dates and approximately three to four months prior to return, start the Return to Study process.
- write to the student approximately three months before the expected return date to ask the student to complete a self-assessment and permission to request medical reports from the student's medical practitioner/health professional for Return to Study purposes
- when required, send the Return to Study medical questionnaire to the medical practitioner/health professional
- review the self-assessment and/or medical reports to assess whether return is advisable and, if the student will return, to assess support needs and determine an appropriate support offer
- contact the student (and in most cases the Director of Studies) to detail the outcome of the Return to Study review, any conditions for return and to offer appropriate support relevant to the needs of the student
- discuss any recommendations with the Director of Studies as necessary.

2.3 Referral to Fitness to Study if necessary

Where it is determined that the level of risk is high, and there are significant concerns about a student's fitness to study, the decision will be referred by the Director of Student Services for consideration under the University's Fitness to Study policy.

2.4 Review meetings

The Director of Studies and the Director of Student Services may decide that there should be regular review meetings with the student, following their return to study that can be used to monitor and support a return to study plan. If so, the student will be expected to participate in review meetings which may continue for part or all of their remaining time at University.

3. APPENDICES

3.1 Flowchart (below)

3.2 Information available online

- [Guidance for students on suspending and returning to study](#)
- [Guidance for staff if a student considers suspending their studies](#)
- [Guidance for staff if a student wants to withdraw from the University](#)
- [Guidance for staff on supporting students in returning to study](#)

4.

DOCUMENT CONTROL INFORMATION

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Appendix 1

