

Precautionary Action and Student Suspension Procedure 2024/2025

Initiated as precautionary measures, as an initial immediate response to the seriousness of allegations/concerns that have arisen. Precautionary Action and Suspensions are without prejudice in that no decisions have been made at the initiation of the procedures, however it does not mean that there will potentially be no impact for the student.

Grounds:

- Any serious allegation(s) or concern(s) that arise in relation to any registered student/apprenticeship learner of the University *(for partner students the partner's disciplinary procedures will be used.)*
- Concerns about the safety and wellbeing of the University community and/or those in placement settings.
- A police investigation or pending criminal charge.
 - Any allegation of sexual harassment or misconduct or other serious allegations that a crime has been committed. *(see policy for definition)*

Request for Precautionary Action or Suspension-

Staff member should make contact with Head of Student Support or Student Procedures and should start to complete the risk assessment (Appendix A) making every effort to maintain academic continuity where possible. The proforma be supported with evidence (see section 2.4,2.5) where possible will outline the reason for action and the elements/activities of their attendance that they will be restricted from to inform the risk assessment process. The form is to include who is to be notified with the University and who will be the named contact for the student.

Student Casework Officer will check student record and with Head of Admissions or compliance manager, in relation to implications for UKVI. The request will escalate to VCE for initial review to determine level of risk. *(See 2.7 for panel membership)*

Panel to review risk assessment *(See section 2.7 for membership)*

- Risk assessment to include consideration of: Nature of concern, evidence presented, implications in relation programme of study (PSRB), any known disability or physical/mental health, risk to the University community, any police action involvement, risk to any alleged victims, repetition of the circumstances, if there is impact on living arrangements, impact on visa implication or impact on university reputation.
- Casework officer or student procedures representative in attendance will be responsible for note taking and communication of outcomes to student.
- The panel will determine the level of precautionary action or suspension. *(N.B. Full suspension is communicated to finance and money advice team. Any action where the student is continuing on elements of study then follow Precautionary Action guidance).*

Full Suspension

Precautionary action required

No formal action required

On approval from VCE, Casework officer/student procedures will :

- generate suspension letter for panel signoff, outlining contact person, terms of suspension, signpost to seek advice and support financial and well being and any visa implications.
- Issue suspension memo, activate any system requirements for notification. IF students have continued to submit for assessment they will be presented at Board for mark ratification.
- Ensure that Suspension is reviewed monthly and review letters issued until outcome or next steps agreed *(See section 5)*.
- NB; Criminal offenses the suspension will remain in place until the conclusion of any criminal case or action.

Consideration Temporary conditions

while safeguarding and further investigation is carried out. *(See 3.1)*
Could include : alternative accommodation, restrictions on attending campus, placement UOC facilities contact with other students/ staff/social media etc. *(recorded in sits as a flag not status change - letters and memo "condition of notice" still completed to appropriate parties)*

Student progress review to ascertain what support or action is needed to resolve any minor issue, process change or support

appeal

Next steps agreed
Following investigation or failure to comply

Appeal Not upheld

Student may appeal within the first 14 days of suspension which is considered by PVC if eligible:

- the suspension procedure was followed or applied incorrectly ,
- the student has new material evidence to present to support their case.
- the suspension is disproportionate to the allegation(s)

(If successful return to risk assessment stage)

Proceed to other Student Policies/ Procedures

- Student Disciplinary,
- Fitness to Practice,/ study
- PPCC,
- SPR,
- break in learning – see other policy info