How can students submit a TSS?

Prior to students submitting a TSS, it is important that they have received guidance from their personal tutor/supervisor and/or professional services colleagues who may be supporting the student.

Students can complete an online form on their Banner Self-Service home page which can be accessed through their myHWU portal https://portal.hw.ac.uk by clicking the 'Student Record' tile.

They will then have the ability to complete the form and provide the appropriate information and supporting evidence.

Upon submission, students will receive an email notification outlining the process and timescale.

What is the process for staff involved in TSS?

There are two stages which are both online and accessed through Faculty Self-Service workflow which can be accessed through your myHWU portal https://portal.hw.ac.uk by clicking 'Student Systems' tile.

Stage 1: from receipt of a complete application from the student, a member of professional services staff within the School will ensure that support is provided and a Progress Map has been formulated along with any additional conditions to be met before the student resumes their studies.

Stage 2: The School Approver as nominated by the School (e.g. Director of Learning & Teaching/Director of Research) will make a decision within 10 days from the submission date of a completed application.

Learning and Teaching Briefing Papers

This briefing paper has been produced by Academic Quality and is one of a series related to Learning and Teaching. The briefing papers aim to provide a concise, informative overview of key policies: https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/learning-and-teaching-briefing-papers.htm

Contact: quality@hw.ac.uk

See Learning and Teaching Policy Bank (https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm), particularly: Temporary Suspension of Studies Policy 2019/20