

TEMPORARY SUSPENSION OF STUDIES (TSS) POLICY BRIEFING PAPER

Key Points

A temporary suspension of studies is when a student ceases study with the University for an extended period of time (which will not normally exceed 12 months).

Every temporary suspension of studies must be submitted with acceptable supporting evidence and falls under these categories:

- Medical issues;
- Personal issues;
- Financial reasons;
- Academic reasons;
- Industrial Placement/Year abroad
- Other

A temporary suspension of studies application must include:

- A statement of the reason for the application (provided by the student);
- Supporting evidence (provided by the student);
- A supporting statement from the student's School;
- A plan for the student's return to their studies and any conditions which must be satisfied before the student resumes their studies.

Students shall normally receive a decision within **10 working days from the submission date of a complete application.**

Under some circumstances, a retrospective temporary suspension of studies application can be approved. Such applications should include a clear explanation of why the application could not be submitted within the usual timeframe for temporary suspension of studies applications.

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*