Student Conduct: Checklist for Immediate Suspension of the Student

1. One decision, which may need to be made even before the case is investigated, is whether the student needs to be suspended from the University (paragraphs 34-38 of the Code of Student Conduct). [http://www.ed.ac.uk/academic-services/staff/discipline/code-discipline](http://www.ed.ac.uk/academic-services/staff/discipline/code-discipline)

Reasons for suspension

2. Suspension before an investigation or a hearing is not used as a penalty. The power to suspend is to protect the members of the University community or a particular member or members, or members of the general public. Suspension is used only where it is urgent and necessary to take such action.

3. In urgent situations, the University Secretary or a Deputy Secretary or their nominee, taking action with a designated Vice-Principal, may decide to immediately suspend a student:
   a. who is a danger to him or herself or others; or
   b. who is the subject of a misconduct allegation; or
   c. against whom a criminal charge is pending; or
   d. who is the subject of a police investigation.

   The decision can be made at any stage of the University's student disciplinary process under this Code. This suspension may be a total or a selective restriction on attending the University or accessing its facilities or participating in University activities. It may also include a requirement that the student should have no contact with named individuals.

4. Examples of cases where immediate suspension may be needed are:
   Example: a student who is behaving irrationally and erratically, threatening other individuals
   Example: a student who is alleged to have committed a misconduct offence which relates to aggression, violent behaviour, disrupting activities, etc
   Example: a student facing criminal charges, e.g. rape, murder, or cases where the potential safety of children and vulnerable adults may be at risk

How to suspend a student

5. If a member of staff thinks that there is a need to immediately suspend a student they need to contact the Secretary to the Student Discipline Committee, Academic Services.

6. If the University Secretary or a Deputy Secretary or their nominee, or a designated Vice-Principal receives a request to immediately suspend a student they should contact the Secretary to the Student Discipline Committee.

7. The University Secretary or a Deputy Secretary or their nominee, and a designated Vice-Principal collectively consider the decision. They confirm whether the student meets the grounds in paragraph 35 of the Code of Student Conduct (repeated at 3. above).
Informing the student

8. If a decision is made to suspend the student, written confirmation is sent to the student on behalf of the University Secretary or a Deputy Secretary or their nominee, and a designated Vice-Principal. This includes:

   a. written confirmation of the suspension;
   b. the reasons for the decision;
   c. the nature of the suspension; and
   d. information about the student’s opportunity to make representations.

   e. It is helpful to let the student know that s/he can get independent support and advice at any stage in the process from the Advice Place: www.eusa.ed.ac.uk/adviceplace/.

9. The student has an opportunity within five working days to make representations in person and/or through a member of the University community, including a member of EUSA, to the relevant University Secretary or Deputy Secretary or their nominee and the designated Vice-Principal. Where it is not possible for the student to attend in person, s/he is entitled to make written representations.

Reviewing the decision

10. Put in place calendar reminders to review the suspension decision. Any decision to immediately suspend a student is subject to review every twenty working days. Such a review will not involve a hearing or submissions made in person, but the student is entitled to submit written representations.

11. Write to the student giving them sufficient time to submit written representations.

12. The University Secretary or a Deputy Secretary or their nominee, and a designated Vice-Principal collectively consider the decision. A record of the review outcome is made and sent to the student and the Secretary to the Student Discipline Committee.

For the student’s return to the University

13. The University Secretary or a Deputy Secretary or their nominee, and a designated Vice-Principal collectively consider the decision to permit the student to return to the University. A record of the decision is made and sent to the student and the Secretary to the Student Discipline Committee.

14. A decision to permit the student’s return may be subject to conditions. The student will be provided with information to support his or her reintroduction and informed about any conditions which he or she needs to meet.

15. Any decision to permit the student to return to the University following a period of immediate suspension is sent to the student in writing, with details of any conditions the student needs to meet and information about relevant support. A copy is sent to the Secretary to the Student Discipline Committee.

Academic Services
www.ed.ac.uk/schools-departments/academic-services/staff/discipline
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