

## Return from Suspended Study

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If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

### *Version Table*

Revision	Description	Author	Date
	Initial Draft	V Harte	November 2023
	Revision based on PEG comment	V Harte	16/01/2024

### *1. Summary and other guides this links to*

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This is a stand-alone Guide that provides the process for contacting students who are expected to return from study suspension at the beginning of the upcoming trimester. The rationale for this work is to help prompt contact and engagement from students who are on a suspension of studies. The Guide includes:

- how to identify suspended students using SITs
- understanding the timeframe in which administrators will contact suspended students
- templates for communicating with students.

### *2. Step-By-Step Instructions*

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#### **How to identify suspended students using SITs:**

On SPR enter the following information on the SPR screen to retrieve the suspended students on your course:

- Faculty / School = e.g 001 (The Business School)
- Route = Enter the desired programme code (e.g. 31141MM)
- Status = SS\* (Use of the goldstar ensures all possible SS status be retrieved).

Once you have a note of the registration numbers for your suspended students, you can use the SAB screen to retrieve information on their return. In “student field” on SAB enter the student registration number (without the slash number). The information presented will display the start and end date of the student’s current period of suspension. The end date is expected to be near the beginning of a new trimester,

#### **Approximate time in which the student should be contacted:**

Page **1** of **3** – This PASS Process Guide is designed as an electronic resource maintained through the PASS Enhancement Group. If printed it is an uncontrolled version.

To help prompt contact and engagement from suspended students, administrators will contact suspended students in advance of their expected return. Either ahead of Trimester 1 – Start of the week preceding Welcome Week or ahead of Trimester 2 – Middle of December ahead of the Christmas break. An email template (available in section 3) is used to contact the student on their student email account, copied to student personal email address and the student's Programme Leader or Year Tutor and PDT. The email is marked as high importance.

Once the student has responded to the request for information, the administrator can process the necessary change of circumstances task on eVision to ensure that the student record is correct in time for the student's return. If the student requests to extend their period of suspension, this will need approval from the Programme Leader provided that the request is compliant with University Academic Regulations. If the suspension is to be extended International Support should be consulted if the student is in on a Student Route visa. The study suspend task on eVision is completed for any student with an extension approved.

### *3. Additional Information*

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Template for communicating with students:

To: Student email account

CC: Personal email account, Programme Leader and PDT

Email Subject Line: Return from Suspension of Studies

Dear **STUDENT NAME**,

I am emailing in regard to your current suspension of studies from your programme **TITLE**. According to our records you are due to return from suspension at the start of **TRIMESTER + YEAR**. To facilitate your return, please can you respond to this email by the end of **FINAL DAY OF WELCOME WEEK** indicating that you intend to return to studies. This will allow us time to complete the necessary paperwork and to update your student record. We would also suggest that you arrange a meeting with your Programme Leader / Personal Development Tutor when you return to ensure that you have an appropriate study plan in place for the upcoming year.

If you wish to extend your period of suspension, please respond to this email advising us of this so that we can consider the request.

We are looking forward to welcoming you back to Edinburgh Napier.

Kinds regards,

NAME

**PROCESS NOTE ENDS**

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