

Regulation: withdrawal due to incapacity to study

- 1 In this document 'we', 'our' and 'us' refer to Sheffield Hallam University. 'You' and 'your' refer to all students of Sheffield Hallam University who are studying for a Sheffield Hallam academic award either at the University or a partner organisation.
- 2 This Regulation should be read in conjunction with the [Supporting your Capacity to Study](#) statement which sets out our commitment to ensuring you receive a high quality experience which culminates in you achieving the award on which you are enrolled.
- 3 Where we conclude that you do not have the capacity at the present time to succeed in your studies within the specified timeframe, the University reserves the right to temporarily or permanently withdraw you from the course.

Process

- 4 This process will be applied where a Supporting your Capacity to Study Team recommends that you do not have the capacity at the present time to succeed in your studies. A University Panel will be convened and a meeting scheduled. The Panel will comprise of the Director of Student Support Services (or nominee) as Chair, the University Secretary (or nominee) and the President of the Students Union (or nominee). No member will have had any previous involvement with your case to ensure impartiality.
- 5 In attendance at the meeting will be a member of the Supporting your Capacity to Study Team which reviewed your case and made the recommendation. They will be the Case Presenter. Also in attendance will be a Secretary who will advise on procedural issues and produce a written record of the meeting. Neither the Case Presenter nor the Secretary will have a decision-making role.
- 6 You will be given written notice of the date and time of the meeting at least 10 working days in advance. At this point you will also receive a copy of all the documents that will be presented at the meeting.
- 7 You have the right to attend the meeting and should inform us of your attendance not later than 5 working days before the meeting. Whether you decide to attend or not, you can submit your own written submission at least 5 working days before the meeting. If you do not attend after giving notice of attendance, the Chair of the Panel will decide whether or not the meeting will go ahead as planned in your absence.
- 8 You can bring someone with you to support you during the meeting. This may be a friend, a family member, a support worker or a member of staff from the Advice Centre at the Students' Union. The person accompanying you cannot be a professional legal representative who has been employed to act on your behalf. You must give the name and position of any accompanying person at least 5 working days before the meeting.

Panel Meeting

- 9 The procedure for the Panel meeting will normally be:

- The Case Presenter will explain the background to the case and why it was felt necessary to make the recommendation.
- Both you and the Panel may ask questions to the Case Presenter.
- You will then address the Panel referring where applicable to any documents you have submitted in advance. If you are not in attendance, then the Chair will take the Panel through any written submission you may have made.
- The Panel may ask you any questions.
- Both you and the Case Presenter will make concluding comments to the Panel.
- Both you and the Case Presenter will withdraw from the meeting.
- The Panel will consider the case and make its decision in private with the Secretary in attendance to record its decisions and the rationale for the decisions.

10 The Panel may, acting through the Chair:-

- adjourn the meeting, either to allow a short break or to reconvene on another date
- ask for additional enquiries to be made
- impose time limits on oral addresses and submissions
- refuse to admit additional information, for example on the grounds that it is irrelevant to the issues raised
- dismiss the case at any stage during the process.

Outcome

- 11 After considering all the evidence, the Panel will decide to either **accept** or **reject** the recommendation of the Supporting your Capacity to Study Team.
- 12 If the Panel **accepts** the recommendation then you will be withdrawn from your course. The Panel will decide whether the withdrawal is on a temporary or permanent basis.
- 13 If the withdrawal is temporary then the Panel will set the date on which you will return to your studies and the conditions attached to this return. These conditions will normally include a review of your situation by the Supporting your Capacity to Study Team and you might be required to agree to a new action plan and targets. They might also require you to provide up to date medical information and to undergo a new Study Needs Assessment where appropriate.
- 14 If the withdrawal is permanent then your registration as a student will cease. If you have achieved sufficient credit for an intermediate award then this will be awarded. Any further application for study at the University will be considered in accordance with the University's Admissions Policy.
- 15 If the Panel **rejects** the recommendation then it will refer your case back to the Supporting your Capacity to Study Team with reasons for the rejection. Your studies will continue to be managed through an updated or revised action plan and targets.
- 16 The Chair of the Panel will write to you with its decision within 5 working days of the date of the meeting. This letter will set out the findings of the Panel, the evidence on which those findings were based, the implications of the Panel's decision and any next steps for you to take.
- 17 You have the right to appeal a decision of the Panel within the grounds and timescales set out in the University's [Appeal Policy and Procedure](#).
- 18 We aim to complete the process within 30 working days of you being given notice of the recommendation being made.

General Principles

- 19 Any issues raised under this regulation will be dealt with promptly, sympathetically and with respect for privacy and confidentiality. Information will only be disclosed to other parties as is necessary for the investigation of a case.
- 20 Action under this regulation will be initiated promptly following the emergence of relevant issues of concern. Such action will be completed as quickly as possible, balancing the need for thorough consideration and a fair process with the desirability of a speedy outcome. You will be informed of progress in general and, in particular, of any delays.
- 21 We will be transparent and give you access to the information relevant to your case, subject to considerations of privacy and confidentiality and the reasonable interests of any third parties.

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