**REQUEST TO THE VICE-CHANCELLOR TO HAVE A SUSPENSION LIFTED TEMPORARILY FOR THE PURPOSE OF ASSESSMENT (UPR SA13)**

**NOTES FOR GUIDANCE AND REVIEW REQUEST FORM**

* If you have been suspended, then you are not permitted to be on any property owned or managed by the University or Hertfordshire Students’ Union without the express permission of the Dean of Students.
* If you have been suspended but you have an assessment due then the Vice-Chancellor may, at his or her sole discretion, lift that suspension temporarily to enable you to attend that assessment.
* A lifting of the suspension will be limited to permitting you to be on campus at a specified time to submit an assignment or being on campus at a specified time to attend an examination (or similar).
* **If you wish to have a suspension lifted temporarily you must complete this request form and submit it to the University’s Student Procedures Co-ordinator, Dean of Students Hutton Hub, Room B440, College Lane; e-mail:** [**studentprocedures@herts.ac.uk**](mailto:studentprocedures@herts.ac.uk)
* If you are suspended and you submit an assignment or attend an examination (or similar) without first having your suspension temporarily lifted, you will be considered not to have submitted or attended and the work will not be considered.

November 2016

**REQUEST TO THE VICE-CHANCELLOR TO HAVE A SUSPENSION LIFTED TEMPORARILY FOR THE PURPOSE OF ASSESSMENT (UPR SA13)**

**REVIEW REQUEST FORM**

* Students are STRONGLY ADVISED to read the separate Notes for Guidance before requesting a review.
* Students are also ADVISED to read the full regulation  [SA13 Student-Discipline.pdf](https://www.herts.ac.uk/__data/assets/pdf_file/0013/233104/SA13-Student-Discipline.pdf)(UPR SA13, Apx IV) before submitting this form.
* Support and guidance can be sought from Hertfordshire Students’ Union .<https://hertfordshire.su/your-support/>

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| **Personal Details (please print):**  Student Name:  Student Number:  Correspondence Address:  Contact Number:  E-mail Address:  Programme of Study: |

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| **Details of your Suspension:**  Start Date:  End Date:    Reason for Suspension: |

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| **Please give details of the ground(s) for requesting that the Vice-Chancellor temporarily lift the suspension for the purpose of assessment.**  **Where you refer to supporting evidence, please number those documents. You may continue on a separate sheet if necessary.**  . |
| **Please list and number any documents that you are providing as supporting evidence:**  . |

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| **Assessment for which a temporary lifting of your suspension is sought. Please note that you MUST complete a separate entry for each assessment.** | | | | | | |
| Module Title | Module Code | Coursework or Examination | If coursework, date and time of hand-in deadline | If examination, date and time of examination | Start time of examination | End time of examination |
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Signature: ……………………………

Date………………………………….

**Please submit the completed form to:**

**Student Procedures Co-ordinator**

**University of Hertfordshire**

**Dean of Students**

**Hutton Hub**

**Room B440**

**College Lane**

**Hatfield**

**Hertfordshire**

**AL10 9AB**

**E-mail:** [**studentprocedures@herts.ac.uk**](mailto:studentprocedures@herts.ac.uk)

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| For Office use only  Date request received:  Vice-Chancellor’s decision: € Suspension lifted/ € Suspension not lifted  If suspension lifted:  Date the student may be on campus:  Start time the student may be on campus:  End time the student may be on campus:  Vice-Chancellor’s signature:…………………………………………………………  Date:…………………………………………………………………………………… |