

Interim Measures Procedure

This procedure should be read in line with the [Interim Measures Regulations](#) and section 5 of the [Conduct Regulations](#). Where there is any doubt, the Conduct Regulations take precedence.

1. Introduction

- 1.1 From time to time, it may be necessary for the University to put in place interim measures, following receipt of allegations of misconduct against a student, or while a misconduct procedure is ongoing.
- 1.2 Interim measures may be enacted at any time during a University procedure where it is appropriate and proportionate to do so.
- 1.3 Interim measures are temporary in nature and are not a sanction, however failure to adhere to interim measures may result in action being taken under the Conduct Regulations.
- 1.4 Interim measures are designed to be protective, and to provide for the continued access to education of all students wherever possible, to ensure the safety and wellbeing of all students, and to protect the integrity of any investigation or misconduct procedure.

2. Procedure

2.1 Consideration of Interim Measures

- 2.1.1 Upon receipt of an allegation of misconduct, and at any time during the misconduct procedure, the Head of Student and Academic Affairs (or nominee) and the Student Appeals, Conduct and Complaints Manager (or nominee) will determine whether it is appropriate to consider putting in place interim measures pending conclusion of the misconduct procedure.

2.1.2 Where appropriate, assistance and input from other relevant University departments will be sought, to determine the suitability of the following interim measures, in the order set out below:

- i. Requirement for student(s) to move accommodation – this may apply to the Responding Student and / or the Reporting Person;
- ii. Future Conduct Requirement – this may apply to Responding Students and /or Reporting Person;
- iii. Placement Suspension – this will normally only apply to the Responding Student;
- iv. Precautionary Suspension– this will normally only apply to the Responding Student.

2.2. Risk Assessment

2.2.1 If the Head of Student and Academic Affairs (or nominee) and the Appeals, Conduct and Complaints Manager (or nominee) determine that it may be appropriate to put in place interim measures, information will be gathered in the form of a risk assessment from relevant University departments to ascertain the level of risk the Responding Student may present to other students, staff and the wider community, as well as any reputational, or potential for reputational damage to the University, and any risk to the Responding Student themselves.

2.2.2 This risk assessment will be reviewed by the Risk Assessment Panel, to confirm which, if any, interim measures should be considered.

2.2.3 The Risk Assessment Panel shall comprise the Head of Student and Academic Affairs (or nominee), and other relevant members of staff.

2.2.4 Following consideration by the Risk Assessment Panel, student(s) may be required to move accommodation and / or a Future Conduct Requirement may be put in place.

2.2.5 Should the Risk Assessment Panel determine that a Precautionary Suspension be considered, the procedure at section 2.6 will be followed as appropriate.

2.3 Requirement to Move Accommodation

2.3.1 Students required to move accommodation will be assisted by Accommodation staff to do so.

2.3.2 In cases of serious misconduct, or where relationships between students have broken down, it may be necessary to require students to move accommodation on very short notice, and at times outside of normal working hours. In such circumstances, decisions will be made on a case-by-case basis by Accommodation staff, and communication will be made directly by Accommodation staff to the relevant student(s), without the requirement for a Risk Assessment Panel as set out above.

2.4 Future Conduct Requirement

2.4.1 The purpose of a Future Conduct Requirement is normally to minimise contact between the Reporting Person and any witnesses, and the Responding Student; to provide a facility for unintended contact to be reported to the University; and to ensure all students are supported in the event of unintended contact.

2.4.2 A Future Conduct Requirement will remain in place until it is determined no longer necessary.

2.4.3 Any student for whom a Future Conduct Requirement is to be put in place will receive written details of the terms of the Future Conduct Requirement by email to their University email address.

2.5 Placement Suspension

2.5.1 It may be necessary for the University to suspend a Responding Student from placement (clinical or otherwise) upon receipt of an allegation of misconduct, pending completion of a misconduct procedure, either under the Conduct Regulations or under the Fitness to Practise Procedure. Such a suspension will not be grounded in risk assessment, but will be used to give effect to a placement provider's decision that the Responding Student is no longer permitted to attend placement.

2.5.2 Following consideration by the Head of Student and Academic Affairs (or nominee) and the Student Appeals, Conduct and Complaints Manager (or nominee) to determine the appropriateness of such an interim measure, in accordance with section 2.1 the following procedure will be followed.

2.5.3 Placement Suspension Notification. The Placement Suspension Panel shall comprise the Director of Academic and Student Affairs (or nominee) and the Head of School (or nominee) of the Responding Student's School.

2.5.4 The Placement Suspension Panel shall meet and will consider the imposition of a placement suspension. The Placement Suspension Panel decision will be communicated to the Responding Student within eight working days of the decision being made. This decision will explain the reasons for the decision made and will signpost the student to their right of appeal.

2.5.5 Right to Appeal

- 2.5.5.1 Where a Placement Suspension is imposed, the student shall have the right to appeal to a Placement Suspension Appeal Panel. Students wishing to appeal must submit a Placement Suspension Appeal Form (see section 4) and any supporting evidence to the Appeals and Complaints Team (appeals@qub.ac.uk) within five working days of notification of the decision of the Placement Suspension Panel.
- 2.5.5.2 The grounds on which an appeal can be made are detailed within section 6.5 of the Interim Measures Regulations.
- 2.5.5.3 The Placement Suspension Appeal Panel will comprise a Pro-Vice-Chancellor (or nominee), and a senior colleague. The Placement Suspension Appeal Panel will be independent and will have no prior knowledge of the case.
- 2.5.5.4 The Placement Suspension Appeal Panel may request such other documentation or information as it deems appropriate, in order to inform its decision. The Responding Student will be invited to attend the Placement Suspension Appeal Panel meeting and to make representations on their own behalf. However, the Placement Suspension Appeal Panel reserves the right to hear the case on the paperwork alone should the Responding Student fail/not wish to attend this meeting.
- 2.5.5.5 The Placement Suspension Appeal Panel will consider the case and make a decision in line with section 6.6 of the Interim Measures Regulations. The decision of the Placement Suspension Appeal Panel will be

communicated to the Responding Student within eight working days of the decision being made. The outcome letter will explain the reasons for the decision made and will advise that there is no further internal right of appeal; signposting to their right to submit a complaint of maladministration to the [Northern Ireland Public Services Ombudsman](#) within six months of notification of the final decision.

2.5.5.6 Review of Placement Suspension

Where a placement suspension has been imposed, the decision to impose a placement suspension will not be re-evaluated until conclusion of the misconduct procedure or the Fitness to Practise Procedure.

2.6 Precautionary Suspension

2.6.1 It may be necessary for the University to suspend a Responding Student from attendance on campus (wholly or partially), their programme of studies (in person or digitally), clinical placement, or from accessing University services or facilities in order to mitigate risks identified, in accordance with section 7 of the Interim Measures Regulations.

2.6.2 Following consideration by the Risk Assessment Panel, the following procedure will be followed.

2.6.3 Precautionary Suspension Panel

2.6.3.1 The risk assessment carried out under section 2.2 above, which may include a recommendation, will be presented to the Precautionary Suspension Panel for consideration.

2.6.3.2 The Precautionary Suspension Panel shall comprise of the Director of Academic and Student Affairs (or nominee) and another member of senior University staff, which may

include a member of staff from the Risk Assessment Panel (see section 2.2.3 above)).

2.6.3.3 Approval of Precautionary Suspension

2.6.3.3.1 If on receipt of the risk assessment, the Precautionary Suspension Panel determines that a precautionary suspension may be necessary, the Responding Student will be invited to attend a meeting to present their case.

2.6.3.3.2 The Precautionary Suspension Panel reserves the right to hear the case on the paperwork (presented by both the University and the responding student) alone should the Responding Student fail/not wish to attend this meeting.

2.6.3.3.3 The Precautionary Suspension Panel will make a decision as per section 7.6 of the Interim Measures Regulations. The Precautionary Suspension Panel decision will be communicated to the Responding Student within eight working days of the decision being made. This decision will explain the reasons for the decision made and will signpost the student to their right of appeal.

2.6.3.3.4 If the matter is deemed to be urgent by the Precautionary Suspension Panel, a precautionary suspension may be imposed immediately (without a meeting between the Precautionary Suspension Panel and the Responding Student as indicated at section 2.6.3.3.1 above). In such circumstances, the

Responding Student will have the right to request a review of the decision to impose the precautionary suspension. Such a review will take the form of a meeting between the Responding Student and the Precautionary Suspension Panel, in accordance with section 2.6.3.3.1 above, and thereafter the Responding Student will have the right of appeal set out at section 2.6.3.4.

2.6.3.4 Right to Appeal

- 2.6.3.4.1 Where a precautionary suspension is imposed, the Responding Student shall have the right to appeal to a Precautionary Suspension Appeal Panel. Students wishing to appeal must submit a Precautionary Suspension Appeal Form (see section 4) and any supporting evidence to the Appeals and Complaints Team (appeals@qub.ac.uk) within five working days of notification of the decision of the Precautionary Suspension Panel.
- 2.6.3.4.2 There is no right to appeal the decision to apply a Future Conduct Requirement.
- 2.6.3.4.3 The grounds on which an appeal can be made are detailed within section 7.9 of the Interim Measures Regulations.
- 2.6.3.4.4 The Precautionary Suspension Appeal Panel will comprise the Director of Academic and Student Affairs (or nominee), and a senior colleague. A nominee will always be used where the Director was a member of the

Precautionary Suspension Panel. The Precautionary Suspension Appeal Panel will be independent and will have no prior knowledge of the case.

2.6.3.4.5 The Precautionary Suspension Appeal Panel may request such other documentation or information as it deems appropriate, in order to inform its decision. The Responding Student will be invited to attend the Precautionary Suspension Appeal Panel meeting and to make representations on their own behalf. However, the Precautionary Suspension Appeal Panel reserves the right to hear the case on the paperwork alone should the Responding Student fail/not wish to attend this meeting.

2.6.3.4.6 The Precautionary Suspension Appeal Panel will consider the case and make a decision in line with section 7.10 of the Interim Measures Regulations. The decision of the Precautionary Suspension Appeal Panel will be communicated to the Responding Student within eight working days of the decision being made. The outcome letter will explain the reasons for the decision made and will advise that there is no further internal right of appeal; signposting to their right to submit a complaint of maladministration to the [Northern Ireland Public Services Ombudsman](#) within six months of notification of the final decision.

2.6.3.5 Review of Precautionary Suspension

2.6.3.5.1 Where a precautionary suspension has been imposed, the decision to impose a precautionary suspension will not be re-evaluated until such times as there has been a development which impacts upon the Risk Assessment. Both the Responding Student and key stakeholders are responsible for raising any new evidence and/or information about key developments which may impact upon the Risk Assessment with the Appeals and Complaints team.

2.6.3.5.2 If developments are raised, the terms of the precautionary suspension will be re-evaluated by the Precautionary Suspension Panel (members as set out at section 2.6.3.4.4 above). This re-evaluation will be conducted on the paperwork alone. The Responding Student will be advised of the outcome within eight working days.

3. Removal of a Precautionary Suspension or Placement Suspension

The Responding Student will be advised if and when a precautionary suspension or placement suspension is removed. This notification may be as a result of a precautionary suspension appeal, a precautionary suspension re-evaluation, a placement suspension appeal, the outcome of a misconduct procedure or the outcome of a Fitness to Practise Procedure.

4. Templates, Forms and Guidance

Student Forms

Precautionary Suspension Appeal Form

Placement Suspension Appeal Form

Flowchart

Staff only templates

Risk Assessment Form

Future Conduct Requirement Letter

Placement Suspension Letter

Placement Suspension Appeal Outcome Letter

Immediate Precautionary Suspension Letter

Precautionary Suspension Letter

Precautionary Suspension Appeal Outcome Letter

Precautionary Suspension Re-evaluation Letter

Precautionary Suspension Re-evaluation Letter