

# **MANCHESTER INSTITUTE FOR PSYCHOTHERAPY**

## **SUSPENSION AND EXCLUSION POLICY**

### **Policy Statement**

This policy applies to all students attending MIP.

### **Policy Aims**

MIP is committed to providing the highest standards of teaching and learning for all of its students and tutors will do everything possible to see that the individual needs of students are met.

### **Required Standards:**

- \* Pass all assignments at Grade D or above.
- \* Show a commitment to the ethos and values of MIP and Integrative TA.
- \* Willing to reflect on their learning, feedback and their impact on others.

However, if a student:

- \* Consistently does not meet our academic standards,
- \* Displays poor behaviour for a sustained period, or
- \* Commits an act amounting to gross misconduct,

then it may be necessary to suspend or even exclude them from their course at MIP.

Failure to meet academic expectations may include repeated unexplained or unacceptable absence, persistent poor punctuality, a poor record of work submission or a failure to respond to measures put in place by the course tutor.

### **Assessment Capability for Continuation on the Course**

Every opportunity is taken by MIP to support all students in developing their interpersonal and academic skills.

If work or behaviour do not meet the requirements, as stated in the student handbook, the following process is in place in order to support the student:

#### **Stage 1 - Initial supportive meeting**

- \* Student meets with course tutor(s) to explore and highlight their needs.
- \* Discuss improvement strategies, e.g. submit second assignment at pass grade.
- \* Consider options available, e.g. extra mentoring on written work.

- \* Agree improvement plan with support required, e.g. assign a mentor.
- \* All actions to be minuted and recorded.

Depending on the needs of the student, a first review date will be mutually decided at this first meeting.

## **Stage 2 - Review Meeting**

If the student has made sufficient improvements, no further action will be taken.

If requirements as follows have not been met:

- \* Academic or behavioural issues persist
- \* Written work not meeting the requirements
- \* Lack of commitment to the culture and ethos of MIP
- \* Inability or unwillingness to show respect to fellow students and tutors

a date will be set to implement Stage 3.

## **Stage 3 - referral to Independent Review Board**

The Independent Review Board will consist of three people: a member of the Quality and Ethics Committee, an independent MIP member and a MIP trainer.

This Board will meet to consider all evidence and documentation relevant to the student.

- \* Minutes recorded at meetings
- \* Tutor feedback from training weekends
- \* Written assignment tutor feedback forms
- \* Second marker's feedback
- \* Qualifications and certificates
- \* Accredited prior learning

Board discussions will involve considering the following options:

- \* To take a year out and to repeat the training year, providing evidence to show all issues have been addressed through either therapy or academic learning.
- \* To exit the training programme if deemed unsuitable for psychotherapy programme.

Suspensions are wholly at the discretion of the Director of MIP.

## **Exclusion as a result of Gross Misconduct**

Excluding students on a permanent basis is a highly regrettable situation and MIP will do everything in its power to avoid such a serious measure. Exclusion can occur if the conditions of a suspension are not met or may be the result of a single act.

Students should be aware that any serious act of verbal or physical aggression, gross misconduct, or anything that compromises the safety of MIP students and staff members, will result in their immediate removal from the institute.

## **Gross Misconduct Definition**

- \* Theft
- \* Fraud
- \* Dishonesty
- \* Breach of Health & Safety rules
- \* Damage to Property
- \* Serious Incapacity
- \* Alcohol and Drug Use
- \* Offensive behaviour (see harassment policy).

## **Appeals**

It is the responsibility of the student to provide relevant evidence when appealing against any decision of the Independent Review Board.

All appeals must be made in writing, for the attention of the Chair of the Quality & Ethics Committee.

The Chair will respond, within seven working days, to acknowledge receipt of the appeal.

For further information on Appeals, see MIP Complaints Procedure & Policy.

*This policy will be reviewed every 18 months and updated a minimum of every 36 months*

*Reviewed February 2021*