**Contact 1 (sent after SSRO confirms TWD and student record updated on CMS)**

Dear X,

I am contacting you on behalf of the Director of Student Experience for xxxx, <name of DoSE>, regarding your period of temporary withdrawal. During your time on temporary withdrawal we will be in touch a few times to give you important information and confirm your return. Please make sure you continue to check your Sussex email account regularly through this period.

The date on which you are due to return from temporary withdrawal will be confirmed by the exam board (which meets at least once per term). They will review your academic performance and consider a recommendation from the Director of Student Experience when making this decision. Please also note that the Director of Student Experience can place conditions on your return if it is felt to be appropriate.

I note that you have requested a return date of XX. The return date we are going to recommend for you is XXto restart the first/second/third year/term of your UG/PG degree [if this is different from the date requested by the student, provide a brief rationale].

[Delete this paragraph if there are no assessments outstanding]: Outstanding assessments for students returning from temporary withdrawal can be set in the resit period either prior to or after a student’s return. We are going to recommend that your outstanding assessment(s) for <module codes and titles> be taken prior/after your return in XX.

Please reply to this email to let us know whether you are happy with this recommendation. We cannot promise that we can accommodate your wishes but we will consider them alongside your achievement and engagement thus far. It is also important that you give us some more information regarding your reasons for temporary withdrawal as this can affect the recommendation.

If we do not hear from you by XXXX we will assume that you do not have any problems with the above recommendation. We will be in touch again after the exam board to confirm your return date.

**Contact 2 (sent after exam board confirms return date):**

Dear X,

Following the exam board and further to my previous email, this email is to confirm that you will be returning in XX to restart the first/second/third year/term of your UG/PG degree.

[Delete if there are no assessments outstanding]: Your outstanding assessments will be scheduled as follows:

|  |  |  |
| --- | --- | --- |
| Module Code | Module Title | Timing of outstanding assessment |
|  |  | e.g. Sep 2018 |

Please note that these assessments may not appear on your timetable until nearer the time.

Please let me know if you have any questions.

**Contact 3 (sent one month prior to return from TWD):**

Dear X,

We are emailing you as you are due to return to Sussex to recommence your studies after a period of temporary withdrawal. Before you return, we wanted to get in touch to check that you feel ready to return and to see if you have any concerns. This is also your opportunity to let us know if there are any additional personal or study support needs you require when you return.

If you have any ongoing and long term support needs then please get in contact with the Student Support Unit - <http://www.sussex.ac.uk/studentsupport/>. The Student Support Unit is a team of specialist advisors who work with students with long term conditions throughout their time at Sussex.

Please let us know if you have any concerns or would like to discuss anything prior to your return.

**Contact 4 (sent one week prior to return from TWD e.g. either induction week or intersessional week):**

Dear X,

Welcome back to Sussex! We hope you are ready to being the new academic year/term after your period of temporary withdrawal.

To support you in your return to study, I would like to invite you to meet with me regarding the following points:

* To discuss any additional welfare or study support you might require
* To discuss and sign a Learning Agreement [if there are any additional conditions to be set, please include these]
* To sign the Criminal Convictions Declaration (note that you are required to disclose any criminal convictions incurred while on your period of temporary withdrawal)

I have attached a copy of the learning agreement which students returning from temporary withdrawal are required to sign. Please take some time to read it and familiarise yourself with the contents. The three key conditions are:

* An attendance level of 80% or above;
* Submission of all assessments on time or within the 7 day late period;
* Meeting with your academic advisor twice per term.

Please note that the agreement is in effect from the start of the term for the whole academic year, even if you do not sign it. I have also attached a copy of the Criminal Convictions Declaration, which you should print out and sign.

To arrange a meeting, please [edit as appropriate e.g. come to my office hour on xx]. If you feel that you do not require any additional welfare or study support and do not wish to meet, please reply to this email to confirm this, and return your signed Learning Agreement and Criminal Convictions Declaration to your school office.

Your academic advisor is copied in here for information.