Jury Service
Guidance for Students

This guidance was approved by ULTSEC on 2nd May 2018

Everyone on the electoral register between the ages of 18 and 70, including students, may be selected as a juror at random by Her Majesty’s Courts Service, therefore, there may be occasions when students are called for jury service.

Those selected will receive a Jury Summons Form containing all the details relating to the jury service, such as where and when the jury service starts and how to reply to the summons. The summons form MUST be returned to the Jury Central Summoning Bureau within 7 days of receipt and returned in the envelope provided, or there may be a fine of £1,000. Due to the short timescale for responding, a student should seek further guidance from the following as soon as possible to understand how the University can support them undertaking jury service:

- Students on taught programmes should contact their Personal Tutor/School Office/Student Advice Centre
- Students on research programmes should contact their Supervisors/Faculty Graduate School Administrators/Student Advice Centre

The normal expectation is that a juror will serve at the time of being summoned. If a student acting as a juror is asked to serve on a case that is likely to last more than 10 days, they may want to consider the potential impact on their programme and academic progress.

There may be instances where serving on a jury would interfere with a student’s study and impact on assessment and examinations. In these cases, it may be possible for a student to request a deferral by writing directly to the Jury Central Summoning Bureau and explaining the potential impact on their study.

A student may be asked to provide a list of dates when they will be available in the 12 months after the jury service was supposed to start. A student should consider their programme requirements and exclude dates when assessment will occur. A student’s School will be able to provide information on this if a student is unsure. Please note that deferral of jury service is NOT an automatic right and will only be accepted in exceptional circumstances. All jurors can request one deferral to a jury summons but when a second date is set, a juror must attend. It is unlikely that a student will be excused entirely from jury service. Further information can be found at: https://www.gov.uk/jury-service/delaying-or-being-excused-from-jury-service

Student Progress Service (May 2018)
The University cannot request a deferral on a student’s behalf, but the University can provide a student with a letter confirming student status and registration, which may be used to support the deferral request.

If a student is unable to defer their jury service, or it is deferred to a time where there is an impact on study, students on taught programmes should consider submitting a PEC form to request appropriate adjustments. Students on research programmes should seek advice from their Supervisors/Faculty Graduate School Administrators.