Support to Study

Approved by: Executive Board
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Review by: July 2022
Introduction and scope

1. Support to Study applies to students studying at the College full-time or part-time, on undergraduate, postgraduate taught and postgraduate research programmes.

2. Support to Study also applies to students who are:
   - studying on educational exchanges or are otherwise away from the campus
   - undertaking a year in business / industry
   - exchange students registered with another higher education institution who are being hosted by the College
   - on a foundation year course hosted or run by the College

3. Appendix 1 documents the appropriate procedures staff should follow when concerns are raised about a student's fitness to study at the College or within a College approved learning exchange.

4. Support to Study should be read alongside the Student Conduct Regulations (in particular Appendix 4), the College General Regulations, the Attendance Monitoring Policy and the guidance on the submission of extenuating circumstances. Staff should also consider the College Science Faculty Support for Field Studies Guide.

5. Students are expected to take responsibility for organising their academic work, their personal lives and their participation in College life in line with the Student Conduct Regulations and College General Regulations.

6. Students will be held accountable for their actions, both academic and non-academic. During online sign-up students agree to be bound by the College Statutes, Regulations and policies of the College as amended from time to time. All applicable College regulations are enforced under the Student Conduct Regulations, breach of which may lead to termination of College registration or withdrawal of facilities.

7. The emphasis of this process is to provide support for a student to successfully continue their studies at the College when an area of concern is noted. However there may be times when it is considered not to be in the best interests of the student, or the College and its community to allow the student to continue studying because they are not fit to do so (see section 14). In these circumstances it may be appropriate for the College to recommend an interruption of studies or a withdrawal from studies.

8. In cases where a student is studying towards a professional qualification in a regulated health or social work profession the College Support to Practise Policy and Procedures should be followed when there is a cause for concern.

9. The College is an academic community and the pastoral services it provides for students are those appropriate to this setting. Where a student requires specialist, medical or other care, the College will refer to the NHS and other statutory services that can provide appropriate support.

10. Where the conduct of the student leading to the concern is also a misconduct offence under the Student Conduct Regulations, it is anticipated the misconduct aspect will be concluded before Support to study is assessed. Where necessary a student may be temporarily suspended from their programme or study and / or restricted from campus pending a Support to study process.

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Every reasonable effort will be taken to advance the process promptly and to not disadvantage the student.

11. Support to Study has three steps and should a student decline to engage with the process, or should the issue be sufficiently serious, then the College may continue to proceed in the student’s absence.

12. In circumstances where the student cannot reasonably be expected to attend meetings in person (e.g. students on an international exchange or due to hospitalisation) the College will endeavour to facilitate suitable alternative arrangements to enable the student to participate.

Definition of Support to Study

13. If students meet the academic requirements detailed in the Attendance and Academic Regulations - in particular requirements related to attendance, participation in teaching and learning activities, submission of coursework and assessments and participation in field work where relevant – they will be considered to be engaged with their studies.

14. Students will be considered fit to study if they can consistently and practically undertake their academic studies as required by their degree programme in a way that does not present risk to or serious concern about them or risk to other members of the College community.

15. Students may self-identify as not fit to study or participate through an interruption of studies, a change of mode of attendance or through the submission of Extenuating Circumstances.

16. A concern about a student’s fitness to study may also be raised by another party including School Academic or Administrative staff, Professional Services staff or another student. A cause for concern about a student’s fitness to study may relate to a wide range of concerns including, but not limited to:

- Failure to engage with academic studies;
- Failure to undertake fieldwork where relevant;
- Issues including:
  (i) Severe health issues (physical or mental)
  (ii) Severe health concerns including lack of management or understanding of these concerns
  (iii) Violent, indecent, disorderly, threatening, or aggressive behaviour
  (iv) Situations where the health and wellbeing of students, staff or the wider campus community may be at serious or immediate risk
  (v) Drug, Alcohol, Substance abuse or misuse
  (vi) Failure to meet conditions placed about a Support to return after a period of absence (where applicable)
  (vii) Extended interruption of studies requests or evidence that Extenuating Circumstances have become a long term difficulty
  (viii) Behaviour or conduct that would ordinarily be dealt with as a misconduct issue but where that student’s behaviour may be a demonstration of an underlying physical or mental health illness (Student Conduct Regulations Appendix 4)
17. All concerns by a third party should be escalated or referred to the relevant services as promptly as possible to enable support to be put in place and to avoid a high risk crisis situation. In the event of crisis situation or an emergency staff or students should consult the [College advice on getting help](#) with an emergency or contacting campus security.

**Support for students**

18. Students are strongly encouraged to seek support from relevant services at all stages of these processes. These services include Student Advisory & Wellbeing (Disability & Dyslexia Services, International Support & Inclusivity, Student Counselling and Student Wellbeing), the student’s GP or other medical practitioner or therapist, and the Students’ Union Advice Centre.

19. Students seeking advice and guidance on the process being followed should consult with the Students’ Union Advice Centre.

20. If the outcome of a Support to Study Panel (stage 3) is the termination of the student’s registration at the College the student will retain the right to consult with the College and Students’ Union’s pastoral and administrative services for a period of up to three months from the date of the outcome letter to support transition and adjustment.
Appendix 1

Support to Study processes

21. Where there is an immediate risk or similarly urgent situation (e.g. where a student poses a risk to themselves or others) the College may follow the emergency Support to Study process. This process will enable a faster outcome, where necessary.

22. A Support to study case can be moved from the emergency Support to study (clause 71 – 76) process to the standard process at any time if the risk or urgency of the situations diminishes. A case can also be moved to the emergency process (clause 71 – 76) if a risk emerges or the urgency of the situation heightens.

Step 1 a: Student case review following an Academic School concern

23. When a cause for concern has been raised by an Academic School about a student the first stage is for initial student case review within the School. Where there is a need for an urgent action (see clause 21), the Academic School will refer the case to the Emergency Fitness to Study Process (clause 71).

24. The student will be required to speak to their Personal Tutor (or another academic member of staff in the School) about their situation, health and wellbeing or conduct. It is possible the student will be unaware they are of concern and so the concerns will need to be clearly explained to the student. The Academic School will contact the student to arrange this meeting.

25. The student should be advised by their Personal Tutor what support options are available to them. Where appropriate, reasonable adjustments should be put in place through the Disability & Dyslexia Services, with advice from the Academic Quality and Policy Office, and in accordance with the Equality Act 2010.

26. The student should be informed about the relevant pastoral and support services available to them, in particular Student Advisory & Wellbeing (including Disability & Dyslexia Services, Student Counselling, and Student Wellbeing), CeDAS, and the Students’ Union Advice Centre and / or to seek a consultation with their GP or other healthcare professional.

27. The meeting discussions and actions should be recorded in written form and shared with the student with an agreed date for further review. The record should confirm the student’s responsibility to take proactive steps to resolve the concerns. Copies of this record should be added to the student’s School file and, where appropriate, shared with Student Advisory & Wellbeing.

28. A review of the student’s behaviour should normally take place no longer than two weeks after the initial meeting and a written record of this review shared as in clause 27. In the majority of cases the cause for concern will be resolved at this stage.

29. If there are continuing concerns after the review meeting, the student will be requested to attend a meeting with their Personal Tutor and another academic staff member (for example the School Director of Student Experience) to discuss these concerns and possible solutions. Schools should arrange meetings promptly to prevent delays in addressing the issues. The request to attend the meeting should be sent by College email at least three working days before the meeting, will be
expected to outline the areas needing to be discussed, and ensure students are able to be accompanied by another member of College or an SU Adviser.

30. The student should be informed of options available for consideration by a Fitness to Study Panel if the cases progresses to a panel. The student should also be informed of the relevant Regulations, Policies and Procedures linked to this process.

31. At the meeting an action plan, where appropriate, will be agreed between the student and the Academic School staff member. This will formally state the College’s expectations, the steps required from the student and will confirm agreed support from the College. The action plan will have a review date which should be no longer than two weeks after the meeting.

32. The written record of the meeting and action plan will be sent to the student within five working days of the meeting taking place, or as soon as reasonably practicable thereafter. This record will include a statement that failure from the student to take proactive steps to follow the agreed steps and/or to attend the final review meeting will normally lead to a referral to a Case Conference for consideration of a Fitness to Study Panel. Copies of this record should be added to the student’s School file and shared with Student Advisory & Wellbeing.

**Step 1 b: Student case review following a Student Advisory & Wellbeing (or Professional Services) concern**

33. When a cause for concern has been raised about a student by Professional Services, the expectation is that there will be an initial student case review within the Student Advisory & Wellbeing department. Where there is a need for an urgent action, (see clause 21) the Student Advisory & Wellbeing department will refer the case to the Emergency Fitness to Study Process (clause 71).

34. The student will be required to speak to a Wellbeing Adviser or Disability & Dyslexia Services Adviser (within Student Advisory & Wellbeing) about their situation, health and wellbeing or conduct. It is possible the student will be unaware they are of concern and so the concerns will need to be clearly explained to the student. The department will contact the student to arrange this meeting.

35. The student should be advised what support options are available to them. Where appropriate, reasonable adjustments should be put in place through the Disability & Dyslexia Services, with advice from the Academic Quality and Policy Office, and in accordance with the Equality Act 2010.

36. The student should be informed about the relevant pastoral and support services available to them, in particular Student Advisory & Wellbeing (including Disability & Dyslexia Services, Student Counselling, and Student Wellbeing), CeDAS, and the Students’ Union Advice Centre and/or to seek a consultation with their GP or other healthcare professional.

37. The meeting discussions and actions should be recorded in written form and shared with the student with an agreed date for further review. The record should confirm the student’s responsibility to take proactive steps to resolve the concerns. Copies of this record should be added to the student’s Student Advisory & Wellbeing file and, where appropriate, shared with the student’s School.
38. A review of the student’s behaviour should normally take place no longer than two weeks after the initial meeting and a written record of this review shared as in clause 37. In the majority of cases the cause for concern will be resolved at this stage.

39. If there are continuing concerns after the review meeting, the student will be requested to attend a meeting with the Adviser and the Head of Team (within Student Advisory & Wellbeing) to discuss these concerns and possible solutions. The Head of Team should arrange meetings promptly to prevent delays in addressing the issues. The request to attend the meeting should be sent by College email at least three working days before the meeting, will be expected to outline the areas needing to be discussed, and ensure students are able to be accompanied by another member of College or the Students’ Union.

40. The student should be informed of options available for consideration by a Fitness to Study Panel if the cases progresses to a panel. The student should also be informed of the relevant Regulations, Policies and Procedures linked to this process.

41. At the meeting an action plan, where appropriate, will be agreed between the student and the Head of Team. This will formally state the College’s expectations, the steps required from the student and will confirm agreed support from the College. The action plan will have a review date which should be no longer than two weeks after the meeting.

42. The written record of the meeting and action plan will be sent to the student within five working days of the meeting taking place, or as soon as reasonably practicable thereafter. This record will include a statement that failure from the student to take proactive steps to follow the agreed steps and / or to attend the final review meeting will normally lead to a referral to a Case Conference for consideration of a Fitness to Study Panel. Copies of this record should be added to the student’s Student Advisory & Wellbeing file and, where appropriate, shared with the student’s School.

**Step 2: Case conference**

43. If the student has not completed the agreed actions or if additional serious causes for concern have been raised the process should move to step 2 and a Case Conference will be convened.

44. A review of the case, led by a Case Conference Lead either (a) the Academic School Representative or (b) the Head of Team (Student Advisory & Wellbeing) (the “Case Conference Lead”), will be undertaken by relevant staff, which might include a selection of the following individuals:

- A Disability & Dyslexia Adviser
- A Wellbeing Adviser
- A Mental Health Adviser
- A representative from the NHS GP surgery on campus
- The student’s Personal Tutor
- A School Manager

45. The Case Conference Lead will lead a discussion of the steps already taken and the conference participants will consider whether a developed support and action plan is required for the student or whether the case should be referred to the Fitness to Study Panel. There is provision for specialists (for example a GP or Mental Health Practitioner) to be consulted in order to assess...
evidence provided by the student regarding their physical or mental health and / or to provide a professional opinion.

46. After the case conference the student will be asked to meet with the Case Conference Lead and another participant from the case conference to receive and discuss the recommended actions from the case conference. Students may be accompanied by another member of College or the Students’ Union. Consideration will always be given to the student being accompanied by a non-College parent / supporter if a request is made by the student as additional support for them.

47. If the case conference determines a developed support and action plan is required this will be written by the Case Conference Lead with input from all teams who will be supporting the plan. This record will include a statement that failure by the student to demonstrate action to follow the agreed steps will lead to a referral to the Fitness to Study Panel. The plan will state the College’s expectations, the steps required from the student and will confirm agreed support from the College.

48. The finalised support and action plan should be added to both the student’s Student Advisory & Wellbeing file and, where appropriate, the student’s School record.

49. The Case Conference Lead will have responsibility for monitoring engagement by the student with the plan and for recording any failure by the student to engage or participate. Monitoring will include an agreed review date and a reiteration that failure to comply with the agreements will lead to a referral to the Fitness to Study Panel.

50. Should a student fail to attend a meeting following the case conference the Case Conference Lead can make an immediate referral to the Fitness to Study Panel.

**Step 3: Fitness to Study Panel**

51. A referral to the Fitness to Study Panel can be made by the Case Conference Lead if:

   (i) The recommendation from the Case Conference was for an immediate referral.

   (ii) There is a failure from the student to comply with the developed support and action plan from the Case Conference.

   (iii) The student fails to attend the meeting following the case conference.

   (iv) Where there is an immediate risk or similarly urgent situation (e.g. where a student poses a risk to themselves or others) that does not require the Emergency Support to Study process.

52. The referral will be made to the Director of Student & Academic Services by the Case Conference Lead with a written report of the issues of concern, the steps taken to address the concern, the impact of the student’s health and wellbeing to themselves, other students, staff or other members of the College community.

53. After a referral to the Fitness to Study Panel the College may consider whether a Campus Restriction Order or temporary suspension from studies pending the hearing is required. A Campus Restriction Order could be placed following the guidance within the Student Conduct Regulations and signed by an Authorised Officer (as listed in the Student Conduct Regulations).

*Support to Study (August 2020)*
54. If agreement is given by the Director of Student & Academic Services to convene a Fitness to Study Panel, the student will be notified in writing that the panel is to take place and that the outcome could result in the interruption or termination of their registration at the College.

55. The student will be invited to provide a written response for consideration by the Fitness to Study Panel. The student will be directed to support from the Students’ Union for independent advice in preparing this response.

56. The panel will be organised by the Director of Student & Academic Services’ office and an independent panel secretary nominated.

57. The Fitness to Study Panel will be chaired by a Director of Professional Services and the panel will include the following:

- An academic member of staff
- A member of professional services staff
- A panel secretary agreed by the Directorate of Student & Academic Services.

58. The student will be invited to attend the panel and may be accompanied by another member of College or the Students’ Union. Consideration will be given to the student being accompanied by a non-College parent / supporter if a request is made to the panel secretary by the student.

59. The Case Conference Lead will be invited to attend the panel and may be accompanied by another participant of the Case Conference.

60. The panel procedure will follow the principles of the hearing / meeting process in Appendix 7 of the Student Conduct Regulations (Major Misconduct). The panel will consider the referral report from the Case Conference Lead, the response from the student and may ask questions to all those present.

61. In circumstances where the student is unable to attend the panel hearing the panel may consider their findings based on the documents provided by the Case Conference Lead and the student.

62. The Fitness to Study Panel will hear the case and will take one or more of the following actions:

(a) Terminate the student’s registration or impose a suspended termination with the option to delegate the authority to terminate the student’s registration to a specified senior member of staff should the student break the conditions set by the panel.

(b) Require the student to interrupt their studies or leave the College for a fixed period (for example the remainder of the academic year or one academic year) or impose a suspended interruption with the option to delegate the authority to terminate the student’s registration to a specified senior member of staff should the student break the conditions set by the panel.

(c) Require the student to interrupt their studies and leave the College until conditions set by the panel are met by the student and evidence is provided to the satisfaction of a nominated senior member of staff.

(d) Put in place a revised managed study plan.

(e) Decide there is no case to answer and that the student may continue their studies.

63. For guidance on the findings and outcomes of a Fitness to Study Panel, please see Appendix 1. Appropriate support will be offered to the student to support their engagement with the actions.
64. When the student is not present at the Fitness to Study Panel it is expected that only in the most exceptional cases that the panel should terminate the student’s registration. To request the termination of studies in exceptional cases the panel should ensure they are in receipt of clear, professional and independent evidence that the student is unlikely to be considered fit to study for the foreseeable future.

65. Following the Fitness to Study Panel the Chair will communicate the outcome to the student in writing, including the decisions for the outcome and details of the appeals process. The outcome will be shared with the Academic School and Student Advisory & Wellbeing and other College departments and services where required.

66. Where the panel has agreed the termination of the students’ registration the panel’s finding is invoked immediately and remains in place until the outcome of any appeal lodged. If appropriate the Director of Student Administration will ensure the student receives the interim or alternative academic award to which they are entitled and a copy of their transcript or equivalent.

67. Where the panel agrees a Campus Restriction Order the secretary will inform the Student Conduct Officer (Head of Student Advisory & Wellbeing) who will prepare and communicate the CRO.

**Fitness to Study Panel Appeals Process**

68. To exercise their right to appeal the student will submit an appeal, in writing, to the secretary of the panel within five working days of the letter notifying them of the outcome of the panel.

69. The student’s appeal will require them to clearly explain the reasons for appeal which may only be on one or more of the following grounds:

   (a) That the finding was against the weight of evidence. The student should indicate clearly the areas in which they feel this to be the case.

   (b) That the outcome is too severe or otherwise inappropriate. The student should indicate why they believe this to be the case.

   (c) That the process was not in accordance with the principles and procedures set out in these regulations, or were contrary to natural justice. The student should indicate clearly the areas in which they feel this to be the case.

   (d) That fresh evidence can be presented, which was not available, or could not reasonably have been made available, to the panel. A summary of fresh evidence should be provided to the secretary and it should be indicated why the student could not present this at the original hearing and why they feel this would have influenced the outcome.

70. The Appeals Panel will consist of at least two members of staff who have not previously been involved to ensure independent consideration of the case. There should also be appropriate representation from the Students’ Union (for example a Sabbatical Officer) to represent student voice. The Chair of the Appeals Panel should be from the Principal’s Office (Deputy Principal, Senior Vice-Principal or Vice Principal)

**Emergency Fitness to Study process**

71. The Emergency Fitness to Study process will be followed when there is a need for urgent action or there is immediate risk. This process will be consistent with the tenets of the standard process but will allow for a faster outcome in emergency situations. Priority will be given to safeguarding and supporting the student in crisis following College crisis protocols.
72. If a member of staff is concerned that a student’s health presentation or conduct / behaviour poses a risk of harm or severe distress to either themselves or others they should consult with one of the following members of staff: Director of Student & Academic Services / the Head of Student Advisory & Wellbeing / the Head of Student Counselling / the Head of Student Wellbeing /, the Head of Disability & Dyslexia Services / the Head of International Student Support & Inclusivity. If, after this consultation, it is agreed there is an imminent risk to the student or others, and therefore that urgent action is required, the case will be submitted, with evidence, to the Principal’s Office for consideration by the nominated Chair of the Fitness to Study panel.

73. The Chair of the Fitness to Study panel will consider the case and consult with relevant colleagues in Professional Services and Academic Departments (and if required, the Lead GP at the NHS GP surgery on campus) before concluding whether the student is fit to study. In these cases the Chair’s action will usually be restricted to placing the student under a temporary suspension of studies, with consideration of a campus restriction order. The interim measures will be in place pending a detailed deliberation of the case when the student is fit and able to participate with the process. The decision making process will be recorded by the Chair of the Support to Study panel.

74. If a decision is taken by Chair’s action, the student will receive written notification of the outcome with full details of the considerations of the Chair. The student will also be provided with information on their right to appeal the decision. Any such appeal should be made within five working days of the date the decision was communicated to the student.

75. If the student appeals a decision made under the Emergency Fitness to Study process a review will be conducted by a Fitness to Study Appeal Panel. If the student is medically unable to submit an appeal or request a review of the outcome within five working days, the student will need to provide evidence to prove they were considered practically or medically unable to submit the appeal within the agreed timeframe. If appropriate evidence is provided, the Appeals Panel will extend the timeframe and the appeal will be considered at when the student is medically able to participate.

76. A full Fitness to Study Panel will be convened as soon as is practicable after the immediate risk is managed by the emergency process.

77. The student will be advised of the outcome of the appeal in writing with an explanation of the reasons for the decision.

78. The student will have completed the College’s internal processes and will be issued with a Completion of Procedures letter which will enable them to consider taking their appeal to the Office of the Independent Adjudicator for Higher Education.
Appendix 2

Guidance on the findings and outcomes of a Fitness to Study Panel

79. A Fitness to Study Panel will normally be expected to consider the following in order to agree the outcome: *Is the student considered fit to study without putting their safety and wellbeing at risk or that of other students, staff or other members of College community?*

80. If the answer to the above question is 'yes', the Panel should accompany their findings with advice about the support available and recommend steps the student can take to avoid further Fitness to Study considerations. The Panel may require that a managed study plan be put in place or endorse the existing support plan agreed at the Case Conference.

81. If the answer to the above question is 'yes', but only with the student's adherence to the terms of a managed study plan, the Panel should check with the School programme and Student Advisory & Wellbeing the support that the student will require can be provided by the College on a continuing basis or, if not by the College, by external support networks such as the NHS. The student should be made aware that a continuation of the concerns that led to the initial referral could lead to a new referral to a Fitness to Study Panel.

82. If the answer to the above question is 'no', when might the student be fit to study?
   - If the answer to the above question is 'within a period that can be specified', then having taken advice from the School and Student Advisory & Wellbeing, the Panel should recommend a managed study plan that may include a brief period of a required interruption of studies, and a return to study assessment. An agreed level of support should be provided to the student through any period of interruption.
   - If the answer to the above question is 'not for the foreseeable future', then, again having taken advice from the School and Student Advisory & Wellbeing, the Panel should find accordingly and recommend closing the student's registration at the College.

Outcomes

Closing College registration

83. Where a Fitness to Study Panel concludes there is evidence that there is no realistic prospect that the student will regain their fitness to study in the foreseeable future, the panel will recommend that the student's academic registration is ended.

84. The Panel may choose to attach to this recommendation a comment on how a subsequent application by the student to enrol on the same programme or another programme at the College could be made, and whether the student should be required to complete a specified return to study assessment linked to the concern that led to the initial referral to the Panel in order to demonstrate their suitability to return to study. This may require input and advice from the Admissions team to ensure the Admissions Policy is strictly adhered to.
85. Where the finding of a Fitness to Study Panel is that the student's registration be ended, this outcome is immediately processed.

86. If the student does not lodge an appeal within the specified time limit against a recommendation by a Fitness to Study panel that their registration be ended, the Secretary to the Panel will send a Completion of Procedures letter.

**Required Interruption of Studies**

87. A Fitness to Study Panel may consider a student’s wellbeing and safety, or the wellbeing or safety of other students, staff, and third parties can only be achieved by requiring the student to interrupt their studies for a defined period. In these cases the defined period will be specified after consultation with student’s Academic School and the Academic Quality & Policy Office and will not normally exceed one year. The interruption will conclude when the concern that triggered the initial referral to the Panel has been addressed (as shown by the student’s successful completion of a specified return to study assessment for Support to study).

88. Where a Fitness to Study Panel receives specialist advice that a student will be likely to regain their Support to study with rest, recuperation, or by undertaking specified treatment or therapy, the Panel may recommend an interruption of the student's studies or recommend the extension of an existing interruption. Interruption of studies is normally agreed as part of a Managed Study Plan and at its conclusion requires the student to complete a specified return to study assessment that is linked to the behaviour or concern that triggered the initial reference to the Panel.

89. A Fitness to Study Panel may recommend that a Campus Restriction Order is placed for the duration of a student’s time away from the College. It is anticipated this option would only be required to be considered in a small number of cases.

**Revised Managed Study Plan**

90. A revised Managed Study Plan will be formulated with input from the panel outcomes and agreements, the Case Conference Lead, the Academic School and Student Advisory & Wellbeing. The support available should be central to the plan and should involve discussion with the student and their supporters / accompanying person.

91. There should be agreement about adjustments (where required) to the student’s participation in their academic work, the level and manner of engagement required, appropriate expectations of behaviour, presentation or conduct and confirmation of the agreed support from College or external services.

92. The Managed Study Plan will also record how the plan will be monitored and followed up with time scales for progress to be made.
Step 1 process (Academic School concern)

All stages must be carefully and appropriately communicated to the student with support options provided on each occasion

- **Concern** noted by School → Emergency Fitness to Study Process

  - Student requested by School to meet with Personal Tutor

  - **Meeting** held where the student is advised of all available support

  - **Meeting discussions, actions and support options** are shared with the student in writing → *(Where applicable) Referral* to D&DS for reasonable adjustments to be made

  - **Review meeting** held (no later than 2 weeks after initial meeting) → **Continued concern**: Second meeting convened with PT & 1 other academic Rep

  - **No further concern**: Case closed. (With standard monitoring) → **Meeting** held where further advice is provided along with explanation of the FtS panel process

*Support to Study (August 2020)*
Step 1 process (Professional Services concern)

All stages must be carefully and appropriately communicated to the student with support options provided on each occasion

- **Concern** noted by Professional Services (PS) → Emergency Fitness to Study Process

  - Student requested by PS to meet with Wellbeing / D&DS Adviser

  - **Meeting** held where the student is advised of all available support

  - **Meeting discussions, actions and support options** are shared with the student in writing

  - **Review meeting** held (no later than 2 weeks after initial meeting)

  - **Continued concern**: Second meeting convened with Wellbeing / D&DS Adviser & Head of Team

  - **No further concern**: Case closed. (With standard monitoring)

  - **Meeting** held where further advice is provided along with explanation of the FtS panel process

*Support to Study (August 2020)*
Action Plan agreed with a two week review meeting scheduled

Final review meeting.
Case closed.
(With standard monitoring)

Step 2 process: Case conference

All stages must be carefully and appropriately communicated to the student with support options provided on each occasion

Following Step 1 a Case Conference is convened

Review of case chaired by Case Conference Lead

Case Conference: Student (plus accompanying person)

Developed Action Plan & support agreed

Monitor and review led by Case Conference Lead

Continued Concern: Referral to Fitness to Study Panel
Step 3 process: Fitness to Study Panel

All stages must be carefully and appropriately communicated to the student with support options provided on each occasion

Following Step 2 a request for a FtS panel is made by the Case Conference Lead

A campus restriction will be considered to support safeguarding and safety

The request is considered by the Director of Academic Services

FtS Panel agreed: Student notified and panel convened

FtS Panel not agreed: Case referred back to Case Conference Lead

The student will be invited to provide a written response (if it is their preference)

Fitness to Study Panel takes place with the student (who may choose to be accompanied)

Panel reviews case and considers the five options available to them
Emergency Fitness to Study process

To be used only when there is a need for urgent action or when there is an immediate risk.

All stages must be carefully and appropriately communicated to the student with support options provided on each occasion.

Concern to be raised with one of the named College staff members

If there is imminent risk a request will be made to the Principal’s Office for an emergency FtS with Chair’s action

The Chair will consult with relevant colleagues

The Chair Panel reviews the case and considers the options available to them

Student is notified of the emergency FtS outcome in writing

Student is notified of the FtS Panel outcome in writing

The student has the right to appeal the outcome
The student has the right to appeal the outcome

A full FtS Panel will be convened as soon as is practical after the immediate risk is managed (refer to Step 3 process)