



POLICY DOCUMENT

Fitness to Study Procedure

Fitness to Study Procedure

This Fitness to Study Procedure has three stages depending on the perceived level of risk, the severity of the problem and the student's engagement with efforts to respond to it. In urgent cases, at the college's discretion, the first or second stage may be bypassed.

Throughout the Procedure outlined below, fitness to study is understood as defined by University legislation:

(a) a student's fitness:

(i) to commence a distinct course of academic study; or

(ii) to continue with his/her current course of academic study; or

(iii) to return to his/her current or another course of academic study; and

(b) his/her ability to meet:

(i) the reasonable academic requirements of the course or programme; and

(ii) the reasonable social and behavioural requirements of a student

1.3 It is hoped that in most cases issues can be resolved at this level, and that the student will respond positively, co-operating fully with the process and taking advantage of the support available. It may be necessary to obtain independent corroboration as to whether support offered is being taken up. The responsibility for providing this evidence will lie with the student.

1.4 A review period should be determined by agreement between the Welfare Team, the Senior Tutor, and the student during which clear, observable and measurable goals for change should be set. This review period will allow the student to seek advice and support from any appropriate services. At the end of this period a meeting should be held to discuss any steps taken by the student to address the concerns. If the concerns have been addressed satisfactorily, this will be noted. Further meetings may be scheduled to continue to monitor the situation and the student's progress, and to help ensure that continued support is provided to the student to enable him or her to study effectively. If, however, the concerns have not been addressed, a further review period may be agreed, or the case will move to the next stage of the procedure.

1.5 The informal discussions, advice and any undertakings made by the College or University and/or the student should be documented for the benefit of the College, the University and the student, but should be kept confidential. Copies of documents are to be kept by the Academic Registrar.

1.6 If a student is unable or unwilling to co-operate with the above process or modify his or her behaviour, they should be informed that more formal

the student, the College, and other students, staff and fellows. The medical assessment will be used to determine the following matters:

- the nature and extent of any medical condition from which the student may be suffering;
- the student's prognosis;
- the extent to which it may affect his/her fitness to study and manage the demands of student life;
- any impact it may have or risk it may pose to others;
- whether any additional steps should be taken by the College, in light of the medical condition, to enable the student to study effectively;
- whether the student will be receiving any ongoing medical treatment or support.

2.3 The student will be asked to authorise full disclosure to the College of the results of any medical examination. The College recognises that all information relating to fitness to study cases will constitute 'sensitive data' for the purposes of the Data Protection Act 199 9 tecton Act 199 9 A

To formally monitor the student's progress for a specific period of time. In this case the Sub-Committee will provide the student with an agreed action plan, outlining any steps which the student will need to take and/or any support to be provided to the student to address the concerns identified; Regular review meetings with the student will need to be arranged with a nominated member of staff (to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the student to study effectively is being provided). The student will also need to be informed of the consequences of any breaches of the action plan.

That, following consultation with the academic Department, and subject to the approval of the relevant University authority, special academic arrangements are put in place – or an interruption of studies is agreed. The student will be informed of the consequences should these arrangements fail to remedy the concerns identified to the College's satisfaction.

To recommend that the College exercises its statutory power to suspend or exclude the student.

Any other action considered to be appropriate and proportionate.

Any decision regarding suspension or exclusion should be communicated by the Senior Tutor to the University and to any support services who have been contacted.

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themselves for medical examinations by doctors / specialists, including the College doctors or a consultant, nominated by the College, at the College's expense to allow the situation to be properly evaluated.

4.5 In any case where a student returns to study following the implementation of the fitness to study procedure, the College should hold an initial meeting with the student to discuss what support measures need to be put into place for the student's return and establish a return to study plan.

This initial meeting should include the student's Tutor, the Senior Tutor or Tutor for Graduates, and a member of the Welfare Team.

At this meeting it may be decided that there should be regular review meetings with the student, which can be used to monitor and support a return to study plan. If so, the student must provide his or her continued cooperation in this respect and such review meetings may continue for part or all of his or her remaining time at College.

There should be a written record of what is agreed for the return to study plan and a copy given to the student.

The Senior Tutor or Tutor for Graduates should ensure that, where appropriate, a copy of the plan is sent to the relevant support agencies, who have agreed to help implement the plan and that any necessary support from agencies external to the College is put in place.

The Senior Tutor or Tutor for Graduates should make arrangements for monitoring that the support plan is being delivered and accepted.

5. Right of Appeal

If the student is not satisfied with any decision made in accordance with the College Fitness to Study Procedure, then he or she has a right to appeal. If the case has progressed through Stage 3 of this procedure, the appeal panel would be chaired by the Subwarden or another senior fellow who has not acted as chair in these procedures.

6. General Matters

6.1 The College will take account of relevant legislation such as the Data Protection Act, the Mental Health Act, the Human Rights Act, the Equality Act 2010, and the general rights and expectations of a student of confidentiality. In cases where Stages 2 or 3 of the Fitness to Study Procedure have been invoked, the Chair will make a decision about whether the student's emergency contact should be informed, and discuss with the student whether any statutory services should be contacted.

6.2 The College acknowledges that as a result of implementing this procedure it will receive personal sensitive data and data of a confidential nature pertaining to the student and other third.

Senior Tutor/ Tutor for Welfare

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Reviewed April 2021.
