

A8 Fitness to Study Policy

A8.1 We articulate our expectations for engagement and behaviour in the Academic Engagement and Attendance Policy (A9), the Student Charter and Code of Conduct (A10) and the Student Contract.

A8.2 We understand that there may be times when your engagement or behaviour does not meet these expectations due to physical or mental health reasons. In such cases, it may be more appropriate to use this policy to support you, rather than initiating the Student Disciplinary Procedure (A11).

A8.3 The Registrar, in consultation with the Student Services Team, may trigger this policy if any of the following apply:

- You are not meeting engagement or behaviour expectations, and health is identified as a contributing factor.
- We receive serious concerns about your health from a third party.
- There is a serious risk of non-completion due to health, such as multiple leave of absence or exceptional circumstances requests.
- You are requesting a leave of absence for health reasons that exceeds the limits set in the Leave of Absence Policy (A7).

A8.4 There are limits to the support we can provide, and we will communicate these throughout the process.

A8.5 If you do not respond positively to the support offered under this policy, we may act under the Student Disciplinary Procedure (A11).

A8.6 In exceptional cases we may, at any stage, vary the procedures set out below in the interests of fairness and/or health and safety.

Fitness to Study Procedure

A8.7 When this process is triggered by the Registrar, the Student Services Team will notify the Head of Curriculum to ensure you receive support at the module level.

A8.8 You will be informed when this policy has been triggered, either at the informal or formal support stage.

A8.9 If the issue is serious, or informal support has not been successful, the Registrar will move the case to the formal support stage.

Informal Support Stage

A8.10 You will be invited to a meeting with the Head of Curriculum or their nominee, and a member of the Student Services Team, with at least five working days' notice.

A8.11 In this meeting, we will:

- Explain our concerns about your engagement or behaviour.

- If needed, inform you of any risks related to your behaviour (e.g., risks to your studies or others).
- Allow you to share your views.
- Direct you to relevant support services or agencies.
- Discuss potential adjustments to help you complete your studies.

A8.12 This meeting is intended to be supportive, and we expect the support provided here to help you finish your studies successfully.

A8.13 If you miss this meeting, it will be rescheduled once. A second absence will move the process to the Formal Support Stage.

A8.14 Follow-up review meetings will be held at four, eight, and 12 weeks to check progress. Missing these meetings will also trigger the Formal Support Stage.

A8.15 Records of the meetings and reviews will be kept in the Student Record System.

Formal Support Stage

A8.16 You will be invited to a meeting with the Head of Curriculum or their nominee, and a member of the Student Services Team, with at least five working days' notice.

A8.17 Before this meeting, we may ask you to get a medical assessment to help us understand how best to support you. You can refuse this, and the meeting will proceed based on the information available.

A8.18 You will be given five working days' notice of the meeting. You may bring someone for emotional support, but they should not be a legal representative or advocate.

A8.19 In the meeting, we will:

- Explain our concerns about your engagement or behaviour.
- If needed, inform you of any risks related to your behaviour.
- Allow you to share your views.
- Direct you to relevant support services or agencies.
- Discuss adjustments to help you complete your studies.
- Inform you of the potential outcomes if the risks continue.

A8.20 If you do not attend, the meeting will be rescheduled once. If you miss the second meeting, it will proceed without you.

A8.21 After the meeting, the following outcomes may apply:

- Agreeing on an action plan with regular reviews.
- Recommending adjustments to your study programme.
- Referring your case to the Student Disciplinary Procedure (A11).
- Approving a leave of absence that exceeds the standard limit, provided it does not exceed the maximum registration period (A2.45).

- In exceptional cases, recommending your registration be terminated by the Progression & Awards Panel.

A8.22 A recommendation to terminate your registration will only be made if:

- You do not follow an agreed action plan.
- Your health severely impacts your ability to continue studying, which may make you eligible for an Aegrotat award (B5).

Right to appeal a withdrawal

A8.23 If you are withdrawn from your programme through this procedure, you can appeal the decision through the Academic Appeals Policy (A13).