

➤ Aims of the Policy and Procedure

The aim of the Fitness to Study (FTS) Policy and Procedure is to provide a supportive structure for you and your department to follow if there are concerns about your health and wellbeing. These concerns need to be significant enough that they are having a negative impact on your ability to actively engage with your studies and therefore progress academically through your course. It is important that these concerns around this perceived level of risk to your health and wellbeing are acted upon promptly as early interventions can avoid future crisis situations from occurring.

➤ Roles and Responsibilities

Your responsibility is to engage in the process and acknowledge the recommendations that have been suggested in consultation with your department and student services. The aim of this process is to identify and support you in accessing support that will enhance your health and wellbeing which will then enable you to re-engage with your studies and university life.

Your Academic Department will manage and lead the process ensuring that they are at all times working transparently and in collaboration with you.

Student Services (SS) will provide guidance and support to you and your department throughout the process.

➤ Structure of the procedure

The purpose of the procedure is to support you and manage situations and incidents that cause significant concern. The procedure has three levels: Emerging concerns, Continuing/Significant concerns, Serious/Persistent concerns, see procedure, and is based on the perceived level of risk to your health, safety and mental wellbeing and the impact of your behaviour on others in the College community. The procedure can be invoked at any of the levels, it can also stay at a level or it can progress through the levels.

➤ When to use?

This policy and procedure will only be used when there is a sufficient level of concern about your health, safety and mental wellbeing which is having a significant impact on your attendance or engagement with your academic programme.

Procedure

Stage 1

Emerging or initial concerns about your health, safety or welfare are raised:

1. A member of your departmental team will discuss with you their concerns about your health, safety or mental wellbeing.
2. The FTS process has been explained to you and you have been provided with the FTS Student Factsheet
3. You have been invited to a meeting with your Tutor to discuss the concerns in more detail and to agree supportive actions.

Stage 2

Continuing and/or significant concerns about your health, safety or welfare are raised:

1. If there is continuing or significant concerns being raised about your health, safety and welfare you will be invited to a Stage 2 meeting with a departmental representative and a support person.
2. The FTS process has been explained to you and you have been provided with the FTS Student Factsheet
3. The purpose of this meeting will be to agree supportive actions with an agreed follow up meeting date. This information will be shared with other members of the Student Services and Departmental team that are involved with your academic programme.

Stage 3

Serious or persistent concerns are raised when your actions or behaviours are putting the health, safety, wellbeing or academic progress of yourself or other members of the University community at significant risk:

1. Your case will be referred to the Director of Student, Academic and Learning Services (SALS) who will consider whether to initiate a Stage 3 case conference.
2. The case conference will be convened with two suggested outcomes to be considered: an enhanced action plan with timely follow up or Interruption/Suspension.