

Owner:	Head of Student Support
Author:	Head of Student Support
Version Number:	1.1

\*UCFB and GIS are trading names of University Campus of Football Business Limited

- 1.1. A student is fit to study when they have the capacity to engage satisfactorily in relation to their academic commitments and in student life generally at UCFB|GIS.
  - 1.2. Circumstances or difficulties relating to a student's wellbeing may have an impact on their fitness to study either on a temporary or permanent basis.
  - 1.3. UCFB|GIS may determine, in accordance with this procedure, that a student is unfit to study, and this may result in interruption or withdrawal from UCFB|GIS.
- 
- 2.1. This Policy seeks to ensure that students with health or disability (including mental health) related issues that impact negatively on their own (or that of

Behaviours due to health/disability which disrupt a student's own study.

Behaviours due to health/disability which affect the study of other students.

Behaviours due to health/disability which place unreasonable demands or continually disrupt other students or staff.

Behaviours due to health/disability which are considered to place other students of staff at risk.

- 4.1. This Fitness to Study Policy and Procedure provides a framework for supporting students whose health or disability impacts on either their own study, other students' study or staff activity.
- 4.2. For students whose courses lead directly or indirectly to a professional qualification, or the right to practise within a profession, there may be additional expectations based on the standards of that profession.
- 4.3. Fitness to Study is not limited solely to academic fitness but relates to the entire student experience, encompassing ability to engage with studying, to live independently and harmoniously with others and not to have an adverse impact on others.
- 4.4. UCFB|GIS is committed to supporting students and provides a range of professional support services for students to access should they need help to succeed on their course.
- 4.5. Fitness to Study has two stages:
  - Informal
  - Formal Fitness to Study Review and Panel
- 4.6. Should students engage with the services they need to enable them to modify the emerging behavioural concerns staff have raised with them, then no formal action under this policy will be required.
- 4.7. If a student is unable or unwilling to engage voluntarily in the range of support offered to them,

- 5.3. Students should be informed of any emerging concerns about their behaviour, reminded of their responsibilities and signposted to appropriate support services. Depending on the nature of the concerns, every effort should be made to resolve

6.1.1. refers to a halt on a student's record, disabling them to



- 7.2.4. The purpose of the Informal Fitness to Study stage is to create a supportive Action Plan (Annex B) for the student to follow. This should be a tripartite agreement between the student, the Academic Team and the Student Support Team.
- 7.2.5. Usually, it will be the Academic Team who will instigate the action planning stage and they will need to contact Student Support staff (although there will be occasions when this happens in the reverse). This meeting between staff is to discuss the behavioural issues the student has demonstrated, to understand the health or disability related reasons why the behaviours may have been demonstrated and to create a draft Action Plan to enable the student to improve these behaviours. The student is then provided with the Action Plan for comment.
- 7.2.6. The staff member instigating the Fitness to Study Informal Stage is responsible for writing the draft action plan and arranging the Fitness to

- 7.2.10. The student should be provided with written confirmation of the meeting outcomes including any agreed actions, timescales for completing the agreed actions and the agreed monitoring process within five working days of the meeting.
- 7.2.11. If, following the meeting the agreed course of action is that the student will interrupt their studies, then the Course Leader (or other Academic staff) will contact Student Administration and the Resolutions Officer in writing as soon as possible, and no later than ten working days after the meeting, to action the interruption.
- 7.2.12. If the recommendation from the meeting is that the student considers interrupting their studies, but the student does not wish to do so, this should be clearly documented. If there are any future Fitness to Study concerns, they will be addressed separately and cannot be applied retrospectively as the student has agreed that they are fit to study by opting to continue with their studies.
- 7.2.13. Where a student meets all the agreed criteria within the set time limit, they should be released from the Action Plan and monitored as normal as part of standard student monitoring procedures.
- 7.2.14. The Fitness to Study process can proceed even if the student chooses not to attend the initial or subsequent review meeting. Students not attending the initial meeting should have the draft Action Plan sent to them for comment and encouraged to engage in this supportive process. Should a student not engage with the process this is likely to strengthen concerns about their Fitness to Study and the case should be escalated to the Formal Review and Panel stage.
- 7.2.15. If a student does not meet any of the agreed criteria in the Action Plan, the case may be escalated to Stage 2 of the Fitness to Study Policy: Formal Review and Fitness to Study Panel.
- 7.3.1. The Formal stage of the Fitness to Study Policy and Process is the formation of a Fitness to Study Panel to consider whether the student is fit to continue in their studies. Ideally a Fitness to Study Review and Panel is only invoked after local or informal actions have not resulted in a demonstrable change in the student's behaviour. However, for some behaviours which are significantly concerning due to immediate impact upon the student's health or wellbeing or on the safety of others, the Review and Fitness to Study Panel can be invoked without recourse to the earlier stages. Th6 T(t)-7.2 (a)3 (g)3 (g)-5.2.3 (e o1 (s)1.50.5 (rmTh6)-1.5.3 (y)1 (e i)11 (ha)2.1.2



- The student has not met the agreed criteria outlined in the Informal Stage Action Plan.
- There are significant immediate issues that have not previously been addressed, but raise serious concerns for the health, safety or wellbeing of the individual or others.
- The behaviours of the student are such that it is impacting on their ability to live independently or their ability to act appropriately as a member of the UCFB|GIS community.
- An unexpected deterioration of a long-term health condition/disability which raises immediate concerns for the student's health, safety, or wellbeing.
- A student is not complying with their existing treatment and/or care plan which raises immediate concerns for the student's health, safety, or wellbeing.

7.3.2. The Campus Dean, or nominee, is responsible for convening a Fitness to Study Panel to consider the case. The Resolutions Officer will act as Secretary to the panel. The suggested membership of a Fitness to Study Panel is outlined in Annex C

outcome. The student will also be provided with any documentation to be considered at the meeting and asked to provide any documentation they may wish the Panel to consider no later than two working days before the meeting. If the student does not attend, the meeting will proceed in their absence.

- 7.3.6. The student may be accompanied at the meeting by a friend or family member (not acting as a legal representative) or an advisor from the Student Support Team. Students with disabilities may also be accompanied by a support worker where required. The student should tell the Chair of the Fitness to Study Panel, at least two days in advance of the meeting, the names of any companions / advocates who will be attending the meeting. The Chair retains discretion as to the appropriateness of who attends.
- 7.3.7. UCFB|GIS reserves the right to call a Fitness to Study Panel meeting without the student being present where it may be appropriate to do so.
- 7.3.8. The Chair of the Fitness to Study Panel will write to the student via the Resolutions Officer, within five working days of the meeting, confirming the decision made by the Panel and any subsequently agreed actions, including timescales for completing them and the agreed monitoring process.
- 7.3.9. Any decisions reached will be communicated by the Chair of the Fitness to Study Panel to the student's Academic Team, Academic Quality Team and any other relevant professional service (e.g., Accommodation Team if the student is in Halls).
- 7.3.10. If an interruption is agreed, Student Administration and the Resolutions Officer will update the student's record and note that the student can only be permitted to return to study after following the Return to Study Process detailed under Section 7.6 of this Policy.
- 7.3.11. In ongoing cases, the Fitness to Study Panel may delegate authority to a senior staff member to monitor progress and report back on any students being supported by teams within that area.
- 7.3.12. In cases where the Panel decides that the student is unfit to study a full report should be submitted to the Chief Operating Officer by the Resolutions Officer, with the Panel's recommendation that the student concerned be interrupted or withdrawn from their studies. Should the

Cm lui

- 7.4.2. The Resolutions Officer will consider the appeal submission and determine whether there are valid grounds to proceed.
- 7.4.3. An appeal can only be made on one or more of the following grounds:
- UCFB|GIS has failed to follow the procedure set out in this document.
  - The decision was unreasonable and/or a disproportionate outcome has been imposed.
  - The student has new material information/evidence which was not reasonably available before.
- 7.4.4. Pending the outcome of any appeal, the decision and sanction of the Fitness to Study Panel will remain in force.
- 7.4.5. The student will be notified by the Resolutions Officer within seven working days of their appeal being received whether there are valid grounds to proceed, or not.
- 7.4.6. Where valid grounds have been determined, the Resolutions Officer will invite the student to submit an evidence-based proposal for further consideration, if this is deemed appropriate based on the evidence presented. The evidence-based proposal will be submitted to the Chief Operating Officer, or nominee, to determine the outcome of the appeal.
- 7.4.7. Should the Chief Operating Officer, or nominee, require further clarification on the case and/or the outcome recommended by the Panel, a request can be issued to the Resolutions Officer to organise a further outcome meeting with the Panel in order to provide additional clarification on how the recommended outcome was determined.
- 7.4.8. The Resolutions Officer

7.4 115918d6 (e8 ( of[(P8-5.411-5t[(P)-2h[(9-3. a)3P9-3p)3P1-5p)3-3.a)3P9-3IPP4-3. b1-5.t[(P)-2h1-5

- 7.6.4. The student must also attend a return to study meeting with the Academic Team and the relevant Student Support service, where a supportive return to study action plan will be drawn up. This will set out the responsibilities of the student and UCFB|GIS in supporting the return.
- 7.6.5. The student will only be permitted to return if, after receiving professional advice, UCFB|GIS is satisfied that the individual is fit to study and able to comply with any conditions imposed on return.
- 7.6.6. The decision to permit a student to return to study will be made by either a Fitness to Study Panel, if a panel has been previously convened to consider the case, or the relevant Campus Dean, or nominee. They will liaise with relevant colleagues in the Student Support Team and the Academic Team for information to help inform them of a student's fitness to return.
- 7.6.7.










