



UCFB*

Fitness to Study Policy and Procedure

Owner:	Head of Student Support
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Version Number:	2.1
Approved By:	Academic Board
Approval Date:	22 October 2024
Date of Commencement:	28 October 2024
Date of Last Review:	October 2024
Date for Next Review:	September 2025

*UCFB is a trading name of University Campus of Football Business Limited

1. Introduction

- 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.
- 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 may determine, in accordance with this procedure, that a student is unfit to study, and this may result in interruption or withdrawal from UCFB.

2. Purpose

- 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 others) ability to study are dealt with in the most appropriate way.
- 2.2. UCFB recognises that all students are responsible for their own behaviour. It is the responsibility of students to familiarise themselves with both the relevant professional standards and the relevant conduct related policies.
- 2.3. All UCFB students are expected to adhere to the standards of behaviour required of them as a member of the UCFB community. However, it is recognised that there may be times when a student's health problems or disability prevents a student from adhering to the behaviours expected of a UCFB student. The institution is committed to meeting its obligations under the Equality Act 2010.
- 2.4. This policy encourages engagement with the student at an early stage and promotes joint problem-solving and planning between UCFB and the student.
- 2.5. This policy, and related procedure, aims to provide a clear, supportive and impartial procedure for staff to address concerns relating to a student's fitness to study.

3. Scope

- 3.1. This Fitness to Study Policy and Procedure applies to all students registered on any UCFB course. This policy may also be applied to applicants who have accepted an offer to study at UCFB.
- 3.2. UCFB offers certain courses which entitle successful graduates to become registered members of regulated professions. The regulators of those professions require that the institution has processes in place to ensure that students are fit to practise during the course and upon registration. For those professional and recognised courses, the Fitness to Practise Policy and Procedure may be more appropriate.
- 3.3. This policy is complimentary to, but does not replace, any student disciplinary policies and procedures, Fitness to Practise Policy and Procedure or the UEL Student Code of Conduct.
- 3.4. Concerns considered under this policy and procedure include the following:
 - 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 or staff at risk.

4. Policy

- 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 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, if the engagement is not effective or they do not recognise that their behaviour is problematic, the Fitness to Study Policy and Procedure should be invoked.
- 4.8. If the student's behaviour is considered to be of immediate risk, then precautionary measures should be considered.

5. Principles

- 5.1. The core principles of this policy and procedure are that the process is accessible, clear, proportionate, timely, fair and of benefit to the wider student experience.
- 5.2. This policy is intended as a supportive policy to enable students to access appropriate help and support in order to manage their health/disability so they can engage productively in their academic endeavours.
- 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 issues informally and at a local level e.g., through academic support, Student Support services or accommodation provider procedures.
- 5.4. UCFB is committed to ensuring that students are supported with regards their health and wellbeing while they are on their course of study. This includes ensuring

that students are well enough to access their course effectively and without detriment to their own wellbeing or the wellbeing of others.

- 5.5. UCFB has a responsibility for the welfare and safety of all students and staff, and the impact on others will be considered alongside the health, wellbeing and safety of the student whose behaviour has attracted concerns.
- 5.6. This policy and procedure seeks to empower students to take responsibility for their own behaviour(s) and is intended to be a collaborative, supportive process. There may be times though, when because of significant deterioration in their health or mental capacity, a student may not be able to make an informed decision regarding their best interests. Should this be the case, then a Fitness to Study Panel will be convened to make a decision on the student's behalf.
- 5.7. A student who is alleged to have demonstrated behaviours that cause significant concern to others will be informed about these concerns and will be given an opportunity to respond to the concerns raised.
- 5.8. A student who is being supported under this policy and procedure is entitled to be accompanied at any formal Fitness to Study meeting by a friend, relative or representative of the Student Support Team. The accompanying person cannot be a professional legal representative who has been employed to act on the student's behalf, nor can they act in the capacity of a legal advisor. Students are encouraged to seek advice and representation from the Student Support Team or the UEL Students' Union.
- 5.9. Sanctions imposed under this policy and procedure will be reasonable, proportionate and consistent with standards applied across UCFB.
- 5.10. A student who has received a sanction has the right to appeal against the sanction.
- 5.11. A student's behaviour may also breach the UEL Student Code of Conduct and other policies and procedures such as the UEL Non-Academic Misconduct Policy, UCFB Sexual Violence and Misconduct Policy or UCFB Fitness to Practise Policy, may be more relevant to apply. UCFB reserves the right to decide the appropriate policy and procedure to use in any given student case. In determining the most appropriate procedure to be used, its fairness to the student, the scope and purpose of the policy and procedure and UCFB responsibilities to professional bodies will be considered. This decision will be taken by the Campus Dean, or nominee, in consultation with the appropriate Head of Department / Service or nominee.

6. Definitions

6.1. Definitions of acronyms or phrases used within this policy.

- 6.1.1. **Suspension** - refers to a halt on a student's record, disabling them to continue with their academic studies for a specified amount of time.
- 6.1.2. **Exclusion** - refers to a ban set against a student, excluding them from specific UCFB activities, spaces within campuses or campuses in whole.
- 6.1.3. **Interruption** - refers to taking a complete break from study for an agreed period of time.
- 6.1.4. **Expulsion** - refers to complete removal from UCFB. Any access to UCFB systems would be halted, and the student can no longer complete their degree within the institution.

6.1.5. **Withdrawal** – refers to the permanent cessation of study. It means the student is leaving the course completely, with no intention of returning at a later date. It can be initiated either by the student or by UCFB.

7. Procedures

7.1. Precautionary Measures

- 7.1.1. At times it may be necessary to mitigate risk and protect the UCFB community by applying precautionary measures prior to the commencement of the Fitness to Study process. Any such action is a precautionary measure only; it is neither a penalty nor sanction and does not indicate that UCFB has decided that the student is not fit to study. The aim of a precautionary measure is to protect all members of the UCFB community.
- 7.1.2. The Campus Dean, or nominee, will make the decision on whether to apply precautionary measures. The Campus Dean, or nominee, will undertake a risk report (Annex 1) before a decision is made. If the Campus Dean, or nominee, reasonably believes that a student poses a risk, they may, acting under delegated authority from the UCFB Board of Directors:
- Restrict a student's access to the campus or certain parts of the campus, e.g., particular buildings.
 - Restrict a student's participation to certain academic and/or non-curricula activities.
 - Restrict who a student can contact (e.g., a non-contact order could be issued).
 - Suspend the student. Suspension means that the student is prohibited from participating in the academic activity of UCFB and the student's registration on their course is put on hold. A full or partial suspension may be put in place where appropriate.
 - Exclude the student. Exclusion means that the student is prohibited from taking part in UCFB activities, using UCFB facilities and/or entering UCFB grounds or premises. A full or partial exclusion may be put in place where appropriate.
- 7.1.3. Arrangements will be explored to see what can reasonably be put in place for any student subject to precautionary action, in order to minimise the impact on their studies.
- 7.1.4. A student will be informed in writing from the Campus Dean, or nominee, via the Resolutions Team when a precautionary measure has been applied to them and the reasons for this, normally within three working days of the decision.
- 7.1.5. A student has the right to appeal the precautionary measures applied to them. The student can appeal at any point during the application of the precautionary measures by writing to the Resolutions Team via Resolutions@ucfb.ac.uk expressing their reasons for the appeal.
- 7.1.6. Any precautionary measures will be reviewed at regular intervals by the Campus Dean, or nominee, (with a maximum of two months between reviews) to consider whether they should be revoked, extended or the terms amended. In the case of UCFB awaiting the outcome of any criminal

proceedings or investigations the precautionary measures are likely to remain in place for the duration.

- 7.1.7. Following an outcome of the Fitness to Study procedures, Precautionary Measures may remain in place, reviewed and/or imposed as appropriate.
- 7.1.8. If a student breaches the Precautionary Measures, then they may be subject to further disciplinary action. Any breach may be considered and addressed via the Fitness to Study Panel and/or other relevant misconduct procedures or third-party policies and procedures.

7.2. Informal Stage

- 7.2.1. In the event that emerging concerns about Fitness to Study have not been addressed at a local level, this informal stage can be started by the Academic Team. This stage can also be invoked by Professional Services (e.g., Student Support) if the concerns about a student's behaviour or difficulties due to health/disability issues are recognised outside of the Academic environment.
- 7.2.2. Usually, this informal stage will occur after attempts to resolve emerging concerns have been made at a local level. However, there may be occasions when it is prudent for this informal stage to begin straight away to ensure the wellbeing or safety of the student/other students and/or staff. Where there are serious and immediate concerns about the safety of the student/other students and/or staff, precautionary action measures can be considered (Section 7.1).
- 7.2.3. Where a student has been subject to disciplinary action (for example, exclusion from class, or suspension) due to inappropriate behaviour and they have been referred to this procedure to ascertain whether their difficulties relate to a health (including mental health) or disability issue; UCFB reserves the right to refer that student back to the relevant misconduct procedures should it not be possible to establish that the behaviour was due to a health or disability issue.
- 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 Study Informal Stage meeting with the student. The student should be given at least five days' notice prior to any meeting and informed that they are able to be supported in that meeting by a friend or family member (not acting as a legal representative) or an advisor from the Student Support Team. The

student should be informed that whilst the meeting is about concerns relating to their difficulties or behaviour, it is a supportive meeting whereby the intention is to create an Action Plan. The Action Plan will help the student engage with appropriate support so that they can address the concerns raised.

- 7.2.7. The meeting should seek to address the concerns in a direct and clear manner and to achieve the following outcomes:
- That all areas of concern have been addressed.
 - That any existing areas of support, treatment or care have been identified.
 - That an agreement has been reached regarding future behaviour.
 - That any additional support required to facilitate the student's future behaviour has been identified and staff and student responsibilities for putting this in place have been assigned.
 - That timelines have been put in place together with a mechanism for submitting work and monitoring progress.
 - That a follow-up date is agreed to review progress against the Action Plan.
- 7.2.8. The Academic Team is responsible for ensuring that the meeting is documented, and full records are kept.
- 7.2.9. In circumstances where meetings are held by Student Support, Accommodation Team or other Professional Services, the documented outcomes from the meeting and arising actions will be sent to the relevant Academic staff for information. The notes from the meeting will also be shared with any other colleagues who have identified actions from the meeting to carry out.
- 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 Team 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. Stage 2 - 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. This stage may be invoked where:

- Precautionary measures have been applied because of a student's behaviour due to health/disability issues.
- The student's behaviour due to health/disability issues is of serious immediate concern for their wellbeing and/or there is significant concern as to the safety of others. The Campus Dean, or nominee, is responsible for deciding whether the student's behaviour should be dealt with through the Formal Review and Fitness to Study Panel stage.
- 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 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 Team will act as Secretary to the Panel. The suggested membership of a Fitness to Study Panel is outlined in Annex C.

7.3.3. The Fitness to Study Panel will consider the case(s) brought before it and will:

- Work with the student, the Student Support Team, the Academic Team and relevant external agencies to obtain updates to medical/disability evidence and support options. The Panel will consider the likelihood of the student engaging with available support and whether said support is likely to be sufficient to help the student progress academically and to engage appropriately in UCFB life.
- Ensure that the student's views are heard and taken account of.

- Ensure that the views of other students/staff members impacted by the student's behaviour are taken account of.
- Decide what actions should be taken, and under which policy and procedure they will be taken forward.
- Review Precautionary Measures and Risk Assessment (where applicable) and update where appropriate.
- Make final decisions on behalf of UCFB regarding whether the student is currently fit to study.
- Where a leave of absence has been agreed under the policy, the relevant evidence that will be required for a return to study will be detailed (it will be the student's responsibility to provide this evidence).

- 7.3.4. The student will be given at least five working days' notice of the Fitness to Study Panel meeting.
- 7.3.5. The student will be informed of the purpose of the meeting which will be to consider the evidence available, including the student's perspective of these concerns, and to reach an appropriate decision/action plan or other 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 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 Team, 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 of residence).
- 7.3.10. If an interruption is agreed, Student Administration and the Resolutions Team 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 Team, with the Panel's recommendation that the student concerned be

interrupted or withdrawn from their studies. Should the Chief Operating Officer be conflicted through involvement in the matter concerned or be unavailable, the report should be submitted to the UCFB Board of Directors by the Resolutions Team. The response to this report initiates the Students' Appeal Process.

7.4. Appeals

- 7.4.1. Students can appeal the decision within ten working days of the date of the letter detailing the Fitness to Study Panel's decision. Students can appeal by contacting the Resolutions Team via Resolutions@ucfb.ac.uk detailing the reasons for the appeal.
- 7.4.2. The Resolutions Team 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 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 Team 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 Team 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 Team, or nominee, require further clarification on the case and/or the outcome recommended by the Panel, a request can be issued to the Resolutions Team 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 Team will produce a report of the further outcome meeting which will be submitted to the Chief Operating Officer, or nominee, within ten working days from the date of the request. This report will then be considered alongside the initial outcome details prior to reaching an outcome of the appeal.
- 7.4.9. The Chief Operating Officer, or nominee, will determine the appeal. Potential outcomes of an Appeal include:
 - Dismiss the appeal (in whole or part) or,
 - Uphold the appeal (in whole or part) and:
 - Refer the matter back to an earlier stage of this procedure for reconsideration, e.g., if procedure had not been followed, a new panel may be formed.

- Refer the matter back to an earlier stage of this procedure for fresh consideration, e.g., if material new information or evidence was made available, or
- Impose an alternative sanction.

7.4.10. The student will be notified of the appeal outcome by the Resolutions Team within ten working days of the date of the letter informing them that the appeal was being considered, if applicable.

7.4.11. The decision of the Chief Operating Officer, or nominee, made regarding an appeal outcome will be final, and there shall be no further right of appeal.

7.4.12. Upon request, a Completion of Procedures letter may be issued to the student by the Resolutions Team within 28 days of the conclusion of the appeal. This conclusion will be one of the following:

- The student's appeal will not proceed.
- The student's appeal has not been upheld.
- The student's appeal has been wholly or partially upheld

7.5. Office of the Independent Adjudicator for Higher Education (OIA)

7.5.1. In the event that the student is not satisfied with the final outcome after the internal procedures have been completed, they may lodge a request for external review directly with the Office of the Independent Adjudicator for Higher Education (OIA).

7.5.2. Any request for review to the OIA must be submitted within 12 months of the Completion of Procedures letter being received by the student. The OIA will not usually review complaints which have not been considered by UCFB .

7.5.3. The Office of the Independent Adjudicator for Higher Education may be contacted via:

Tel: 0118-959-9813

Email: enquiries@oiahe.org

Website: www.oiahe.org.uk/students/

Postal address: Office of the Independent Adjudicator, Second Floor, Abbey Gate, 57-75 Kings Road, Reading. RG1 3AB

7.6. Return to Study

7.6.1. Return to study following an interruption is not automatic and will depend upon the student providing evidence that they are fit to study and that any conditions set have been met.

7.6.2. Students requesting a return to study after a leave of absence under the Fitness to Study policy should write to the Campus Dean at least two months before they wish to return.

7.6.3. Students requesting a return to study will be required to provide acceptable medical evidence, dated within two months of the proposed re-enrolment, date that supports the student's return to study. This should be from a recognised health professional who has the full background to the circumstances which led to the student's interruption.

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 in supporting the return.

- 7.6.5. The student will only be permitted to return if, after receiving professional advice, UCFB 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. The Fitness to Study Panel or Campus Dean, or nominee, has the right to request a second professional opinion if the evidence provided is not satisfactory or there are ongoing concerns about the student that seem to contradict the evidence provided. In these cases, the Fitness to Study Panel or Campus Dean, or nominee, may refer the student to an appropriate medical professional and UCFB will meet the cost of any assessment undertaken.
- 7.6.8. If the Fitness to Study Panel or Campus Dean, or nominee, is not satisfied that the evidence proves that the student is fit to study, or there are other mitigating factors, the Resolutions Team will write to the student to inform them that they will not be permitted to re-enrol at this stage.
- 7.6.9. Students not requesting a return to study via this procedure within two years of the decision date will be presumed withdrawn and their student record updated accordingly.

8 Related Policies and Procedures

- 8.1 This Policy/procedure relates to the following institutional regulations, policies or procedures:
- UCFB Disability Policy
 - UEL Non-Academic Misconduct Policy
 - Complaints
 - UCFB Safeguarding Under 18s and Adults At Risk Policy
 - UCFB Confidentiality Guidance
 - UCFB Fitness to Practise
 - UEL Student Code of Conduct
 - UCFB Sexual Violence and Misconduct
 - DBS policy for Applicants/Admissions Policy

9 Links to Support

- 9.1 Student Support Team – studentsupport@ucfb.ac.uk
- 9.2 Student Assistance Programme:

UCFB students have access to a Student Assistance Programme (SAP) which offers 24/7/365 free and confidential counselling through telephone and/or video as well as chat-messaging support, with no appointment necessary. You can reach out anytime via the app, or by calling free on **0800 464 3426**.



Get the support you need with the **Student Support app**.

Connect with us 24/7 for free, confidential mental health and wellbeing support. Call. Chat. Anytime. Anywhere.



10 Annexes

10.1 Annex A – Precautionary Measures Risk Report

10.2 Annex B – Stage 1 – Action Plan

10.3 Annex C – Fitness to Study Panel Membership

Annex A

Precautionary Measures Risk Report

Date of Assessment	
Student Name	
Student ID	
Reason for assessment (Incident details/cause for concern)	
Considerations	
Precautionary measures (if any) (details of how this decision was reached)	
These measures will be reviewed by [name and role] every [timeframe].	
Assessment Completed by	[Name and role]
Report Submitted to:	Date:

Annex B

Stage 1 - Action Plan

This Action Plan details the work [insert student name and student ID] is required to do, the behavioural expectations for [insert student name], the details of the support available to [insert student name] to help them achieve their actions. The Action Plan provides clear indicators and a timeline of how we will assess what progress has been achieved.

Action	Evaluation Indicators	Support Required
<p><i>Example Actions</i></p> <p>:</p> <p><i>[Complete Semester one modules: XX4038 XX4123 XX4041]</i></p> <p><i>To continue your studies, you are required to pass all the assignments noted above</i></p>	<p><i>Example Indicators:</i></p> <p><i>[Work submitted on time and an expected standard]</i></p>	<p><i>Example support points:</i></p> <ul style="list-style-type: none"> • <i>Student to meet with Module/Course Leader</i> • <i>Student to contact module leaders through booked tutorials if academic support required.</i> • <i>Meet regularly with your placement coordinator/ manager /supervisor</i> • <i>Engage with Library and academic support services</i>
<p><i>[Meet all the requirements of your placement]</i></p>	<p><i>[Placement coordinator will be submitting feedback weekly. Feedback must indicate positive engagement and behaviour]</i></p>	
<p><i>[Adhere to the UCFB Attendance and Engagement Policy]</i></p> <p><i>[Any agreed reasonable adjustments where illness/disability may impact attendance]</i></p>	<p><i>[Resume full attendance for all lectures and seminars]</i></p> <p><i>[Follow absence reporting process where attendance will be affected]</i></p>	<p><i>[Nominated academic contact details]</i></p> <p><i>[Absence reporting email]</i></p> <p><i>[learningsupport@ucfb.com for any reasonable adjustment discussions]</i></p>
<p><i>[Meaningfully engage in support available from Wellbeing Services]</i></p>	<p><i>[Meet with Student Support Advisor. NB. Engagement with the service may be reported on]</i></p>	<p><u>Studentsupport@ucfb.ac.uk</u></p>
<p><i>[Engage with the support offered by the Learning Support Team]</i></p>	<p><i>[Meet with Learning Support Advisor by XX/XX/XX]</i></p>	<p><u>Learningsupport@ucfb.com</u></p>
<p><i>Provide external mental health support details to UCFB Student Support Team and start/continue to engage in specialist treatment</i></p>		<p><u>Studentsupport@ucfb.ac.uk</u></p>

The action plan will be reviewed every [insert timeframe]

Reviews

Please document changes made during review meetings:

Review Date	Amendments / Additional Actions /	Reviewed By
XX/XX/XXXX	Example: [The student has met all targets and actions and is now being removed from stage 1 to be monitored as per the usual processes, ACTION: [Staff name] to store stage 1 Action Plan against student's record.]	<i>[staff name]</i>
		<i>[Please add more lines as required]</i>

Annex C

Fitness to Study Panel Membership

A Fitness to Study panel is quorate with 3 staff members.

The Fitness to Study Panel will be convened and chaired by the Campus Dean, or nominee).

The Chair is also responsible for liaising with the Resolutions Team in organising the administration involved in this process e.g., booking meeting rooms or virtual meeting taking minutes of the meeting, sending meeting invitations.

The Fitness to Study Panel may consist of the following members:

- Academic Senior Management Team.
- Members of the Executive Leadership Team (ELT).
- Academic staff in the relevant field.
- A member of the relevant Professional body.
- Dean / Director.
- Head of Student Support/Student Support Manager/Student Support Lead/Learning Support Lead.
- Heads of Departments
- Representatives from Academic Quality Team
- Any other relevant professional staff as identified by the Chair of the Fitness to Study Panel to enable the full consideration of the individual case e.g., Head of Facilities/Accommodation Manager/Security staff.

The Resolutions Team will act as Secretary to the Panel and is responsible for making the arrangements for the panel hearing and preparing a written record.

A copy of the notes from all Fitness to Study panel meetings and any subsequent letters sent to the student should be sent to the Head of Student Support to coordinate support, and the Resolutions Team will maintain a centralised record of all Fitness to Study cases across UCFB.