



UCFB*

Fitness to Study Policy and Procedure

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

1. Introduction

- 1.1. A student is considered fit to study when they are able, with or without reasonable adjustments, to engage appropriately and satisfactorily with the academic demands of their course and with student life at UCFB.
- 1.2. UCFB recognises that a student's health, wellbeing or personal circumstances may affect their ability to engage with study at different points in time. Such difficulties may be temporary, fluctuating or longer-term, and experiencing periods of distress does not in itself mean that a student is unfit to study.
- 1.3. UCFB will consider formal Fitness to Study action only where concerns are significant and ongoing, and where informal support measures are not sufficient or appropriate. Outcomes may include additional support, interruption of studies or in exceptional circumstances, withdrawal from UCFB.

2. Purpose

- 2.1. The purpose of this policy is to provide a supportive, fair and proportionate framework for responding where a student's health, wellbeing or disability (including mental health) may affect their ability to engage with study or participate safely and appropriately in the UCFB community.
- 2.2. UCFB recognises that students are responsible for their conduct and are expected to familiarise themselves with and adhere to relevant regulations, professional standards (where applicable), and conduct related policies. However, UCFB also recognises that at times a student's health or disability may impact their capacity to meet expected standards of behaviour or engagement.
- 2.3. In such circumstances, the policy seeks to ensure that concerns are considered holistically, with due regard to the student's wellbeing and personal circumstances. UCFB is committed to meeting its obligations under the Equality Act 2010, including the duty to make reasonable adjustments and to avoid discrimination arising from disability.
- 2.4. This policy promotes early engagement with the student and promotes collaborative problem-solving between UCFB and the student, with the aim of maintaining the student's engagement with their studies wherever safely possible.
- 2.5. This policy, and related procedure, provides staff with a clear, consistent and supportive process for identifying, assessing and responding to concerns about a student's fitness to study, ensuring that any actions taken are proportionate, evidence-based and focused on student welfare and academic success.

3. Scope

- 3.1. This Fitness to Study Policy and Procedure applies to all students registered on any UCFB course, including distance and distance with attendance courses. This policy may also, where appropriate, be applied to applicants who have accepted an offer to study at UCFB, particularly where concerns arise prior to enrolment that may affect engagement with study.
- 3.2. UCFB offers some courses that lead to eligibility for registration with regulated professional bodies. 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 UEL Fitness to Practise Policy and Procedure may be more appropriate.

- 3.3. This policy is complimentary to, but does not replace, any UCFB student conduct or disciplinary policies and procedures, the UEL Fitness to Practise Policy and Procedure or the UEL Student Code of Conduct. Concerns will be considered under the most appropriate framework, with the emphasis on support and wellbeing where health related factors are present.
- 3.4. Concerns that may be considered under this policy and procedure include circumstances where a student's health, wellbeing or disability (including mental health) may significantly affect:
 - The safety of the student;
 - Their ability to engage effectively with their own studies;
 - The learning, wellbeing or safety of other students;
 - Their capacity to engage appropriately with staff or the learning environment;
- 3.5. The presence of distress, disability or health difficulties alone does not constitute a Fitness to Study concern. This policy will be applied only where impacts are significant, persistent or escalating, and where supportive or informal measures are not sufficient or appropriate.

4. Policy

- 4.1. This Fitness to Study Policy and Procedure provides a structured and supportive framework for responding where a student's health, wellbeing or disability (including mental health) may be impacting their ability to engage effectively with their studies, the learning environment or the wider UCFB community..
- 4.2. For students enrolled on courses that lead directly or indirectly to professional qualification or registration, additional expectations may apply in line with the standards of the relevant profession or regulatory body. In such cases, this policy may operate alongside, or prior to, the UEL Fitness to Practise Policy where concerns relate primarily to a student's health or wellbeing rather than professional misconduct.
- 4.3. Fitness to Study extends beyond academic performance alone and recognises the interconnected nature of the student experience. It includes a student's ability to engage with learning, to manage the demands of student life and to interact appropriately and safely with others within the UCFB community.
- 4.4. UCFB is committed to supporting students to succeed and offers a range of professional support services. Students are encouraged to access appropriate support at the earliest opportunity, and staff will seek to facilitate engagement with support in a compassionate and non-judgemental manner.
- 4.5. The Fitness to Study process has two stages:
 - 4.5.1. **Informal Support Stage**

The initial response to concerns will normally focus on early identification, discussion and collaborative problem-solving with the student. Where

students engage with support and agreed measures are effective in addressing concerns, no formal action under this policy will be required.

4.5.2. Formal Fitness to Study Review and Panel

Formal Fitness to Study procedures will be considered only where concerns are significant, persistent or escalating, and where informal support measures are not sufficient, appropriate or effective. Formal review is intended to be a protective and supportive process, aimed at safeguarding the wellbeing of the student and others and enabling continued engagement with study wherever safely possible

- 4.6. Where there is evidence of serious or immediate risk, UCFB may put precautionary measures in place as a temporary and proportionate response, pending further assessment. Any such measures will be regularly reviewed and clearly communicated to the student.

5. Principles

- 5.1. The core principles of this policy and procedure are that the process is accessible, transparent, proportionate, timely, fair and supportive, and that it contributes positively to the wellbeing of individual students and the wider student experience.
- 5.2. This policy is intended as a supportive framework to enable students to access appropriate help, reasonable adjustments and support so that they may engage productively and safely in their academic studies.
- 5.3. Students should be informed promptly and sensitively of any emerging concerns about their engagement or behaviour, reminded of their responsibilities and supported to access appropriate academic and wellbeing services. Depending on the nature of the concerns, every effort should be made to resolve issues informally and at a local level, for example through academic support, Student Support services or accommodation provider procedures.
- 5.4. UCFB is committed to supporting students' health and wellbeing throughout their period of study. This includes taking proportionate steps to support students to engage effectively with their course while safeguarding their own wellbeing and that of others.
- 5.5. UCFB has a responsibility to safeguard the welfare and safety of all students and staff. The impact on others will be considered alongside the health, wellbeing and circumstances of the student whose engagement or behaviour has given rise to concern.
- 5.6. This policy and procedure seeks to empower students to take responsibility for their learning and behaviour within a collaborative, supportive process. However, there may be circumstances in which a student's health or mental capacity is significantly impaired and they are temporarily unable to make fully informed decisions regarding their best interests. In such circumstances, a Fitness to Study Panel may be convened to consider appropriate protective and supportive actions.
- 5.7. Where significant concerns have been identified, a student will be informed about those concerns and given a fair opportunity to respond.

- 5.8. A student being supported under this policy and procedure is entitled to be accompanied at any formal Fitness to Study meetings by a friend, family member or member of the Student Support Team. The accompanying person cannot be a professional legal representative nor can they act in a legal or adversarial capacity. Students are encouraged to seek advice and representation from the Student Support Team or the UEL Students' Union.
- 5.9. Any measures or outcomes applied under this policy and procedure will be reasonable, proportionate and consistent with standards applied across UCFB.
- 5.10. A student has the right to appeal decisions made under this policy.
- 5.11. A student's conduct may also fall within the scope of other UCFB or UEL policies and procedures, including (but not limited to) the Student Code of Conduct, Non-Academic Misconduct Policy, Harassment and Sexual Misconduct Policy, or UEL Fitness to Practise procedures. UCFB will determine on a case by case basis the most appropriate process to apply, having due regard to fairness to the student, the purpose and scope of relevant policies, and any obligations to professional bodies. This decision will be taken by the Dean of Education and Student Experience in consultation with relevant senior colleagues.

6. Definitions

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

Suspension - refers to a UCFB-imposed halt on a student's record, disabling them to continue with their academic studies for a specified amount of time.

Exclusion - refers to a temporary restriction on a student's access to specified UCFB premises, facilities or activities, applied only where necessary to manage identified risk.

Interruption - refers to taking a complete break from study for an agreed period of time.

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.

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 put temporary precautionary measures in place to manage risk and safeguard the wellbeing of the student concerned and/or others. Any such action is precautionary and protective and does not imply a determination of fitness to study nor pre-judge or influence the outcome of any other disciplinary outcome.
- 7.1.2. The Dean of Education and Student Experience, or nominee, will make the decision on whether to apply precautionary measures. They will undertake a risk report (Annex 1) before a decision is made. If there is a reasonable belief 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 in 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. A full or partial suspension may be put in place where appropriate.
 - Exclude the student. 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 Dean of Education and Student Experience, 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 Dean of Education and Student Experience, 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 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. Stage 1 - Informal Stage

- 7.2.1. Where emerging concerns about a student's fitness to study have not been resolved through early intervention, the informal stage may be initiated by the Academic Team. This stage may also be initiated by Professional Services (for example Student Support) where concerns relating to a student's engagement, behaviour or difficulties associated with health or disability are identified outside of the Academic environment.
- 7.2.2. Normally, this informal stage will follow attempts to resolve concerns at a local level. However, there may be occasions where it is appropriate for the Informal Fitness to Study stage to commence immediately in order to address significant concerns or safeguard the wellbeing or safety of the student, other students and/or staff. Where there are serious and immediate safety concerns, precautionary measures may be considered in accordance with Section 7.1 of this policy.

- 7.2.3. Where a student has been subject to disciplinary action (for example, exclusion from class, or suspension) as a result of inappropriate behaviour and is referred to this procedure to explore whether the behaviour may relate to a health (including mental health) or disability issue, UCFB reserves the right to refer the student back to the relevant misconduct procedures where it is not possible to establish a health or disability related basis for the behaviour.
- 7.2.4. The purpose of the Informal Fitness to Study stage is to develop a supportive Action Plan (Annex B) to assist the student in addressing the identified concerns. The action plan should normally be a collaborative agreement between the student, the Academic Team and relevant Professional Services.
- 7.2.5. The Informal Stage will usually be initiated by the Academic Team, with support from Student Support services, although there may be occasions where this occurs in reverse. A preparatory discussion between relevant staff should take place to identify the concerns, consider any known health or disability related factors, and draft an Action Plan aimed at supporting improved engagement and wellbeing. The draft Action Plan will then be shared with the student for comment.
- 7.2.6. The staff member initiating the Informal Stage is responsible for drafting the action plan and arranging the Fitness to Study Informal Stage meeting with the student. The student should be given at least five working days' notice prior to any meeting and informed that they may be accompanied by a friend or family member (not acting as a legal representative) or a member of the Student Support Team. The student should be reassured that the meeting is supportive in nature and focused on agreeing actions and support rather than imposing sanctions.
- 7.2.7. The meeting should address concerns clearly and constructively and seek to agree the following:
- clarification of the areas of concern
 - identification of any existing support, treatment or care arrangements
 - agreement regarding future engagement or behaviour
 - identification of any additional support required and allocation of responsibilities between the student and UCFB
 - clear timescales, monitoring arrangements and (where relevant) submission mechanisms for academic work
 - a review date to assess progress against the Action Plan.
- 7.2.8. The Academic Team is responsible for ensuring that the meeting and Action Plan are recorded appropriately and that the At Risk Team is updated so that accurate records are maintained.
- 7.2.9. Where the meeting is convened by Student Support services, the Accommodation Team or other professional services, a written summary of the outcomes and agreed actions will be shared with the relevant Academic staff and any colleagues responsible for implementing actions arising from the meeting.

- 7.2.10. The student will be provided with written confirmation of the meeting outcomes including any agreed actions, timescales and monitoring arrangements within five working days of the meeting.
- 7.2.11. Where interruption of studies is agreed as the appropriate course of action, the Course Leader (or relevant Academic staff member) will notify Student Administration and the Resolutions Team in writing as soon as possible, and no later than ten working days after the meeting, to ensure the interruption is implemented.
- 7.2.12. Where interruption is recommended but the student chooses not to interrupt their studies, this decision should be clearly documented. Any subsequent Fitness to Study concerns will be considered 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 successfully meets the agreed criteria within the specified timescales, they will be discharged from the Action Plan and returned to normal student monitoring arrangements.
- 7.2.14. The Fitness to Study process may continue if a student does not attend the initial meeting or review meetings. Students who do not attend the initial meeting will be provided with the draft Action Plan in writing and encouraged to engage with the process. Continued lack of engagement may increase concerns regarding fitness to study and may result in escalation to Stage 2: Formal Review and Fitness to Study Panel.
- 7.2.15. Where a student does not meet the agreed criteria set out in the Action Plan, or where concerns persist or escalate, the case may be referred 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 involves the convening of a Fitness to Study Panel to consider a student's current capacity to continue engaging with their studies and the appropriate supportive or protective outcomes.
- 7.3.2. Normally, a Formal Review and Fitness to Study Panel will only be convened where local or Informal Stage actions have not resulted in sufficient improvement or where concerns remain unresolved. However, this stage may be invoked without recourse to earlier stages where there are significant or immediate concerns relating to the student's health, wellbeing or safety, or the safety of others. A referral to Stage 2 may be made where one or more of the following apply:
- precautionary measures have been applied due to concerns related to a student's health, wellbeing or disability
 - there is serious and immediate concern for the student's wellbeing and/or significant concern regarding the safety of others
 - the student has not met the agreed criteria set out in the Informal Stage Action Plan
 - significant concerns have emerged that have not previously been addressed and which raise immediate risks to health, safety or wellbeing

- the student's health or wellbeing is significantly affecting their ability to live independently or to engage appropriately as a member of the UCFB community
- there has been an unexpected deterioration in a long-term health condition or disability which raises immediate concerns for the student's wellbeing or safety
- concerns arise in relation to non-engagement with agreed treatment or support arrangements that result in immediate wellbeing or safety concerns.

7.3.3. The Dean of Education and Student Experience, 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.

7.3.4. The Fitness to Study Panel will consider all relevant information and will:

- work with the student, the Academic Team, Student Support services and, where appropriate, external agencies to obtain up-to-date medical, disability or wellbeing information and to explore available support options;
- consider the student's willingness and capacity to engage with identified support and whether this is likely to enable continued engagement with study and student life;
- ensure that the student's views and perspective are heard and appropriately considered;
- consider the impact of the situation on other students and staff where relevant;
- determine appropriate actions and identify the relevant policy or procedure under which these actions should be taken;
- review any precautionary measures and associated risk assessments and amend them as appropriate;
- make proportionate decisions on behalf of UCFB regarding the student's current fitness to study;
- where an interruption of studies is agreed, specify any evidence that will be required to support a future return to study.

7.3.5. The student will be given at least five working days' notice of the Fitness to Study Panel meeting.

7.3.6. 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.

7.3.7. The student will be provided with copies of relevant documentation to be considered by the Panel and invited to submit any additional information they wish the Panel to consider no later than two working days before the meeting. If the student does not attend, the Panel may proceed in their absence.

7.3.8. The student may be accompanied at the meeting by a friend or family member (not acting as a legal representative) or a member of the Student Support Team. Students may also be accompanied by a support worker where required. The student should notify the Chair of the Panel at least two working

days in advance of the meeting of the identity of any companion(s). The Chair retains discretion regarding attendance where necessary to ensure the effective conduct of the meeting.

- 7.3.9. In exceptional circumstances, UCFB reserves the right to convene a Fitness to Study Panel meeting without the student present, where this is considered necessary and appropriate.
- 7.3.10. 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 Panel's decision, the reasons for it, and any agreed actions, including timescales and monitoring arrangements.
- 7.3.11. Relevant outcomes will be communicated by the Chair to the student's Academic Team, Academic Quality Team and any other relevant Professional Services (for example, the Accommodation Team where applicable).
- 7.3.12. Where interruption of studies is agreed, Student Administration and the Resolutions Team will update the student's record and note that the student will only be permitted to return to study in accordance with the Return to Study Process detailed within Section 7.6 of this policy.
- 7.3.13. In ongoing cases or complex cases, the Fitness to Study Panel may delegate responsibility to a senior staff member to monitor progress and report back to the Panel as required.
- 7.3.14. Where the Panel determines that the student is currently unfit to study, the Resolutions Team will submit a report to the Chief Operating Officer, including the Panel's recommendation regarding interruption or withdrawal. Where the Chief Operating Officer is unavailable or has a conflict of interest, the report will be submitted to the UCFB Board of Directors.
- 7.3.15. The response to this report constitutes a final institutional decision on the student's status under the Fitness to Study process. As such, it represents the point at which the student is formally notified of a decision that has a material impact on their studies and therefore triggers the student's right to appeal in accordance with the Students' Appeal Process.

7.4. Appeals

- 7.4.1. Students may appeal the outcome of the Fitness to Study process within ten working days of the date of the letter confirming the Fitness to Study Panel's decision. Appeals should be submitted in writing to the Resolutions Team at Resolutions@ucfb.ac.uk, detailing the reasons for the appeal.
- 7.4.2. The Resolutions Team will review the appeal submission and determine whether there are valid grounds for the appeal 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 policy.
 - The decision was unreasonable and/or the outcome was disproportionate.
 - The student has new material information or evidence which was not reasonably available at the time of the original decision.

- 7.4.4. Pending the outcome of the appeal, the decision of the Fitness to Study Panel will normally remain in force.
- 7.4.5. The student will be notified by the Resolutions Team within five working days of receipt of their appeal being received whether there are valid grounds to proceed, or not.
- 7.4.6. Where valid grounds are identified, the Resolutions Team may invite the student to submit an evidence-based proposal for further consideration, where appropriate. All appeal documentation will be submitted to the Chief Operating Officer, or nominee, who will determine the outcome of the appeal.
- 7.4.7. Where the Chief Operating Officer, or nominee, requires further clarification regarding the Panel's decision or rationale, the Resolutions Team may be asked to convene a further meeting with the Fitness to Study Panel to provide clarification. The Resolutions Team will prepare a written report of this meeting and submit it to the Chief Operating Officer, or nominee, within ten working days of the request.
- 7.4.8. The Chief Operating Officer, or nominee, will determine the appeal. Possible outcomes include:
- 1) dismissal of the appeal (in whole or in part)
 - 2) upholding the appeal (in whole or in part), which may include:
 - I. referral of the matter back to an earlier stage of this procedure for reconsideration (for example, where procedural irregularity is identified);
 - II. referral of the matter back for fresh consideration in light of new material evidence; or
 - III. the imposition of an alternative outcome.
- 7.4.9. 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.
- 7.4.10. The decision of the Chief Operating Officer, or nominee, made regarding an appeal outcome will be final, and concludes UCFB's internal procedures.
- 7.4.11. Upon request, a Completion of Procedures letter may be issued to the student by the Resolutions Team within 20 working days of the conclusion of the appeal. This conclusion will confirm one of the following:
- The appeal did not proceed.
 - The appeal was not upheld.
 - The appeal was wholly or partially upheld.

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

- 7.5.1. If a student remains dissatisfied with the outcome after UCFB's internal procedures have been completed, they may request an independent review by the Office of the Independent Adjudicator for Higher Education (OIA).

7.5.2. A request for review must be submitted to the OIA within twelve months of the date of the Completion of Procedures letter issued by UCFB. The OIA will not normally consider complaints that have not first been considered through UCFB's internal procedures.

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. Returning to study following an interruption under the Fitness to Study policy is not automatic. It is a supported and collaborative process and will depend on whether sufficient assurance and evidence can be provided that a safe and sustainable return to study is appropriate and that any agreed conditions have been met.

7.6.2. Students requesting a return to study following a leave of absence under the Fitness to Study policy should write to the Dean of Education and Student Experience via Resolutions@ucfb.ac.uk at least two months before they wish to return.

7.6.3. As part of the return to study process, students will normally be required to provide relevant and appropriate medical or wellbeing evidence which supports their readiness to return, dated within two months of the proposed re-enrolment date. 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 will also be required to attend a return to study meeting with the Academic Team and relevant Student Support services. The purpose of this meeting is to provide a supportive Return to Study Action Plan, which will outline reasonable adjustments, ongoing support arrangements and the respective responsibilities of the student and UCFB to support a successful return.

7.6.5. A student will be permitted to return to study only where, having considered the available evidence and professional advice, UCFB is satisfied that the student is able to engage with their studies safely and effectively and to comply with any agreed conditions.

7.6.6. The decision to approve a return to study will be made either by a Fitness to Study Panel, where a panel has been previously convened to consider the case, or the Dean of Education and Student Experience, or nominee. They will consult relevant colleagues within the Student Support Team and the Academic Team as appropriate.

- 7.6.7. Where the evidence provided is inconclusive or where there remain unresolved concerns, the Fitness to Study Panel or Dean of Education and Student Experience, or nominee, may request a second professional opinion. In such circumstances, the Fitness to Study Panel or Dean of Education and Student Experience, or nominee, may refer the student to an appropriate medical professional and UCFB will meet the cost of any assessment undertaken.
- 7.6.8. Where UCFB is not satisfied that sufficient assurance has been provided to support a return to study at that time, the Resolutions Team will write to the student to explain the decision and the reasons for it, and to outline when and how a further request to return to study may be considered, where appropriate.
- 7.6.9. Students who do not request a return to study through this procedure within two years of the original interruption decision will be normally be presumed withdrawn, and their student record updated accordingly.

8. Related Policies and Procedures

- 8.1. This policy should be read in conjunction with UCFB's broader policies and procedures. All current and approved policies are published on [UCFB's Policies and Documentation webpage](#). Staff are responsible for ensuring they refer to the most up-to-date versions available on this page.

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 243 458**.



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

Student Name:

Student ID:

Course / Level:

Date Action Plan Agreed:

Review Period:

This Action Plan is a supportive agreement designed to help [student name] address identified concerns and continue engaging with their studies where possible. It outlines agreed actions, available support, and how progress will be reviewed. The plan is intended to be collaborative, proportionate and responsive to changing circumstances.

Agreed Actions	Indicators of Progress	Support and adjustments
<i>Example Actions</i> : [Complete Semester one modules: XX4038 XX4123 XX4041] To continue your studies, you are required to pass all the assignments noted above	<i>Example Indicators:</i> [Work submitted by agreed deadlines] [Work meets expected academic standard]	• <i>Example support points:</i> • <i>Regular check-ins with Module/Course Leader on a [weekly/fortnightly] basis</i> • <i>Student to contact module leaders through booked tutorials if academic support required.</i> • <i>Discuss any extension or mitigating circumstances options.</i> • <i>Meet regularly with your placement coordinator/ manager /supervisor</i> • <i>Engage with Library and academic support services</i>
[Meet all the requirements of your placement]	[Placement coordinator will be submitting feedback weekly. Feedback must indicate positive engagement and behaviour]	
[Adhere to the UCFB Attendance and Engagement Policy] [Any agreed reasonable adjustments where illness/disability/circumstances may	[Resume full attendance for all lectures and seminars] [Follow absence reporting process where attendance will be affected]	[Nominated academic contact details] [Absence reporting email] [learningsupport@ucfb.ac.uk for any reasonable adjustment discussions]

<i>impact attendance]</i>		
<i>[Meaningfully engage in support available from Wellbeing Services]</i>	<i>[Meet with Student Support Advisor. NB. Engagement with the service may be reported on]</i>	Studentsupport@ucfb.ac.uk
<i>[Engage with the support offered by the Learning Support Team]</i>	<i>[Meet with Learning Support Advisor by XX/XX/XX]</i>	Learningsupport@ucfb.ac.uk
<i>Provide external mental health support details to UCFB Student Support Team and start/continue to engage in specialist treatment</i>		Studentsupport@ucfb.ac.uk

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 Dean of Education and Student Experience, 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 meetings, 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.
- 8.1.1. Head of Student Support/Student Support Manager/Student Support & Inclusion 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.