



## **FITNESS TO STUDY PROCEDURE**

### **Use of the procedure:**

If there is a concern that a student's behaviour or health are disrupting their own studies or the studies of others, or results in unreasonable demands being placed on staff or other students, the Fitness to Study Procedure below will be followed. The procedure will only be used in cases where a student's behaviour or disruption is perceived to be of a serious or potentially serious nature.

Examples of circumstances where a student's fitness to study may be brought into question (but not restricted to) are:

- Serious concerns about a student emerge from a third party (e.g. friend, other student, tutor, placement provider) which indicates there is a need to address their fitness to study.
- The student has told a member of ICE that they have a problem and/or provided information which indicates a need to address their fitness to study.
- The student's disposition is such that it indicates that there may be a need to address an underlying problem.
- Behaviour, that would otherwise be dealt with as a disciplinary matter, but may be the result of an underlying physical or mental health problem.
- The student's academic performance or persistent behaviour is not acceptable and this is thought to be the result of an underlying physical or mental health problem.

### **Emergency situations:**

The Fitness to Study procedure should not distract from emergency actions to be used in acute or dangerous situations where a student's behaviour presents an immediate risk to themselves or others.

In these cases, the Emergency Services should be contacted by dialling 999. If a situation occurs at Madingley Hall, the Hall Duty Manager should be contacted by calling 31714 (from an internal line) or via 01223 746222 (external line). If teaching is at an off-site venue then site security there should be called, if available.

Following any emergency situation, the Director of Academic Centres, the Assistant Director of Academic Centres: Student Experience and the Head of Academic Centre Administration should be notified of the incident and action taken to ensure a coordinated response to any current or potential future causes for concern.

### **Suspension:**

At any point during the Fitness to Study procedure we may need to consider suspending a student where there are serious concerns about the safety and wellbeing of the student, other students and members of staff, or serious disruption to business.

### **Fitness to Study procedure:**

If academic or support staff have concerns about a student's fitness to study, they should discuss this, in the first instance, with the Assistant Director of Academic Centres: Student Experience (or delegated other). The full extent and context of the concerns will be discussed and a decision made on how to proceed.

It may be possible for a designated person, such as the Head of Academic Centre Administration or the Course Director, to resolve the matter informally. The designated person will contact the student to discuss and understand the student's circumstances and help to identify sources of academic and/or pastoral support. A written record of the discussion and main points will be kept on the student's file and a copy sent to the student.

The designated person will arrange a follow up meeting or phone-call with the student to review their progress and discuss the steps the student has taken to address the concerns. If the concerns have been addressed satisfactorily, this will be noted and no further action will be required, although the student will be reminded of the support which is available to them.

If there are still concerns, further meetings will be scheduled to continue to monitor progress and help ensure that continued support is provided. Other members of ICE staff may be invited to these meetings if considered appropriate, for example the Head of Academic Centre Administration, the Course Director or the Assistant Director of Academic Centres: Student Experience. Due to the supportive nature of the meeting the student may be accompanied by a friend or family member or another member of staff. This does not include legal representation.

All meetings will be formally recorded in writing and a copy of the minutes sent to the student.

### **Referral to the University Fitness to Study Procedure:**

If the procedure above is not successful in satisfactorily solving concerns about a student's fitness to study, for example because of the severity of the problem and/or due to the student's lack of engagement with the process, or in exceptional circumstances where it is not considered appropriate for ICE's processes to be pursued first, the case may be referred to the University's Registry to be reviewed by a Fitness to Study Panel.

In these cases, the Assistant Director of Academic Centres: Student Experience or the Director of Continuing Education will write to the Registry setting out the grounds for concern about the student's fitness to study.

The University's Fitness to Study procedure and guidance can be found on the Office of Student Conduct, Complaints and Appeals website at: [www.studentcomplaints.admin.cam.ac.uk/fitness-study-0](http://www.studentcomplaints.admin.cam.ac.uk/fitness-study-0).