

FITNESS TO STUDY POLICY AND PROCEDURES

FITNESS TO STUDY PANEL: TERMS OF REFERENCE

MEMBERSHIP:

Director or Deputy Director for the Student Experience or nominee (chair)

1) Introduction and Definitions

a) We should provide:

- i) focussed, appropriate and bounded support to all students including reasonable adjustments where required

b) The decision to convene a Panel

This will usually be made at a cause for concern meeting. However, where there appears to be urgency, the Director for the Student Experience, their Deputy or nominee can convene a Panel.

c) Panel membership

vii) The student can submit an appeal to the Provost

A student who has been on TWD is at higher risk of non-engagement than one who has not.

- i) Flag on record to indicate that there should be a lower threshold for concerns relating to attendance and other forms of engagement
- ii) Invite to contact SSU/SLC if not covered in b) ii) above

6) Fitness to Study abroad or on placement

Currently we have no protocols for identifying students who are unlikely to manage placements abroad or in employment at the present time other than self-declaration. A procedure to reduce risk to the student, Sussex or our partners is being developed. Such cases to be considered by Fitness to Study Panel.

7) Regulation

a. Current Regulation:

- i. Fitness to Study procedures also apply to students wishing to study abroad and to those going on placements.
- ii. Right of Appeal - A student who is required to withdraw/temporarily withdraw (or an applicant whose place is withdrawn/deferred) on fitness to study grounds shall have the right to appeal to the Deputy Vice Chancellor in writing within 7 working days of the decision being communicated to the student's address, including their email address, as recorded on their student record. The grounds for appeal must be that there has been procedural irregularity or other inadequacy in the process by which the withdrawal/temporary withdrawal has been required.
- iii. Where a student or applicant lodges an appeal, they must not attend between the date of the notice in BEMC /LB/teme

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- 7 Threat to the emotional wellbeing of university community or communal living environment..

4. SUPPORT / ACTION PLAN

HI	PRECAUTIONARY MEASURES TO BE IMPLEMENTED (INCLUDING ANTICIPATED EFFECTIVENESS AND IMPACT)	By
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TIMESCALES FOR FITNESS TO STUDY PROCEDURES

DAY	ACTION/ACTIVITY	NOTES
0	DECISION TO CONVENE PANEL	
+ max 10 working days	DATE OF PANEL MEETING	
+ 2 working days	STUDENT INVITED TO A MEETING WITH 2 MEMBERS OF STAFF PRIOR TO PANEL.	Where a student is too unwell to attend a meeting, staff will seek advice from hospital, medical/clinical personnel caring for them.
Prior to Panel	Student asked for consent to share information at meeting.	If no consent but level of risk warrants it, information might be shared without consent – dependent on professional codes etc.
Prior to Panel	Student may submit written statement.	
Panel	Student may be invited to attend part of the meeting. A UOS friend or staff member may accompany them. Panel may recommend to PVC that student is not fit to study.	In some cases student may not wish to attend, may not be well enough to engage appropriately.
Panel + 2 working days	PVC responds. Student is notified by email and by letter. If not fit to study, attendance/engagement must cease. ⁵	
Letter + 7 working days	Student may appeal to DVC within 5 working days of PVC decision.	
Letter + 12 working days	DVC will make decision on appeal.	