

Fitness to Study Policy and Procedures
New College

The purpose of this document

- 1.1 This document is based on a statement of good practice¹ to provide a framework in cases where it becomes necessary to suspend a student due to their inability to undertake their course of study. This document describes procedures that are designed to provide a fair process for dealing with that impact. They are separate from and should not be confused with academic discipline or other discipline. The policy is based upon a statement of good practice¹.

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- (i) the reasonable academic requirements of the course of study or programme;
and
- (ii) the reasonable social and behavioural requirements of a student (whether resident in college or not) without their physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare

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- 3.3 It is envisaged that these procedures will need to be used only where University and college support for health and welfare and for academic studies, including adjustments required by law, are insufficient to prevent a fitness to study question from arising or continuing. Student health and welfare matters, including disability, will normally be dealt with satisfactorily via

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5.3 The three-stage process does not have to progress in sequence and is not intended to be prescriptive. It may be accelerated according to (a) the seriousness of the concerns or (b) the and/or health and welfare.

5.4

and measurable objectives accompanied by a timetable for delivery and the identification of responsibilities where appropriate. In each case these will be provided in a written form. The

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considered at the meeting, and for the student to be asked to provide, in reasonable time, any documentation they may wish to be considered.

- 7.6 In more complex cases, it may be helpful for the responsible person or the chair of the Case Review Meeting to convene a preliminary meeting with the student to discuss the procedure. At the preliminary meeting, the responsible person or the chair of the Case Review Meeting, the identity, definition and description of the fitness to study concerns and the information requirements that there might be to help resolve the concerns.
- 7.7 The student may be accompanied at any meeting by a member of the Oxford SU Student Advice Service, a fellow student, or another supporter or advisor including those who are able to support students with a disability. The student should notify the responsible person at least

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or

- to recommend that

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Panel at fts@admin.ox.ac.uk

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- 9.3 When a student indicates to New College that they wish to resume their studies after a period of suspension of student status, it may be necessary for the student to be offered support to make an application to return to study. New College will assist the student in their application and ensure that they have sought appropriate advice from any appropriate specialist or professional practitioner and/or from Student Welfare and Support Services.
- 9.4 A return to study decision will normally involve a further informal meeting with the student or a formal Case Review Meeting to which the student is invited. In each case, the responsible person will ensure that a procedure is followed that is appropriate to the circumstances having regard to this Guidance and the procedure that was used to help resolve the fitness to study concerns that existed.
- 9.5 It is the responsibility of New College to satisfy itself that the conditions necessary for resumption have been met by seeking advice from any specialist or professional practitioner who was involved in the fitness to study procedures and from Student Welfare and Support Services where that is appropriate. The college may request the student to provide evidence from an appropriate specialist or professional practitioner or confirmation of their health or welfare and ability to resume their course of study and to sustain that resumption. This is likely to be from the specialist or professional practitioner who has provided support or treatment for the student during suspension. The college has the right to seek a second opinion. The college may require both medical and other evidence relating to the fitness to study concern in order to decide that it is appropriate for the student to return to study and/or that the relevant conditions have been met or can be maintained. Medical fitness is not necessarily the same as an overall conclusion that a student is fit to study. The relevant

- and what the options are for the student and the best option in all the circumstances of the case;
- the availability of continuing support for the student including from Student Welfare and Support Services.

9.9 The Plan will ordinarily address and include:

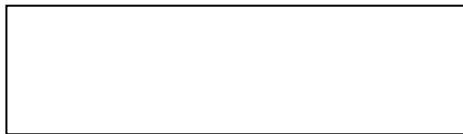
- the specific study-related support needs of the student in returning to education;
- the support which is reasonably required in the short term;
- the involvement of and liaison with external agencies;
- any longer-term support or adjustments that are reasonably required and any conditions that might or will apply;
- a risk management plan that takes account of the experiences that led to the student initially suspending from their course.

Fitness to Study Guidance for Colleges (undergraduates)

Appendix

Plain Language Flowchart

STAGE 1: Initial Action and Informal Meeting



STAGE 2: Formal Case Review Meeting

Before the meeting:

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During the meeting:

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After the meeting:

Within 7 working days from the date of the meeting: student to receive in writing the recommendations of the Case Review Meeting and a concise record of the meeting.

A copy of this documentation will be kept on the student's personal file, and consideration should be given regarding sending to the student's department/faculty.

If the student decides not to follow the agreed action plan, or where the student does not accept a recommendation from the Case Review Meeting: the college to inform the student that the responsible person will consider referring the matter to the college

STAGE 3 - College Fitness to Study Decision Making Panel and the University Fitness to Study Panel

If the FtS concerns are not resolved after stage 1 and 2 the case will be referred to a college Decision Making Panel. If the college considers that the seriousness of a case makes referral to a panel appropriate without going through the two earlier stages of the procedures, then a referral to stage 3 should be made, including where an immediate suspension is necessary and the student does not agree.

In circumstances where a college does not have a Decision Making Panel, the case should be referred to the University Fitness to Study Panel.