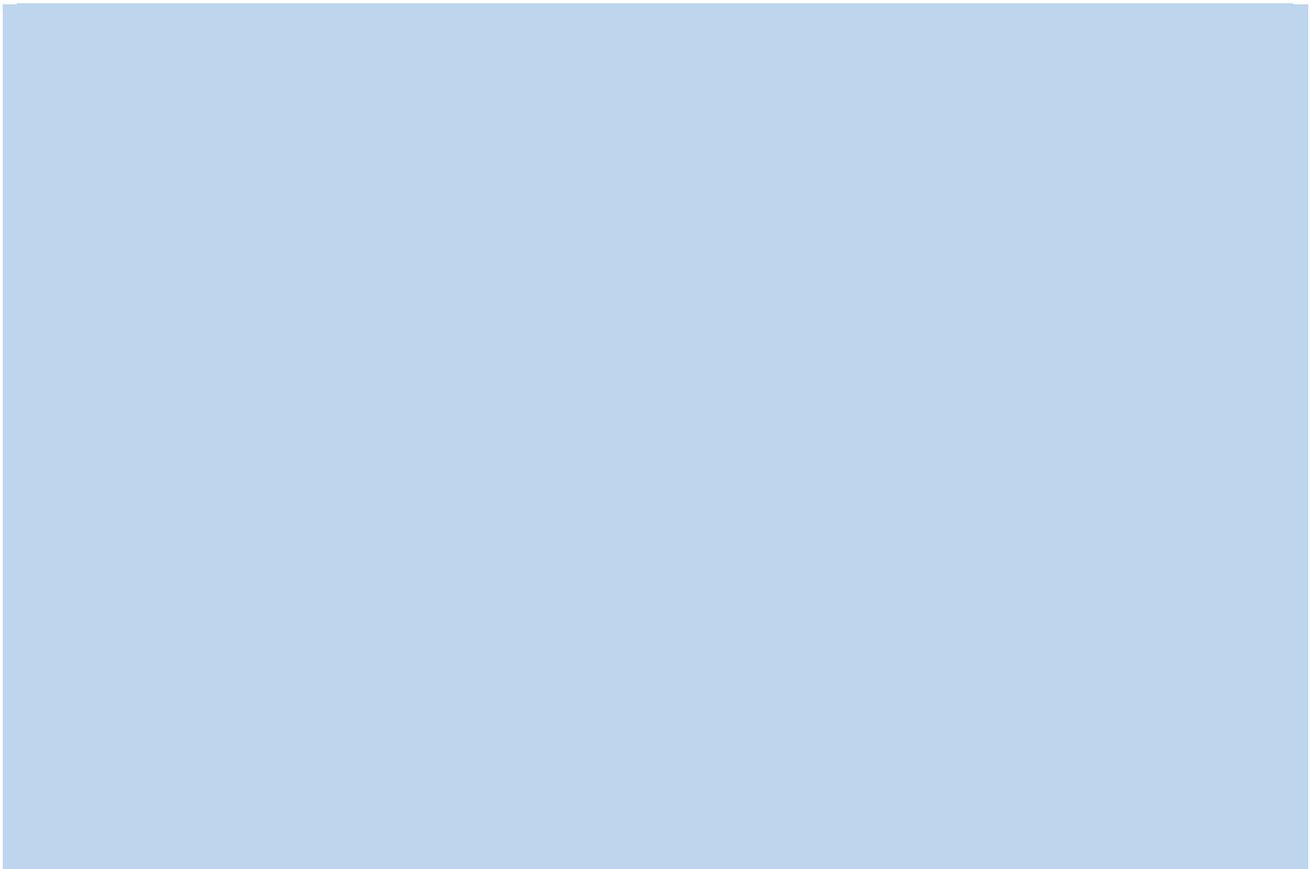




Higher Education Fitness to Study Policy



Document change control

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V1	New	Jan 2020	

Monitoring and review

This policy will be reviewed by the Academic Board at least every 2 years.

Related Polices/Procedures/Regulations

- Higher Education Student Appeals Policy
- Higher Education Work Based Learning/Placement Policy
- Higher Education Student Complaints Policy
- Higher Education Student Complaints Procedure
- Learning Support for Students with Disabilities and/or Learning Difficulties Policy
- Fitness to Practise Procedures

1. Introduction

- 1.1. Bradford College University Centre is committed to providing an enabling, inclusive environment that provides educational opportunities for all those who can benefit from being a student.
- 1.2. A positive approach to the management of physical and mental health/well-being is promoted in College so that students are able to access the education, services and opportunities available.
- 1.3. The College has duties under the Equality Act 2010 to make reasonable adjustments for students with protected characteristics to access education, services and opportunities at College. It also has a duty of care to students and staff to keep them safe.
- 1.4. Fitness to study relates to a student's capacity to participate fully and successfully in relation to their studies and College life.

- 1.5. A student's fitness to study may be of concern if the student's physical or mental well-being is compromised to the extent that they have long periods of absence or limited, difficult or challenging engagement with their chosen programme of study, their peers or staff.
- 1.6. The College offers a range of services to support students during their programme of study of study, for example:
 - 1.6.1. The Counselling Service
 - 1.6.2. Disability Services and Learning Support
 - 1.6.3. Student Services
 - 1.6.4. Well-being Advisors
 - 1.6.5. Learning Assistant support
- 1.7. Where circumstances occur that mean reasonable adjustments have proved insufficient then the Fitness to Study Procedure will be instigated. This Policy and its related Procedure will therefore provide a framework for staff to follow in circumstances where a student's academic performance or presenting behaviours that may challenge the student's ability to study, are the result of an impairment, chronic or acute health or mental health difficulty.

2. Purpose of the Policy

- 2.1. This Policy and its related procedure seek to:
 - 2.1.1. Provide guidance to staff in circumstances where it is not considered appropriate to apply other internal procedures such as the Fitness to Practise Policy or the Student Positive Behaviour Procedures
 - 2.1.2. Ensure a sensitive and co-ordinated approach to managing situations or behaviours that have become problematic
 - 2.1.3. Provide guidance to staff when a student's health, well-being and/or behaviours are having a negative impact on their studies and their ability to function at College
 - 2.1.4. Ensure the College has provided the student with appropriate, proportionate and reasonable adjustments
 - 2.1.5. Ensure the student has the opportunity to appeal the decisions made

3. Instances where the Policy should be Applied

- 3.1. Examples of where a student's behaviours, health or well-being pose concerns to the College are:
 - 3.1.1. A student poses a risk to their own health, safety and/or well-being and/or that of others because of an existing condition
 - 3.1.2. A student's behaviours are impacting negatively on the learning, teaching and/or experience of other students and are not otherwise covered by the Student Positive Behaviour Policy, or where unreasonable¹ demands are being placed on staff or students

¹Where the time and resource attributed to an individual student is viewed as disproportionate to the progress made and/or anticipated outcome.

- 3.1.3. A student is affected by a condition that requires long periods of absence and treatment
- 3.1.4. Where participation in an assessment or other programme of study related activity would jeopardise the long-term health and well-being of the student due to an existing medical condition

4. Scope of the Policy

- 4.1. This Policy applies to all HE and Higher Apprenticeship students and applicants.
- 4.2. However, the Policy does not relate to Fitness to Practise – certain professional programmes have Fitness to Practise procedures which operate outside the scope of this policy. Care should be taken when considering which policy to apply to ensure students who are not fit to study and not managed through the Fitness to Practise policy and procedure.
- 4.3. Furthermore, it is not appropriate to use the Fitness to Study policy and procedures for unforeseen events or medical conditions of a limited duration as outlined in the Mitigating Circumstances procedure. Nor should they be used in meetings with academic staff as part of the programme of study where renegotiation can take place on short term adjustments to the study and assessment schedule. Where extensions to deadlines for submission of assignments, or rescheduling of assessment opportunities can be managed for short term illness or other personal issues; these will continue to apply and should not become part of the Fitness to Study procedure.

5. Roles and Responsibilities

5.1. Students

- 5.1.1. Take personal responsibility for managing their health and well-being
- 5.1.2. Attend all meetings called to discuss their fitness to study
- 5.1.3. Meet the action points detailed in their Initial/Extended Action Plan
- 5.1.4. After any period of non-attendance, satisfactorily complete a mutually agreed probationary period

5.2. Well-being/Disability Services staff:

- 5.2.1. Meet with other staff and the student to discuss concerns about the student's health, well-being and ability to study. Complete the Initial Action Plan at stage 1, and provide information to the student about support available in College, including referral, where appropriate
- 5.2.2. Liaise with other staff regarding individual student's medical, health and well-being to provide information and support
- 5.2.3. Bring to the attention of the Assistant Principal Student Experience concerns about any student where concerns are continuing or the student has failed to comply with the agreed actions from the Initial Action Plan

5.3. Assistant Principal Student Experience:

- 5.3.1. Assume the lead on resolving Fitness to Study issues
- 5.3.2. Arrange review meetings with the student, staff and external agencies

- 5.3.3. Complete an Extended Action Plan at stage 2, and discuss options/decisions made with the student
- 5.3.4. Make joint decisions with the appropriate Programme Leader / Head of Department/ School concerning a student's fitness to resume studies after a period of required non-attendance

5.4. Programme Leader /Head of Department/School:

- 5.4.1. Attend meetings to discuss and share information regarding a student's fitness to study
- 5.4.2. Make joint decisions with the Assistant Principal Student Experience concerning a student's fitness to resume studies after a period of required non-attendance
- 5.4.3. Follow the Stage 3 process to advise College Executive where students are unfit to study and require a cessation of studies.

5.5. Executive:

- 5.5.1. In the case of an appeal being lodged, assign a reviewer to the case who will consider all aspects of the case for fitness to study and how it has been handled by the College
- 5.5.2. Ensure the findings of the review are communicated to the student within 15 working days

6. Monitoring

The Policy will be monitored by the College's Equality, Diversity and Inclusion Committee.