REGULATION 10
FITNESS TO STUDY

1. This Regulation should be read in conjunction with the Fitness to Study Policy and accompanying Guidance. The Guidance will highlight where this Regulation interacts with other City, University of London Policy, Regulation, and Professional Body requirements.

Definition of Fitness to Study

2. Cases which may be considered under this Regulation include those where a student’s physical illness, mental illness, general well-being, disability or general conduct (related to illness, on-going health condition or disability) interferes with a student’s ability to engage with their studies, other students, staff, City’s community or its partners; or, interferes with the activities or environment of other students, staff, City’s community or its partners. Examples of what could be considered under this Regulation include:
   i. Concerns regarding a student’s well-being in relation to a declared health condition, disability, substance abuse, or life circumstances;
   ii. Concerns regarding a student’s sudden or inexplicable unusual or bizarre behaviour;
   iii. Multiple concerns or sudden concerns regarding a student’s lack of engagement (eg. deterioration in attendance and/or academic performance) in their studies where the reason is not related to academic issues and no other explanation is apparent;
   iv. Where the student submits a significant number of extenuating circumstances claims over an extended period of time (see the Extenuating Circumstances Policy);
   v. The student displays behaviour which would normally be considered under City’s disciplinary regulation, but there are reasons to believe this may be due to an underlying issue related to the student’s well-being.

3. If a student is registered with City as having a disability, all relevant adjustments will be provided on the advice of student support services (eg. disability services, student health services, student counselling).

Use of this Regulation

4. This Regulation applies throughout a student’s registration in relation to their studies/research and to study/research activities undertaken elsewhere, including fieldwork and placements.

5. Appropriate and prompt action will be taken when concerns regarding a student’s well-being are identified to prevent the risk of cases becoming more complicated and difficult to manage. Where a staff member is unsure whether a concern should be considered under the Fitness to Study Policy, staff should seek advice from one or more of the various support services available within City. A detailed list of support services is included in the Guidance.

6. Any concerns regarding a student’s well-being or the manner of the student’s engagement with their studies, where the concerns is thought to relate to well-being, must be reported to the appropriate Programme Director in the first instance (apart from where Emergency Action is required – see section “Emergency Action”)

7. Where a concern is raised via the Fitness to Study Regulation this Regulation will be used in the first instance; however, an alternative Policy or Regulation may be used in the case where the use of this Regulation is not appropriate or the concern cannot be managed effectively. Where a student does not co-operate with agreed action plans created under any Level of this Regulation, City reserves the right to manage concerns regarding a student’s conduct under Regulation 13 (Student Discipline) where
considered necessary. The decision as to how the concern regarding the student is managed will be for the Programme Director (or nominee) in consultation with appropriate City student support services.

8. This Regulation has three levels: actions may be initiated at any of these levels in order to best respond to the concern raised. Where it is considered necessary to consider suspending a student’s registration or excluding a student as a temporary measure, the matter shall be referred directly to Level 3.

**Reporting Concerns regarding Fitness to Study**

9. Concerns regarding a student’s well-being or their engagement with their studies, and/or potential risks to other students and/or staff and/or City’s partners relating to a student’s well-being or their engagement with their studies, must be reported to the student’s Programme Director (or nominee) in the first instance. Where urgent action is thought to be required, the process outlined in the section of this Regulation “Emergency Action” should be followed.

**Emergency Action**

10. In a situation where a student is considered to represent a significant threat to themselves (such as an attempted or threat of suicide, or other mental health crisis), other students, staff, City’s partners or the public, City student support services (student health, student counselling) must be contacted as soon as possible. Where conditions warrant an urgent response and staff have not been able to speak with City support services immediately, staff can contact external emergency services. City support service will provide advice and facilitate rapid access to emergency support. The Guidance shall set out a list of contacts and further information about managing Emergency Actions.

11. The relevant student support service (e.g. student health, student counselling) will liaise with the relevant Programme Director (or nominee) and other areas of City (e.g. Security) to determine:
   i. whether or not there is sufficient evidence to support the claim of a crisis;
   ii. whether or not the student’s registration should be temporarily suspended, pending further consideration of the matter. This would not be in the form of a penalty, but as a precautionary measure to support the individual student and/or other students/staff;
   iii. what support should be put in place for the student concerned, other students, and staff.

**Risk Assessment**

12. At all Levels, a Risk Assessment should be undertaken by the appointed student services (e.g. student mental health team or student health service) to identify the level of risk to the student and/or others and to consider whether continued study may put the student and/or others at unacceptable risk or exacerbate the student’s difficulties. A Risk Assessment can be requested by contacting one of the student support services listed in the accompanying Guidance.

**Confidentiality**

13. The Regulation will be operated with due consideration to a student’s confidentiality. Staff operating the Regulation shall refer to the accompanying guidance for reference to confidentiality.

14. City will seek a student’s informed consent before disclosing a student’s sensitive information to a third party, and will consider the student’s best interests prior to disclosure. Where possible, information will be disclosed in accordance with the terms agreed with the student.

15. City will respect a student’s right to choose not to provide consent for sensitive information to be disclosed, but will ensure the student is made aware of the implications of non-disclosure.

16. City’s obligations of confidentiality shall not apply in relation to information which:
i. is or becomes public knowledge other than as a result of a breach of confidentiality by City;
ii. City is required to be disclosed under its Regulatory and Professional Body Requirements (eg. the Nursing and Midwifery Council, The Health and Care Professions Council, The Law Society);
iii. City is required to disclose by law;
iv. City is required to give proper instructions to any professional adviser who has an obligation to keep any such information confidential; and
v. where it will impact on City's duty of care to Professional Bodies and City students' potential ability to practise.
17. This is an informal process, where the focus is to identify the concerns about the student’s well-being and possible actions with a view to enabling and supporting the student to resolve the concerns raised.

Initiating Level 1

18. Any concerns regarding a student shall be reported in the first instance to the student’s Programme Director (or nominee). The Programme Director (or nominee) will lead on any activity in relation to Level 1 of this Regulation.

19. A preliminary investigation will be conducted to determine the nature and extent of concerns about the student’s behaviour or well-being, and if it might be appropriate for consideration under this Regulation. This investigation will consider what evidence exists to illustrate the concerns and if there are any other factors which may need to be taken into account. This preliminary investigation shall incorporate a Risk Assessment to be conducted by the relevant student services (see Guidance for further information and contacts).

Arrangements for the Level 1 meeting

20. If the Programme Director (or nominee) determines that the concerns raised are appropriate for consideration under this Regulation, the student shall be contacted promptly with notification that a concern has been raised, and an invitation to discuss the concerns raised.

21. This discussion should be conducted via a face-to-face meeting unless practically difficult. Alternatively, the meeting could be conducted via telephone, or other video/telephone link. This discussion should be conducted via written correspondence only where a person-to-person meeting is impractical.

22. The meeting will be normally be scheduled to take place within 5-10 working days of the invitation, unless otherwise agreed with the student, to allow the student sufficient notice to prepare (e.g. meet with advisors, read any materials provided in advance).

23. The student will be written to prior to the meeting with the following information:
   i. a summary of the concern raised;
   ii. supporting documentation (where possible);
   iii. a copy of this Regulation;
   iv. confirmation of the date, time, and venue of the meeting;
v. the details of the member(s) of staff the student is to meet with.

24. The student is welcome to be accompanied by another person of their choice, and should confirm in advance of the meeting who they will be accompanied by. It is recommended that the student be accompanied by someone other than a City staff member, to avoid the potential for conflict of interest (a representative from the Students’ Union would be ideal). The Programme Director (or nominee) may invite a member of staff from a City-based support service to attend. Refer to Guidance for further details.

The meeting

25. At this meeting the concerns raised will be made clear to the student and any others affected by the concerns. Where relevant, examples of particularly concerning incidents or unacceptable behaviours will be provided for the student’s information along with any supporting documentation. It shall be made clear by the Programme Director (or nominee) that any unacceptable behaviour exhibited must cease, and should it continue, this behaviour may be considered under the City’s disciplinary regulation. The student will be invited to share with the Programme Director (or nominee) any information that the student considers could possibly help explain or clarify the concern, and this may be considered as mitigating circumstances.

26. The student will be allowed a full opportunity to ask questions about the concerns, respond to the concerns raised, and seek clarification on the process City is using.

27. Where a concern is raised by the student about any area of their studies or City in general, the Programme Director will clarify whether these concerns could usefully form part of the discussion at this point, and if so, how these should be dealt with via this Regulation. Where any concerns raised by the student do not relate to the issues which triggered the use of this Regulation, the student will be referred appropriately: for example to City’s Student Complaint procedure. The accompanying Guidance will provide further detail.

28. The Programme Director (or nominee) will ensure that the student is aware of what support is available within City, and is receiving or aware of how to go about receiving appropriate support. Where the student has disclosed an on-going medical condition or disability, the student will be referred to the appropriate area of City to discuss possible reasonable adjustments.

29. The outcome(s) of this meeting may be one, or more, of the following:
   i. the Programme Director (or nominee) will determine whether or not there is justification for the concerns regarding the student’s fitness to study;
   ii. the matter is considered dealt with, and no further action needs to be taken;
   iii. the matter is considered to merit an action plan, agreed between the Programme Director (or nominee) and the student. Further information about what could constitute an action plan can be found in the Guidance.
   iv. the student is referred to a City service or department which could provide further support and informed how to access that service or department;
   v. the student is referred to Occupational Health for an assessment;
   vi. the student decides that they wish to interrupt their studies, and they are referred to the Interruption of Studies procedure;
   vii. the matter is referred to Level 2 or 3 of the Regulation.
   viii. the student is invited to attend a further meeting after a brief interval (2-6 weeks) to ensure that all appropriate action has been/is being taken; and, if not, appropriate action can be taken.

30. Where a student does not act in accordance with the outcomes agreed at Level 1 of this Regulation within the agreed time limits; or, the Programme Director (or nominee), in consultation with student support services, determines that the student is unable to act in accordance with outcomes agreed at
Level 1 of this Regulation within the agreed time limits, the Programme Director (or nominee) will determine whether this matter is referred to Level 2 or 3 of this Regulation, or alternative action is taken (such as a referral to City’s disciplinary procedure). Any referral from this Policy to another Policy will be considered carefully, in consultation with appropriate student services – no referral will be an automatic reaction.

After the meeting

31. A note of the occurrence of actions taken under Level 1 and the outcome(s) will be recorded, even where it is decided that no further action need be taken. This will be circulated to the student for their agreement. A student may suggest amendments to this record, but it is at the Programme Director’s (or nominee’s) discretion whether any amendments to the record will be made. A note of the student’s suggestions may be attached to the note as an addendum, at the Programme Director’s discretion.

32. The agreed record will normally be circulated to the student and appropriate staff members, within 14 days of the record being agreed. Staff should refer to accompanying Guidance with regards to responsibility for drawing up, circulating and retention of the record.
33. This process is instigated where:
   i. The Programme Director (or nominee) determines that the actions available at Level 1 are not sufficient to adequately resolve the concerns raised;
   ii. Level 1 interventions have not resulted in an acceptable level of change in behaviour or where significant concerns about a student’s well-being continue
   iii. the Programme Director (or nominee) considers the concerns to be complex and the response requires a more formal approach than Level 1 would enable.

Arrangements for the Case Conference

34. Where the Programme Director concludes that the concerns raised are appropriate for consideration under Level 2, the student shall be notified promptly following the Programme Director making a decision.

35. The Case Conference will be scheduled normally within 14-21 calendar days, unless agreed otherwise, of the Programme Director's decision on the referral to Level 2 where possible, to allow the student sufficient opportunity to prepare.

36. The student shall be provided with written notification of the Case Conference in advance of the Case Conference, including the following:
   i. Confirmation of the date, time, and location of the Case Conference;
   ii. a copy of any supporting documentation as relevant (e.g. a copy of the record of a Level 1 meeting)
   iii. who will be attending the Case Conference and in what capacity (see Guidance for further details);
   iv. that the student may be accompanied by one other person of their choice and shall confirm with the Programme Director at least 48 hours in advance of the meeting who they will be accompanied by. It is recommended that the student be accompanied by someone other than a City staff member, to avoid the potential for conflict of interest (a representative from the Student Union would be ideal).
Case conference

37. This is intended to be a facilitative process aimed at thoroughly reviewing all support options and adjustments in place.

38. The Case Conference will convene relevant staff from the student’s School and staff in student support services (see Guidance for further details) and the student to discuss the concerns raised, to assess the student’s insight into their well-being or the impact of their behaviour on themselves and others; and to determine what actions will be taken in response to the concerns raised. This discussion will include, but are not limited to:
   i. what incident/concern prompted the meeting of the Case Conference, and why this is Case Conference is required;
   ii. what actions have already been taken in relation to supporting the student;
   iii. what support and/or treatment is accessed by the student internally and externally;
   iv. whether disability related reasonable adjustments (newly agreed or an adaption of that already agreed) are already in place or required; and if they are already in place, whether these adjustments need to be adapted;
   v. providing the student the opportunity to ask questions about any concerns raised, the process being used, and if they wish to respond to the concerns raised and the decision to refer their case to the Case Conference;
   vi. all available options, including whether it would be helpful for the student to have a break from their studies for an agreed period of time – the terms under which return to study will occur should be identified clearly (eg. medical evidence required, procedure(s) that need to be followed, staff to be contacted).

39. The potential outcomes of this Case Conference may include any one, or a combination of, the following:
   i. The Case Conference will determine whether the student’s Fitness to Study is impaired and, if so, what actions will be taken;
   ii. the new concerns are considered resolved, and no further action needs to be taken;
   iii. the matter cannot be resolved at this Level and is referred to Level 3 of the Regulation;
   iv. the matter is considered resolved at this Level, but the student is invited to attend a further meeting to ensure any new issues arising are managed appropriately;
   v. the matter is considered resolved at this Level, but the student is required to attend a meeting following a brief interval (2-6 weeks) to monitor the student’s well-being and to ensure that all appropriate action has been/is being taken; and if not, appropriate action should be agreed and taken. The Case Conference will appoint a member of staff to conduct this meeting and monitor any further actions;
   vi. the student is referred to an internal service for further specific support;
   vii. the student decides to defers their studies, and is referred to the Interruption of Studies procedure;
   viii. a Student Learning Plan is draw up and the Case Conference agree a member of staff to monitor the SLP. The SLP will record the outcome of the Case Conference, and identify any additional educational support to be provided. The SLP will also include standards about conduct and behaviour in the learning environment. The SLP will be monitored on a regular basis, and at least termly, by the member of staff appointed by the Case Conference who will report on progress to the staff in the Student’s school (eg. Programme Director) appointed by the Conference.

Actions following the Case Conference

40. A note of the occurrence of actions taken under Level 1 and the outcome(s) will be recorded, even where it is decided that no further action need be taken. This will be circulated to the student for their agreement. A student may suggest amendments to this record, but it is at the Programme Director’s (or nominee’s) discretion whether any amendments to the record will be made. A note of the student’s suggestions may be attached to the note as an addendum, at the Programme Director’s discretion.
41. The agreed record will be circulated to the student and appropriate staff members, normally within 14 days of the record being agreed. Staff should refer to accompanying Guidance with regards to responsibility for drawing up, circulating and retention of the record.
Level 3 - Significant Concerns

43. This Level is instigated where:
   i. the student fails to act in accordance with any of the outcomes agreed in Level 1 or 2; or,
   ii. the outcomes agreed at Level 1 or Level 2 are not successfully alleviating the concerns regarding
       the student;
   iii. there are serious concerns raised about risk to the student concerned or others (e.g. following
       Emergency Action).

44. A request that a student be considered by a Fitness to Study Panel (FSP) must be submitted to the
    student's Programme Director (or nominee) for consideration. If the Programme Director determines
    that the matter must be referred to a FSP, the Programme Director (or nominee) will complete the
    Referral to FSP form. This Form will note any activity under Level 1 and/or 2 of this Regulation or any
    Emergency Actions which may have prompted referred to Level 3, and will form the basis on which the
    Fitness to Study Panel (FSP) will be convened. A template Form will be available via the Guidance.

Fitness to Study Panel (FSP)

45. The FSP is responsible for investigating serious concerns about a students' behaviour and conduct
    which is judged to pose a significant risk to themselves or other students, staff or the education and
    research environment and, is thought to be related to ill health, disability or substance abuse. On
    completion of its investigation, the Panel will determine appropriate action to take.

46. The FSP will be scheduled within 10-15 working days of the Programme Director's decision to refer the
    matter to the Panel, unless agreed otherwise, to allow the student with sufficient opportunity to prepare.

47. The student shall be provided with written notification of the FSP in advance of the Case Conference,
    including the following information:
   i. Confirmation of the date, time, and location of the FSP;
   ii. a copy of any supporting documentation as relevant (including a copy of the Referral to FSP Form).
   iii. who will be attending the FSP and in what capacity (see Guidance for further details);
   iv. that the student may be accompanied by one other person of their choice and shall confirm with the
      Programme Director at least 48 hours in advance of the meeting who they will be accompanied by.
      It is recommended that the student be accompanied by someone other than a City staff member, to
      avoid the potential for conflict of interest (a representative from the Student Union would be ideal).
   v. The student will be invited to submit documentation for the Panel's considerations – this must
      normally be submitted no later than seven working days prior to the Panel, unless otherwise agreed
      between the Chair of the Panel and the student.
48. Where the student is not able to attend, or does not notify the Chair that they cannot attend in advance of the meeting of the Panel, at the Chair’s discretion the Panel may proceed in the student’s absence.

49. The FSP will comprise:
   • President’s nominee (who will act in the role of Chair);
   • Head of Academic Service of relevant School (or nominee);
   • Head of Student Counselling and Mental Health, or Head of Learning Success (or nominee);
   • Nurse Advisor for Students, or Head of Student Health (or nominee);

50. The Panel’s considerations will include, but not be limited to, the following:
   i. the Referral to FSP Form;
   ii. documentation from actions undertaken under Level 1 or 2 of this Regulation (where relevant);
   iii. representations from appropriate members of staff from the student’s host School, and/or another City department – either in person (verbally) or in writing, or both. The Chair will determine which staff are invited to make representations to the Panel;
   iv. representations from the student – either in person (verbally) or in writing, or both. The student may have another person make representations on their behalf with the agreement of the Chair.

51. The student will be advised about the process and invited to attend. They may be accompanied at the meeting, should they wish to be. The student will be expected to notify the Panel in advance if they wish to be accompanied, and if so, by whom. The student will be invited to submit a statement to the Panel, and submit supporting documentation for consideration. The student will be advised whether they are to submit this before the hearing and if so, the deadline for making their submission.

52. The FSP are mandated to agree one or more of the following:
   i. There is no concern that warrants consideration under this Regulation and no further action will be taken;
   ii. Prepare, review or continue a SLP with regular monitoring by a member of staff appointed by the FSP;
   iii. Recommend the student’s temporary suspension from study pending an investigation including getting occupational health advice. The FSP will agree an initial period of time for the interruption of studies, who the contact should be for the student during the interruption, what the student’s registration status is whilst their studies are interrupted, and will determine a date for the Occupational Health Service (OHS) to review the suspension;
   iv. Recommend the student’s temporary suspension from study to allow the student to undertake a period of treatment. The FSP will agree an initial period of time for the interruption of studies, who the contact should be for the student during the interruption, what the student’s registration status is whilst their studies are interrupted, and will determine a date for the Occupational Health Service (OHS) to review the suspension;
   v. Recommend the student’s permanent withdrawal from study;
   vi. Endorse the student’s decision to interrupt their studies. The student will be referred to the Interruption of Studies procedure;
   vii. Determine that there is no appropriate action to be taken under this procedure, however the matter should be referred for consideration under the Regulation 13 (Student Discipline).
   viii. refer the student to the OHS for guidance on health or disability issues. The OHS will advise on what (if any) other services should be involved. The OHS may request medical evidence from the student’s GP/specialist. The student has the right to refuse a referral to the OHS but if this is the case, it should be made clear to the student that a decision about fitness to study will have to be made without full knowledge of what might be genuine mitigating circumstances. The FSP will ensure recommendations for support from OHS are followed up.

53. The FSP should identify any potential impacts on the student in relation to maximum registration periods, the student’s fees (and any fee refunds), student loans, bursaries, grants, visa-related issues
(for International students) and the student’s accommodation. The student should be referred to appropriate City support services for guidance and advice in relation to any potential impacts.

54. Where the FSP decision means a change to the student’s registration this will be referred to the student’s School for implementation.

55. A record of the proceedings of the FSP, including its decision and the rationale for the decision, will be drawn up. This will be shared with the student normally within 14 calendar days of the date of the FSP. A student may suggest amendments to this record, but it is at the Chair’s discretion whether any amendments to the record will be made. A note of the student’s suggestions may be attached to the note as an addendum, at the Chair’s discretion.

56. The agreed record will normally be circulated to the student and appropriate staff members, within 14 calendar days of the record being agreed. Staff should refer to accompanying Guidance with regards to responsibility for drawing up, circulating and retention of the record.

Appeal

57. A student who is subject to a decision by an FSP is entitled to appeal that decision but only on the ground that the FSP was not conducted in accordance with these regulations. Dissatisfaction with the outcome does not constitute grounds for appeal.

58. A written statement setting out the appeal, accompanied by any appropriate evidence, should be submitted to Student & Academic Services within 21 calendar days of the date of the correspondence confirming the FSP decision.

59. The appeal will undergo an initial scrutiny by two members of City staff nominated by the President. This scrutiny will seek to confirm that:
   i. The statement sets out clearly the basis for the appeal demonstrating potential grounds for appeal; and
   ii. the claim includes sufficient evidence to support the appeal which can justify further consideration.

60. Where the appeal is not considered to include sufficient evidence to support the appeal or provide sufficient justification for further consideration, the appeal will be rejected. The student will be informed of this decision, with reasons, via a Completion of Procedures letter, as required by the Office of the Independent Adjudicator for Higher Education.

61. Where there is sufficient evidence to merit consideration of the appeal on the grounds set out above, the appeal will be referred to an institutional-level Appeal Panel for further consideration.

62. A student will be informed normally within 14 calendar days of the referral to the Appeal Panel, along with the following:
   i. The date, time and venue of the Appeal hearing. The hearing will be convened within 28 days of the outcome of the initial scrutiny, unless it would be unreasonable or impractical to do so within this period of time;
   ii. Who will be attending the Panel, and in what capacity;
   iii. The student will be invited to attend this hearing, and is welcome to be accompanied by one other person of their choice, but they should give at least five working days’ notice of who they will be accompanied by. The student may be represented in his/her absence only by agreement of the Chair. Where the student declines to attend or fails to attend the hearing without advance notice, the Panel may meet in the student’s absence (under which circumstances, the Panel’s considerations will be based on the student’s written statement of appeal);

63. This Panel will be made up of three Senate-nominees for institutional-level Panels;
64. A representative of the Fitness to Study Panel will be invited to attend to assist the Appeal Panel with its considerations of the appeal. This representative does not form part of the Appeal Panel and will not be present during the Panel’s deliberations.

65. The Guidance shall include additional advice about the running of the Panel.

66. The Panel will exhaust its enquiries before coming to a conclusion on the merits of the appeal. The Panel does not need to come to a conclusion on the day of the hearing, and where the Panel do not come to a conclusion on the day, the Appeal Panel will inform the student of the reasons for any additional time required, and an estimate of when a decision may be issued. The follow outcomes are available to the Appeal Panel:
   i. To reject the appeal;
   ii. To refer the matter to a freshly convened FSP for reconsideration.

67. A record of the proceedings of the Appeal Panel, including the decision and the rationale for the decision, will be drawn up. This will be shared with the student normally within 14 calendar days of the date of the Panel. A student may suggest amendments to this record, but it is at the Chair’s discretion whether any amendments to the record will be made. A note of the student’s suggestions may be attached to the note as an addendum, at the Programme Director’s discretion.

68. The agreed record will be circulated to the student and appropriate staff members, normally within 14 calendar days of the record being agreed. Staff should refer to accompanying Guidance with regards to responsibility for drawing up, circulating and retention of the record.

69. The outcome of this Panel hearing, with reasons, will normally be conveyed to the student within 14 days of the hearing. This decision will be conveyed via a Completion of Procedures letter (as required by the Office of the Independent Adjudicator for Higher Education).

70. An anonymised report of the outcome of the hearing will be reported to Senate.
71. A student is responsible for contacting City prior to the date for their break is expired. The student should contact City no later than three months prior to the agreed review date to allow a reasonable time period for actions to be taken by various services across City. Should the student delay in contacting City within the specified time period, this may have an impact on when the student may be permitted to return to City. Should the student not contact City at all, they will be withdrawn.

72. Students will need to be referred to Occupational Health and/or Disability Services before returning to study after a temporary suspension or following a crisis or emergency situation. Any required documentation (eg. medical evidence) required as agreed by the FSP (or under the Interruption of Studies process) will be reviewed by Occupational Health before confirming the student’s fitness to return to study.

73. The student will be required to meet with a member of staff identified prior to their return to agree a Student Learning Plan. The student’s engagement with their Student Learning Plan will be monitored by a member of staff in the School nominated by the student’s Programme Director.

74. The timing of the student’s return to study may be affected by the point reached in the academic year and may result in the need to defer re-joining until the start of the next academic year.

**Reporting and Monitoring**

75. This Policy and Regulation is to be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required and as agreed by Senate.

76. The University will maintain anonymised records on the usage of this Regulation for the purposes of ongoing regulatory review.

77. The information collected will be compiled for annual reporting within Schools and to Senate.

Approved 13.07.16 (Senate) (version 1)