FITNESS TO STUDY POLICY

Scope
All internal taught and research programmes leading to an award of City, University of London.

Associated Senate Regulations: 10: Fitness to Study

Approved/re-approved: April 2016

Date for review: To be reviewed on a periodic basis, with allowance for minor annual updates by Education & Student Committee, as required.

Equality and Diversity statement
City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
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Context

1. This document outlines the general principles and the purpose of this Policy and Regulation and the context in which the Regulation will be implemented, and should be read in conjunction with the:
   i. Fitness to Study Regulation which sets out the process by which the Policy will be applied; and,
   ii. accompanying Guidance which aims to facilitate the use of the Regulation.

2. City, University of London is committed to protecting the health, safety and well-being of all students and stakeholders. City is an educational institution that aims to provide a supportive and engaging learning environment for students, conducive to education, research and a positive student experience.

3. In supporting these aims, City recognises the need for proactive management and support of concerns about a student’s well-being and/or conduct which may be related to ill-health, disability or other reasons. City’s Student Charter outlines rights and responsibilities of students and City in relation to learning support and reasonable adjustments. Students are made aware of their entitlements and responsibilities at the outset of their studies and upon re-registration including accessing learning support and receiving reasonable adjustments. In relation to its duties, City looks to receive recommendations for disability related reasonable adjustments.

Use of this Policy

4. City will at all times consider the most appropriate process to be followed when managing concerns about student well-being and/or conduct. This Policy will be referred to in the first instance, where the concern is thought to be related to a health or well-being issue; however this Policy may not be applied to student cases where an alternative Policy or Regulation is more appropriate (for example, Fitness to Practice, Student Discipline), as determined by the student’s Programme Director (or nominee). The Regulation will be applied with consideration to any potential exacerbation of a student’s difficulty, and where possible action will be taken to avoid exacerbation of the difficulty.

5. This Fitness to Study Policy applies to all registered students throughout their studies/research whilst on City premises and to study/research activities undertaken elsewhere, including fieldwork and placements. This Policy may not apply to students where a local Fitness to Practise Policy is already in place - whether this Policy or a local Fitness to Practice Policy is applicable is for the student’s Programme Director (or nominee) to determine.

7. This Policy may be used when a concern is raised about a student’s well-being or the manner of their engagement with their studies or with fellow students, staff or other stakeholders, and this is thought to represent a potential significant risk to any or all of the following:
   i. their own health and safety or well-being;
   ii. the health and safety or well-being of other students and staff;
   iii. the teaching and learning environment;
   iv. the activities and/or health and safety of placement providers, mentors, visitors or the general public.

Examples of what situations may be suitable for consideration under this Policy and Regulation are outlined in the Regulation and the Guidance.
8. This Policy is not intended to deal with issues solely related to a student's academic performance (which would be managed under the Assessment Regulations) or a student's extenuating circumstances (which would be managed under the Extenuating Circumstances procedure).

9. Responsibilities for the application of the Regulation are defined within the Regulation and Guidance.

Data Protection

10. This Regulation will be operated in accordance with City’s duties under the Equality Act 2010 and the Data Protection Act 1998. Staff operating the Regulation should refer to the Regulation and accompanying Guidance for further information about student confidentiality.

The Office of the Independent Adjudicator for Higher Education (OIA)

11. City subscribes to the OIA scheme, and this Policy and associated Regulation is therefore subject to its review. City is committed to complying with any formal decision and/or recommendation(s) issued by the OIA arising from a student complaint considered by the OIA, noting that the student complainant is not bound to comply with the OIA decision.