Review of Fitness to Study Policy, Regulation and Guidance

The Fitness to Study Policy and associated Regulation was first implemented at City in 2016/17.

The purpose of the Fitness to Study Policy is to support students for whom existing support mechanisms are found to be insufficient to support their well-being or manage concerns regarding behaviour or engagement with their studies which relate to a declared or suspected disability, mental or physical health condition or learning difference.

This Review was instigated in response to feedback received following one year of use.

The Review has been conducted with the participation of staff in Student Support Services (Student Health, Student Counselling & Mental Health, and Learning Success), and Schools who participated in the Review Workshop held in January 2018. These staff have experience of the use of the original version of the Policy and Regulation and would be implementing any revised Policy and Regulation. The draft revisions have been circulated electronically to those same staff, as well as the Student Case Management Forum and the Students’ Union. The draft presented here takes into account feedback received during this process.

The Policy and Guidance is circulated to the Educational Quality Committee for consideration and approval. The Regulation has been submitted to the Academic Governance Committee for consideration and approval.

A summary of the revisions is attached for reference.

Two actions are requested.

Recommended action

Educational Quality Committee is asked to:

(i) **Consider** the draft revisions to the documentation
(ii) **Note** that the Regulation has been submitted to AGC for consideration prior to Senate
(iii) **Recommend** the proposed revisions to the Policy to Senate for approval
Summary of revisions to Fitness to Study Policy, Regulation and Guidance following a review between January - April 2018.

- General
  - Text has been moved between Policy, Regulation and Guidance to best respond to feedback provided to reduce repetition and improve clarity
  - Merging of the Policy and Guidance documents to reduce the number of documents to be referred to – the Policy and Guidance is now in one document, the Regulation in another document
  - Clearer purpose of the Fitness to Study Policy - it should be clear that this Policy is for those circumstances where existing support is insufficient to best support a student or manage a concern
  - Repeated text has been removed to improve clarity
  - Clarification of the definitions of fitness to study and what is considered a potential lack of fitness to study - examples of when a concern should be managed under FtS Policy are from original documentation
  - Terminology has been changed to respond to feedback provided via Review
  - Names of student support teams updated

- Regulation
  - “Level 1” (Informal Investigatory Level) has been moved out of the Regulation and into the Policy, and is now described as a Preliminary Investigation. This is intended to be a triage stage to identify whether the concern is best managed under the Fitness to Study Policy and how to proceed
  - More detail provided about Emergency Action and protocol for approval of the immediate, temporary exclusion or suspension of a student
  - Changes to Fitness to Study Panel membership

- Policy & Guidance
  - Summary of contents is now provided
  - More detail about when the Policy should and should not be applied
  - Clearer detail on management of a concern between Fitness to Study Policy and Disciplinary Regulation
  - Outlining the requirement for a preliminary investigation and actions related to this
  - Clearer statement about data protection and how sensitive information will be managed in accordance with our duties under GDPR
  - More detailed Guidance overall – including: introduction of guidance on roles and responsibilities, example correspondence, example risk assessment, example Action Plan, specific guidance for the Fitness to Study Panel and a revised flowchart