



## Fitness to Study Policy

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Version	Date	Changes	Reason	Author
1	02/25	None	New Policy	Provost

## Document Version Control

This Fitness to Study Policy will be reviewed annually by our Head of Quality. Any amendments require the approval of our College Oversight Board.

This Policy is available on the College website, and is referenced in the Student Handbook.

# 1 Introduction

This Fitness to Study policy provides a framework for Brit College to assess whether a student is able to engage effectively in their studies while maintaining their well-being and meeting academic and behavioural expectations. This policy may be applied when a student's health, behaviour, or circumstances raise concerns about their ability to continue their studies safely.

## 2 Purpose

The purpose of this Fitness to Study Policy is to:

- Ensure students receive appropriate support.
- Balance student well-being with academic requirements.
- Provide a structured process for addressing concerns.

## 3 Scope

This policy applies to all Brit College registered students. The policy is designed to ensure that any concerns related to a student's ability to study are addressed in a timely manner so as to avoid any negative impact on either the student or the College.

## 4 Definition

Brit College defines fitness to study as the ability of a student to engage adequately with their course in line with the College's Engagement Policy. A student may be 'unfit to study' for any of a number of reasons:

- 4.1. When a student's mental or physical health significantly affects their studies.
- 4.2. If a student poses a risk to themselves or others.
- 4.3. In cases of severe academic disengagement linked to health or personal issues. Ordinarily severe academic disengagement would mean zero or very limited attendance for a period of 4 weeks, or repeated periods of sickness.
- 4.4. If behaviour is disruptive due to underlying health conditions.

## 5 Stages of the Process to Assess Fitness to Study

The procedure for assessing a student's fitness to study should be transparent and consistent, and involve the student at all stages. All stages of the process should be recorded in our CRMS.

### 5.1 Informal support

If concerns about a student's fitness to study are raised, in the first instance a tutor or the Programme Leader should meet with the student to establish if there are any causes for concern and what action/support the College can provide.

The tutor/Programme Leader should email the Registrar with a record of the meeting and any agreed actions.

The tutor/Programme Leader should agree with the student a date at which to review their situation.

## **5.2 Formal assessment**

If concerns persist, the Programme Leader should refer the case to the Student Management Group (SMG) to consider. The SMG will review the case and then formally notify the student that they are being considered under the Fitness to Study Policy because of concerns that have been raised. The discussion of the student in SMG should be minuted and the email notification to the student should be saved.

The student should be invited to a meeting with two members of staff (nominated by the Registrar). In the meeting, the concerns regarding the student's fitness to study should be raised and discussed. Minutes of the meeting should be saved.

To support the student to 're-engage' and continue their studies a support plan should be agreed. The student should be advised that failure to follow the Support Plan could result in suspension and/or withdrawal.

## **5.3 Support Plan**

SMG can make a range of recommendations for the Support Plan. These could include:

- Additional academic or mental health support.
- Temporary leave of absence (suspension of studies).
- Reasonable adjustments (extra time, flexible deadlines, etc.).
- Agreed attendance requirements.
- Evidence of behaviour change.

A Support Plan review date should be agreed

## **5.4 Support Plan review**

A Support Plan discussion should be held by SMG at the agreed date. There are three possible outcomes of the review meeting:

- No further action required.
- A new Support Plan to be put in place.
- Escalation

## **5.5 Escalation**

If targets of the Support Plan have not been met, or only partially met, and it does not seem that a further Support Plan will result in any change, then a final decision will be made by an Extraordinary SMG (ESMG). A member of Senior Management (Provost or Head of Quality) should join the SMG to make a decision on the future study possibility for the student. The student should be invited to the meeting and given 5 working days' notice.

At the meeting the minutes of the previous stages of the process should be presented, along with any Support Plans.

The ESMG should consider the evidence and allow the student to provide any further evidence of their health and how this may affect their ability to study.

The student should then be asked to leave and the ESMG should make its decision. There are 3 possible outcomes:

5.5.1. The student can continue with their studies.

5.5.2. The student can continue with their studies, with specific conditions. If these conditions are not met the ESMG should meet again.

5.5.3. The student should be advised to take a Study Break with specific conditions which must be met before they can resume their studies.

5.5.4. The student should be withdrawn from their studies.

## **6 Right of Appeal**

The student may appeal within 5 days against a suspension or withdrawal decision based on their fitness to study. The student should send a letter to the Registrar setting out the grounds of appeal. The ESMG should meet to consider the appeal within 5 days of receipt of the appeal.

## **7 Related Internal Policies and Documents**

- Engagement Policy
- Study Break and Withdrawal Policy
- Student Management Group Terms of Reference