

## Fitness To Study Policy and Procedure – Guidance for Students

‘Fitness to Study’ relates to a student’s ability to engage fully and satisfactorily in student life, both with their studies and university life in general.

This is a summary of the Fitness to Study Policy and Procedure, which aims to provide students with a breakdown of what the procedure involves. If you are involved in this procedure, a member of staff will guide you through the [full policy](#) document.

### Procedure

The Fitness to Study Procedure is intended to be a supportive process which focuses on the welfare of students. A member of staff on your course may instigate this procedure if they have concerns regarding your welfare, behaviour and/or engagement with university life, which have not been resolved through day-to-day processes. Guidance and support is available to you from the [Students’ Union Advice Service](#) at every stage of the process, if you are involved in this procedure.

### Stage 1 – Informal Action: School Review

Concerns may be raised by members of staff or by other students. Once a concern has been raised, in the first instance, staff in your School will look to address the concerns informally and supportively, e.g. a member of staff who is known to you, such as your Academic Advisor or a module leader, will contact you directly and request a meeting. They will usually keep a written record of what is discussed at the meeting.

- Your Course Director and Dean of School will usually be notified that a meeting has taken place to discuss fitness to study concerns.

### Stage 2 Meeting – Ongoing Concerns

Stage 2 of the process is where there are further or ongoing concerns regarding your welfare and fitness to study, which have not been resolved through the informal Stage 1 of the process. A Stage 2 meeting is more formal than the Stage 1 meeting.

- A Stage 2 meeting should involve people who have a direct link or support role to you, as well as a senior member of staff in your school who will lead on this stage of the process.
- You will be invited to the meeting via letter from your Academic Services Manager who will advise that you can bring someone as support, e.g. a member of the Students’ Union Advice Service, a friend or family member
- The meeting will review the Stage 1 informal meeting and address any further / ongoing concerns
- You and those in the meeting will agree an action plan with a defined timescale for review; the consequences of what could happen if this action plan/timescales are not met will also be explained
- Lead person will monitor progress and decide if further action should be taken, e.g. Stage 3

### Stage 3: Fitness to Study Case Conference – serious ongoing concerns

Stage 3 of the procedure will only be instigated when there are serious / ongoing concerns and significant risks to your own and/or other's safety if you were to continue with your studies. Your Dean of School will be responsible for this stage of the process.

In some instances, the concerns may be so significant from the start that it is appropriate to begin the process at Stage 3.

You will be invited to the meeting via a letter from your Academic Services Manager and advised that you can bring someone as support, e.g. a member of the Students' Union Advice Service. The Stage 3 meeting will usually involve the Dean of School, a member of Governance & Legal Services, a senior member of Student Services and other representatives, as appropriate to the case. The aim of the Case Conference is to determine whether you are able to continue with your studies at that time or not, by discussing how impaired your fitness to study is. Outcomes from a Stage 3 meeting include:

- an enhanced action plan,
- temporary suspension
- or university-led withdrawal.

If the outcome of Stage 3 is withdrawal, you will be informed of this in writing.

#### Appeals

If the outcome of Stage 3 is termination of registration, you have the right to appeal this to the Vice Chancellor within 10 working days. Appeal submissions must be sent to:

**Governance & Legal Services**  
**Leeds Beckett University**  
**Room 101, Old Broadcasting House**  
**Woodhouse Lane**  
**Leeds**  
**LS2 9EN**

#### Return to Study

- If the outcome results in temporary time away from study, a further review meeting will be needed to determine your fitness to return.
- Before returning to study you should demonstrate that there have been improvements relating to the original concerns
- Where the outcome was suspension or temporary withdrawal due to significant physical or mental health difficulties, medical evidence that you are fit to return may be required.
- Student Services can advise on the support available to help you transition back to study and on any impact on your student funding. Student Wellbeing can also offer you support during your time away from study.

Students can contact the Student Wellbeing Team for support throughout the Fitness to Study Procedure; they can be contacted during office hours on **0113 812 8507** or at [studentwellbeing@leedsbeckett.ac.uk](mailto:studentwellbeing@leedsbeckett.ac.uk).