

Fitness to Study – Guidance for Staff

This guidance aims to support staff with implementing the Fitness to Study procedure and summarises key points of the [full policy](#), which staff are also advised to read.

Procedure

The Fitness to Study Procedure should be implemented where concerns raised regarding a student's fitness to study, or engage fruitfully in University life, cannot be resolved by day-to-day processes. If uncertain, seek advice from your line manager, a member of the Student Wellbeing Team, or Governance and Legal Services.

Stage 1 – Informal Approach

Once a concern is raised, informal action should first be taken supportively at School level.

- A lead person should be nominated (ideally someone known to the student, e.g. Academic Adviser) to contact the student and request a meeting. The lead person should keep record of meeting locally.
- Dean of School and Course Director notified of fitness to study concerns.



Stage 2 – More Formal Approach

When stage 1 and all other informal avenues do not resolve the concerns / issues and / or when concerns about a student's welfare and / or ability to study are ongoing.

- Stage 2 meeting should involve people who have a direct link or support role with the student and a senior decision maker in the student's school (new lead person)
- Student informed of meeting via letter from ASM and informed that they can bring someone as support
- Meeting should review Stage 1 of the procedure and address any further / persistent concerns
- Further actions and timescales will be determined and the consequences of failing to agreed actions highlighted
- Lead person to monitor and decide if further action should be taken, e.g. progress to Stage 3



Stage 3 – Fitness to Study Case Conference

This should be convened when there are serious persistent concerns and significant risks to the student's and / or others' safety if they continue with their studies. This stage is the responsibility of the Dean of School.

In some instances, the concerns may be so significant that it may be necessary to address them directly at Stage 3 of the procedure.

Student informed of the meeting via letter from ASM and informed they can bring someone as support

- Case conference will determine whether a student's fitness to study is **NOT** substantially impaired or **IS** seriously impaired, and address if there is a need for either an enhanced action plan, temporary suspension or university led withdrawal.
- If the outcome of stage 3 is withdrawal, the student should be informed of this in writing.

Appeals

If the outcome of Stage 3 is termination of registration the student has the right to appeal this to the VC 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 time away from study, a further review meeting will be needed to determine the student's fitness to return.
- The student 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 they are fit to return may be required.
- Student Services can advise on support available to help the student transition back to study and advise on any impact on student funding. Student Wellbeing can also offer some support the student during their time away from study.

Staff can contact the Student Wellbeing Team for support throughout the Fitness to Study Procedure and can be contacted during office hours on **0113 812 8507** or at studentwellbeing@leedsbeckett.ac.uk.