40. The CRG, having considered the concern, may decide**:**

a) There is no need for additional intervention. The case will be closed and the student will way and maintain contact with their Personal Academic Coach.

b) There is a need for further intervention. The CRG will identify recommended actions and/or the reinforcement of any existing interventions, the support to be provided and an appropriate review date. This may include the recommendation of a period of intercalation. The Case Worker will continue to be responsible for encouraging the engagement with the recommendations, ensuring that the appropriate support is in place and holding regular meetings with the student, to review their progress. The student should be informed that if they do not engage with and follow the action plan, the case may proceed to Stage 3. The Case Worker should provide a written report to the CRG at the end of the review period.

c) To refer the case to the Fitness to Study Committee. The CRG would normally only take this decision where a serious or critical concern remains, and the suspension, exclusion or withdrawal of the student may be the most appropriate course of action, or where the student does not engage with the process or does not agree with the recommendation to take a period of intercalation.

d) To refer the case to an alternative University policy or procedure e.g. Student Discipline or Fitness to Practice.

41. The student will be informed of the decision of the CRG, in writing via OSACC, normally within five working days of the meeting. The letter will also include a concise record of the discussions and the rationale for the decision, and provide details of actions to be taken, where

Stage 3: Consideration by the Fitness to Study Committee

to undertake the medical assessment or to share this information with the University, the meeting of the FTSC will proceed based on the information already available.

48. The Secretary will arrange a date for the meeting of the FTSC as soon as possible (preferably within twenty working days) and will formally invite the student to attend. The student may be accompanied at the meeting by a friend as defined in paragraph 37. An explanation of the purpose of the meeting and .

53. The FTSC will consider the oral and written evidence submitted and any oral and/or written statement or evidence provided by the student. The FTSC has the power to seek such other evidence as it deems necessary to make an informed decision and may be adjourned to allow for such evidence to be gathered.

54. The FTSC will operate on the principle of the balance of probability and the decision reached should be the majority decision of the FTSC. Where there is a split decision, the outcome will be determined by the Chair of the FTSC.

55. The possible outcomes of the FTSC may include, but are not limited to:

a) The student can continue with their studies with appropriate support and an agreed action plan;
b) The student agrees to take a period of intercalation and return may be subject to conditions;
c) The student cannot currently continue with their studies and a period of intercalation is enforced, with return subject to conditions;
d) Taking into account the individual circumstances of the case and any supporting medical evidence where there is no reasonable prospect of the student re-engaging with their studies, the student will be withdrawn from the programme. This outcome should only be considered in the most serious cases.

56. The Secretary will inform the student and the Chair of the CRG in writing within five working days of the FTSC, giving clear and detailed reasons for the decision and any actions that need to be taken and, where appropriate, conditions that need to be met. The student will also be informed of the right to appeal against the decision of the FTSC in accordance with paragraphs 62 to 71 of this Procedure.

Return to study

57. After a period of suspension or intercalation, the decision as to whether the student may return to study will be made by the Dean of School (or equivalent), in consultation with the Academic Registrar and the Assistant Director, Student Life.

58. Where the student had been suspended as part of the Support to Study Procedure, the Academic Registrar will be responsible for informing the Vice-Chancellor if and when the suspension may be lifted.

59. Students will only be permitted to return if the University is satisfied that they are fit to study and any conditions imposed on their return have been met.

60. return to study at the end of a period of intercalation, a medical assessment may be requested. If this is the case, the University will nominate an independent professional to carry out the assessment and cover the cost.

61. In any cases where a student returns to study following the implementation of the Support to Study Procedure, the University may decide that a return to study plan is necessary to support and monitor the student during the early stages of their return. Regular review meetings may also be held. In such cases, the student must continue to co-operate and engage with these meetings, which may continue for a specified period of time or for the duration of their studies.

PROCEDURE FOR APPEALS AGAINST DECISIONS OF THE FITNESS TO STUDY COMMITTEE

62. Written notice of appeals against a decision of the FTSC must be submitted to OSACC within five working days of the written confirmation of the decision of the FTSC.

63. The grounds on which an appeal against the decision of the FTSC can be considered are:

- the FTSC did not make reasonable efforts to acquire all relevant information
- that new evidence has become available that could not have reasonably been provided for the FTSC and which could materially have affected the decision(s) of the FTSC
- there was evidence of procedural irregularity in the conduct of the hearing by the FTSC
- there was prejudice and/or bias and/or appearance of prejudice and/or bias in the conduct of the hearing of the FTSC
- the outcome is not reasonable or proportionate

64. In the event of an appeal, the Academic Registrar will consider whether the grounds for appeal are covered by the provisions of paragraph 63 above and warrant further consideration by the Fitness to Study Appeal Panel (FTSAP).

65. If the Academic Registrar determines that there are no grounds of procedure, the University may decid[59

Monitoring and Evaluation

73. The University of Suffolk will monitor and evaluate the effectiveness of the Fitness to Study

Appendix 2: Action Plan Template

Support for Study Action Plan to be completed by Case Worker / student support adviser

Name:			
Adviser:		Personal Academic Coach	
Summary of objectives *Note here actions or objectives arising from the Support for Study Case Review Group or Fitness to Study Committee (delete once populated* Suggested frequency of review meetings			

Review meeting Record of meeting

Appendix 2: Decision Map

Flowchart to support determining the appropriate stage of Support to Study Procedure

Mapped within the table below are the three stages and considerations associated to assist with determining which stage to of the procedure to invoke.

There are initial or emerging concerns and a low risk of harm to self or others is presented: • the student demonstrating behaviour that poses a risk of harm to either themselves or others; • impacting on their ability to achieve the competence standards or learning outcomes required; • teaching, learning or support of another student. • rn within a University environment and/or within a placement; or • engage with support.	Refer to stage 1 of the procedure - Early resolution / intervention, support and 113>BDd5,Qq7051000012546 0 841.92 595.32 reW*nBT146 0 841.9

• the student demonstrating behaviour that poses a risk of harm to either themselves or others: • ces significantly impacting on their ability to achieve the competence standards or learning outcomes required; • teaching, learning or support of another student. • concerns regarding the within a University environment and/or within a placement; or • engage with support. • the student does not actively engage with support mechanisms	
There are persistent and/or critical concerns and/or a high risk of harm to self or others is present; • the student demonstrating behaviour that poses a significant and/or likely risk of harm to either themselves or others; • impacting on their ability to achieve the competence standards or learning outcomes required; • teaching, learning or support of another student.	Refer to stage 3 of the procedure Refer concerns to the Dean of School for the case to be consideration by the Fitness to Study Committee (See paragraphs 33 and 42-56).

- within a University environment and/or within a placement; or
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