

Support to Study Procedure

Approved by:	Effective Date:	Next Review
SWS Panel	September 2026	May 2027

Purpose of the Document

Canterbury Christ Church University (CCCU) is committed to supporting students. CCCU recognises the importance of health and wellbeing in relation to a student's academic progression and student experience.

The Support to Study procedure outlines the university's approach to supporting and protecting the student and others when a student's health, wellbeing and/or related behaviour has a detrimental impact on their ability to progress academically and participate safely in the learning environment. The procedure informs students, staff and the Students' Union of the stages within the procedure, the potential outcomes and the options for students to respond.

Who needs to know about the Procedure?

- All CCCU Staff
- Students
- Students' Union
- Partner Institutions

Purpose of the Procedure

Support to Study Procedure exists to safeguard both students and the wider university community when a student's health, wellbeing, or related behaviour significantly affects their ability to engage academically or participate fully in university life. The process aims to assess and reduce risk, provide appropriate support, and enable students to continue their studies in a safe, sustainable, and realistic way. It is designed to ensure that any additional support provided enables student success and that the procedure remains supportive rather than punitive.

Contacts

Student Wellbeing and Support is responsible for:

- The operation and the management of the Support to Study Procedure.
- Providing advice and assistance to staff
- Providing guidance and templates
- Institutional level annual reporting
- Ensuring Compliance under the Equality Act

Staff can raise concerns through the Raising a Concern Form located on StaffNET.

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The team can be contacted by emailing studentwellbeing@canterbury.ac.uk

School and Partner Institutions are responsible for:

- Operational implementation of the procedure
- Providing advice and support to students

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Support to Study Procedure

1. Introduction:

- 1.1 CCCU is an adult learning environment and treats students as mature individuals able to study and live alongside people of all ages and backgrounds. CCCU encourages students to make full use of support options available to them and aims to work collaboratively to help them succeed in their studies. There are, however, times when the University needs to increase support and action planning to help the student continue to study effectively and safely. In some cases, this may involve developing a more structured support and action plan. In others, the University may need to consider formal intervention where a student's wellbeing or behaviour indicates they may no longer be fit to study safely or successfully.
- 1.2 **Stage 1 – Support to Study:** This stage applies when there is a concern about the health, safety, or wellbeing of the student, other students, or the effective operation of university activities. Academic risk alone will not trigger a referral unless it is accompanied by a risk to the student's own wellbeing or that of others
- 1.3 **Stage 2 – Fitness to Study:** This stage is initiated when there is a significant or urgent risk to the health, safety, or wellbeing of the student, other students, or the effective operation of university activities. Students at Stage 1 may be escalated to Stage 2 where agreed actions are not met or risks increase.
- 1.4 The procedure sets out the stages of support for the procedure. Examples of Provisional Support Arrangements are set out in part 6 of the procedure.
- 1.5 The procedure sets out the process to identify the needs of the student, the support available and the implications for the student and the members of staff.
- 1.6 When a misconduct arises through the Student Conduct Procedure that is related to physical or mental health then the case can be considered under this procedure, and this can be done at any stage of the Student Conduct procedure.
- 1.7 In circumstances where there is a clear and immediate risk to the health, safety and wellbeing of any party, the University may share information with external organisations outside of the University to safeguard members of our community and fulfil our duty of care. The University will normally inform the relevant party if information is going to be shared.
- 1.8 This procedure should be read alongside:
 - Student Engagement in Learning Policy (attendance and engagement)
 - Student Conduct Procedure
 - Fitness to Practise Procedure
 - Safeguarding / Keeping People Safe Policy

2. Definition of Terms

- 2.1 Support to Study (Stage 1): Early intervention stage focused on voluntary engagement
- 2.2 Fitness to Study (Stage 2): Formal stage where risk is significant or escalating

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2.3 Provisional Support Arrangement: Temporary measures to manage risk and wellbeing

2.4 An Exclusion means a full prohibition from University premises, activities, and facilities.

3. Scope of the Procedure:

3.1 This process may be initiated when a student is experiencing health or wellbeing difficulties that significantly impact their ability to study effectively, and when support measures have not been effective.

In addition, one or more of the following factors may be present, although these alone do not constitute grounds for action:

- a. Behaviour that raises serious concerns about the student's safety or causes significant distress or concern for the safety of others, including potential breaches of the *Expected Behaviour of Students* policy.
- b. Failure to engage with their course, such as persistent non-attendance, lack of use of the Learning Platform Suite, or non-submission of assessments, as outlined in the *Student Engagement in Learning Policy*.
- c. A sustained pattern of academic non-engagement or failure to meet progression requirements, as determined by the Course Director in consultation with academic regulations.

3.2 Consultation will happen with Student Casehandling team if the correct procedure is in question i.e. Support to Study or Student Conduct

3.3 This Procedure applies to all registered students, undergraduate and postgraduate. The term 'student' includes those registered or enrolled on a course including courses of study delivered by one of CCCUs partner institutions. It includes those on an interruption of study, temporary withdrawal, temporary exclusion or suspension.

3.4 Where a student is enrolled with a collaborative partner institution, it is the partners institution's responsibility to identify the relevant members of staff who will conduct this procedure and to communicate the relevant arrangements and contact details to students and staff. CCCU are committed to support partner institutions to follow this policy in their settings should advice and guidance be needed.

3.5 Where a student interrupts from the University during the procedure, the procedure will be paused. If they return after an interruption to their studies, the procedure will recommence as part of their return to study support.

3.6 This procedure can be used in conjunction with the 'Keeping People Safe' policy and may include cases relating to Safeguarding and/or the Prevent Duty.

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- 3.7 Reasonable adjustments may be implemented at any stage of this procedure to accommodate the access needs of students who are experiencing barriers to engagement or participation in this procedure.
- 3.8 Where concerns relate primarily to misconduct, the Student Conduct Procedure will normally apply. Where behaviour is clearly linked to health and wellbeing, this procedure may be used either instead of or alongside other procedures. If there is lack of clarity as to which procedure is more suitable then a discussion will take place in a convened case discussion meeting with representation from student support and wellbeing and student conduct teams to agree the best way forward.

4. Collaborative Partners

- 4.1 It is expected that collaborative partner institutions will follow this procedure. It is understood that staffing structures may be different and that partners will use their equivalent staffing structures as appropriate.

For Collaborative Partners applying this procedure, please note that CCCU wellbeing managers are available to provide advice and support at each stage of the process. They can also be contacted for guidance on communications with students. Assistance can be requested by emailing swsmanagers@canterbury.ac.uk

5. Procedures:

Referrals and instigation

- 5.1 Initiating a Referral - A referral to the Support to Study Procedure may be initiated by any member of academic staff or professional services via the Raising a Concern process. **Referrals may also arise through:**
- Report and Support disclosures
 - Care and Support records
 - Student Wellbeing and Support (SWS) case management discussions
- 5.2 Where appropriate, existing information may be reviewed to determine which stage is required.
- 5.3 Initial Review of Referrals - All referrals will be reviewed by one or more of the following:
- Senior Mental Wellbeing Practitioner
 - Senior Health Practitioner
 - Student Support Manager
 - Student Wellbeing Manager
- 5.4 The purpose of the review is to:
- Determine whether the procedure is appropriate
 - Consider whether alternative procedures (e.g. Student Conduct or Fitness to Practice) should apply
 - Assess the level of risk and urgency

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5.5 Referral Review Panel (Pre-Stage Panel) - Where required, a Referral Review Panel will be convened to consider the referral in more detail and determine whether Stage 1 (Support to Study) should be initiated.

5.6 The Panel is distinct from the Stage 1 meeting and does not involve the student.

5.7 Membership may include:

- Relevant academic staff (e.g. Course Director or nominee)
- Student Wellbeing and Support representative
- Security and/or Accommodation representatives (where relevant)

5.8 The role of the Panel is to:

- Assess risk and support needs
- Determine whether to initiate Stage 1
- Identify appropriate staff involvement at Stage 1

5.9 Decision to Initiate Stage 1 (Support to Study) - Following the initial review and/or Referral Review Panel, a decision will be made to:

- Take no further action under this procedure, or
- Initiate Stage 1 (Support to Study), or
- Refer the case to an alternative procedure

5.10 The decision will be recorded and communicated to relevant staff

5.11 Once it is decided to use the procedure, the student should have the opportunity for full engagement.

6. Stage 1: Support to Study

6.1 A Stage 1 meeting should take place within 10 working days of the referral being reviewed.

6.2 Where a Stage 1 is initiated, a Support to Study meeting will be arranged. The meeting will normally be chaired by one of the following:

- Student Wellbeing Manager
- Student Support Manager
- Senior Health Practitioner

6.3 The Chair must:

- Have appropriate experience in student wellbeing and support

6.4 The Stage 1 Support to Study meeting will normally include:

- The student
- The Chair (as identified above)

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- Course Director or nominated academic representative
- Student Wellbeing caseworker (if allocated)

6.5 Additional attendees may include (where relevant):

- Accommodation representative
- Security representative

6.6 Entry into the Support to Study procedure is normally voluntary for the student, with the student agreeing to take specified actions and identified support being put in place.

6.7 The purpose of the meeting is to identify actions and agree a support plan to achieve outcomes within an approved timescale to ensure student can engage and progress within their course.

6.8 Review Process and Timescales (Stage 1): - As part of the Support to Study meeting, a clear review schedule will be agreed and documented within the support plan.

6.9 The first review meeting will normally take place within one calendar month of the initial Support to Study meeting. Any variation to this timeframe must be agreed by the Chair and clearly justified based on the student's circumstances.

6.10 At least one formal review meeting must take place. Where possible, this should involve the same attendees as the original Stage 1 meeting to ensure continuity. Where this is not possible, appropriate alternative staff will be identified.

6.11 **Outcomes of Stage 1 Support to Study:-** Following the Stage 1 Support to Study meeting and any subsequent review(s), the University will determine an appropriate outcome based on the effectiveness of the support plan and the level of ongoing risk or concern.

6.12 The possible outcomes are as follows:

- **Successful completion of Stage 1** - The support plan has been effective, and there are no ongoing concerns regarding the student's wellbeing or ability to engage with their studies.
Outcome: The case will be closed. The Chair will issue a formal 'close of procedure' letter to the student.
- **Withdrawal from Stage 1 Process** - The student chooses to disengage from the Stage 1 Support to Study process.
Outcome: The case will be referred back to the Student Wellbeing and Support (SWS) Caseworker for further consideration, which may include review by the Referral Panel and potential escalation if concerns persist.

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- **Escalation to Stage 2: Fitness to Study** - There are continuing concerns, or the support plan has not achieved the intended outcomes, and the level of risk remains or has increased.
Outcome: The University will escalate the case to Stage 2: Fitness to Study. This decision may be made without the consent of the student where necessary to manage risk.
- **Interruption of Studies** - The student chooses to interrupt (pause) their studies in line with University regulations.
Outcome: The Support to Study process will be suspended. Arrangements for return to study will be considered separately.
- **Withdrawal from the University**- The student chooses to withdraw from their course of study.
Outcome: The case will be closed. The Chair will issue a formal 'close of procedure' letter to the student.

6.13 Where the decision to interrupt is taken the procedure will be paused. The resumption of study arrangements will be considered at a resumption to study meeting which will include, where possible, those who attended the original Support to Study meeting. If there has been a change in staffing, then alternative attendees will be agreed with the student. This can take place up to 3 months before resumption of study.

6.14 The student can withdraw from Stage 1 of the procedure at any time up until the decision to proceed to stage 2 Fitness to Study.

7. Stage 2: Fitness to Study

7.1 Escalation to Stage 2 will only occur where:

- There is evidence of ongoing or escalating risk, and/or
- Stage 1 interventions have been ineffective (unless risk is immediate)

7.2 5.2 Stage 2 Fitness to Study can be initiated without the student's consent.

7.3 A decision to initiate Stage 2 will be made by one of the following:

- Senior Mental Wellbeing Practitioner
- Senior Health Practitioner
- Student Support Manager
- Student Wellbeing Manager

7.4 This decision will be based on a review of available information and consideration of risk and may follow Stage 1 or be initiated directly in cases of serious concern.

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7.5 Stage 2 Panel – Composition and Chairing - A Stage 2 Fitness to Study Panel will be convened to formally consider the case. The Panel will normally consist of:

- Chair: Head of Safeguarding, Head of Wellbeing, or Head of Support and Access
- Course Director or nominated academic representative
- Student Support Manager
- Student Wellbeing Manager

7.6 Additional attendees may include (where relevant):

- Accommodation representative
- Security representative

7.7 The Chair must be independent of the initial referral and any Stage 1 decision-making,

7.8 The student will be invited to attend the Stage 2 meeting and engage fully in the process. The student has the right to:

- Attend and present their views
- Offer relevant information or evidence
- Be accompanied by a representative (e.g. Students' Union representative, family member, or appropriate peer in line with University guidance)
- Receive a written record of the outcome and reasons for the decision

7.9 Where the student is unable to attend, in exceptional circumstances, a suitable representative can be considered. The Panel may proceed in the student's absence.

7.10 The purpose of the Stage 2 Fitness to Study Panel is to:

- Assess the level of risk to the student and/or others
- Review the effectiveness of any previous support (where applicable)
- Determine whether the student is able to continue their studies safely and effectively
- Agree a structured support plan and/or implement proportionate measures, which may include Provisional Support Arrangements.

7.11 All decisions will be proportionate, evidence-based, and focused on supporting the student while managing identified risks.

7.12 **Review Process and Timescales (Stage 2)** - A clear review schedule will be agreed as part of the Stage 2 support plan.

7.13 The first review will normally take place within two weeks of the Stage 2 meeting.

7.14 At least one formal review meeting must take place. Where possible, this will involve the same Panel members to ensure continuity. Where this is not possible, appropriate alternatives will be identified.

7.15 The number of reviews will normally not exceed three, unless there are exceptional circumstances requiring further monitoring.

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7.16 Following each meeting, a written record of decisions and agreed actions will be shared with the :

- Student
- Assigned caseworker
- Course Director or nominated academic representative

7.17 **Escalation and Further Action** - If, following review, the agreed support plan:

- has not been effective, and/or
- the level of risk or concern remains or has increased,

7.18 The case may be escalated to the Director of Student Wellbeing and Support for consideration of further action, including suspension or withdrawal in line with this procedure.

7.19 Outcomes to Stage 2 Fitness to Study – Following the Stage 2 Fitness to Study Panel and any subsequent review(s), the University will determine an appropriate outcome based on the level of risk, the effectiveness of the support plan, and the student's ability to continue their studies safely and effectively.

7.20 The possible outcomes are as follows:

- **Successful completion of Stage 2:** The support plan and/or any Provisional Support Arrangements have been effective, and there are no ongoing concerns regarding the student's wellbeing or ability to engage with their studies.
Outcome: The case will be closed. The Chair will issue a formal 'close of procedure' letter to the student.
- **Interruption of study:** The outcome of the meeting and/or review indicates that the student recognises that they are not currently able to continue their studies safely or effectively. The student chooses to interrupt (pause) their studies in line with University regulations
Outcome: The Fitness to Study process will be suspended. Arrangements for return to study will be considered separately. (see Section 3,5).
- **Withdrawal from the University:** The student chooses to withdraw from their course of study.
Outcome: The case will be closed. The Chair will issue a formal 'close of procedure' letter to the student.
- **Suspension of Studies:** The outcome of the meeting and/or review indicates that the student is not currently able to continue their studies safely or effectively. The university takes the decision to suspend the student from their studies for a defined period of time.
Outcome: The Fitness to Study process will be suspended. Arrangements for return to study will be considered separately.
- **Expulsion:** There are ongoing and significant concerns regarding the safety or wellbeing of the student and/or others, and the support plan has not achieved the required outcomes.
Outcome: The University will require the student to withdraw from their course.

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- 7.21 Any decision to suspend or withdraw a student must be approved in advance of any communication to the student, by the designated wellbeing lead in Senior Management Team (SMT). It is expected that collaborative partners considering this action will discuss the case with the Director of Student Wellbeing (or deputy) at CCCU, who will support and liaise with CCCU SMT member, to ratify this decision.
- 7.22 The outcome of the Stage 2 Panel will be confirmed to the student in writing within 10 working days of the meeting, including the reasons for the decision and details of any conditions or next steps.
- 7.23 If a student is withdrawn, they would not be barred from re-applying for admission to the University under the Admissions arrangements, however, they would be required to meet the agreed criteria as part of a Return to Study action plan stated at point of withdrawal.
- 7.24 If a student does not attend their scheduled meeting, the meeting may proceed in their absence, and any resulting decisions will be communicated to them in writing

8. Provisional Support Arrangements:

- 8.1 There are occasions where the university will take action to exercise its duty of care in protecting students, staff and members of the university community from risk of harm while the Support to Study procedure is being undertaken. In these circumstances, the University may impose temporary restrictions or actions upon the student, called a Provisional Support Arrangement.
- 8.2 Provisional Support Arrangement under this procedure does not mean that any determination has been made in the student's support to study. It is a neutral measure put in place to manage risk whilst the Support to Study Procedure is undertaken.
- 8.3 Provisional Support Arrangement will be taken after a risk assessment has been conducted by either the Head of Safeguarding; the Head of Wellbeing or the Head of Support and Access to ensure that any measures taken are proportionate, reasonable and mitigate identifiable risk. Where appropriate, those designated above may consult relevant areas of the university to inform the risk assessment.
- 8.4 Examples of Provisional Support Arrangements may include but are not limited to:
- Restricting entry into specified University premises
 - Recommending no direct contact with specified students or staff
 - A supported period away from study
 - Clear expectations regarding expected behaviour
- 8.5 A supported period away from study will only be used where there is a clear and evidenced risk to the health, safety, or wellbeing of the student and/or others. If recommended this could include:
- A temporary suspension of studies
 - An exclusion from campus and study

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- 8.6 All measures must be authorised by the Director of Student Wellbeing and Support and a member of the Senior Management Team (SMT).
- 8.7 All Provisional Support Arrangements will be subject to regular review to ensure they remain necessary, proportionate, and appropriate to the level of identified risk.
- 8.8 A review will take place at least every 10 working days, or sooner where there is a significant change in circumstances or risk level.
- 8.9 Following each review, the University will determine whether to:
- Maintain the existing support actions,
 - Amend the actions, or
 - Remove the Provisional Support Arrangements.
- 8.10 If a student is unable with support to follow the Provisional Support Arrangements, this will trigger an immediate review and may result in more restrictive measures being applied.
- 8.11 Provisional Support Arrangements will remain in place only for as long as necessary to manage identified risk.
- 8.12 They will normally remain in effect for the duration of the Support to Study Procedure, unless a review determines that:
- the level of risk has reduced sufficiently, and
 - the measures are no longer required.

9. Appeal

- 9.1 A student who has been subject to a Provisional Support Arrangements or any other outcome under the Stage 2 Fitness to Study Procedure has the right to appeal.
- 9.2 The Appeal must be submitted in writing no more than 10 working days after the student was notified of their Fitness to Study outcome.
- 9.3 An appeal may only be made on the grounds that:
- The Procedure was not followed correctly
 - There is new material evidence that counters the findings of the meeting/panel which the student was unable to provide earlier in the process for good reason.
 - The outcome is disproportionate to the concerns raised.
- 9.4 The ground(s) for appeal must be made clear in the written communication from the student. The appeal will be considered by the Director of Student Wellbeing and Support (or nominee).
- 9.5 An appeal can be rejected if it:
- Is received late and does not give explanation supported by accompanying evidence of why it could not be submitted within the 10 working days timeframe.
 - Does not clearly state the grounds on which and appeal is being made.
 - Is entirely without merit

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9.6 The Director of Student Wellbeing and Support (or nominee) shall consider the appeal based on the written appeal papers and the information provided by the student.

9.7 After reviewing the decision and the Director of Student Wellbeing and Support (or nominee) may:

- Reject the appeal
- uphold the appeal
- Refer the case to SMT panel for consideration (in the case of suspension or expulsion)

9.8 The student can expect to receive an appeal outcome within 15 working days of submitting their appeal.

9.9 The SMT Panel will be:

- Requested by the Director of Student Wellbeing and Support (or nominee)
- Be chaired by a member of the Senior Management Team (SMT)
- Include members who have had no prior involvement in the case

9.10 The purpose of the SMT Panel is to:

- Reconsider the case in light of the grounds for appeal
- Review any new evidence submitted
- Determine whether the original decision was proportionate

9.11 The student will have the right to:

- Attend the meeting
- Be accompanied by a representative (in line with section 6.6)
- Offer further evidence relevant to their case.

9.12 Following the meeting, the Panel may:

- Uphold the original outcome
- Substitute an alternative outcome
- Remove or amend any previously applied decisions
- Determine and apply a new outcome where appropriate

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- 9.13 The decision of the reconvened Panel will be final and will be confirmed in writing to the student, including reasons for the decision and information on external review (Office of the Independent Adjudicator).

10. Office of the Independent Adjudicator of Higher Education (OIA)

- 10.1 The appeal outcome represents the decision of the University. At this point the student has completed the University's internal procedures, following which, the university will issue a close of the Stage 2 Fitness to Study procedure letter. Details on next steps and submitting a complaint to the Office of Independent Adjudicator of Higher Education (OIA) will be provided. Students who remain dissatisfied with the outcome have the right to submit a complaint to the OIA. A complaint must be submitted to the OIA within 12 months of the appeal outcome.

11. Records, Monitoring and Confidentiality

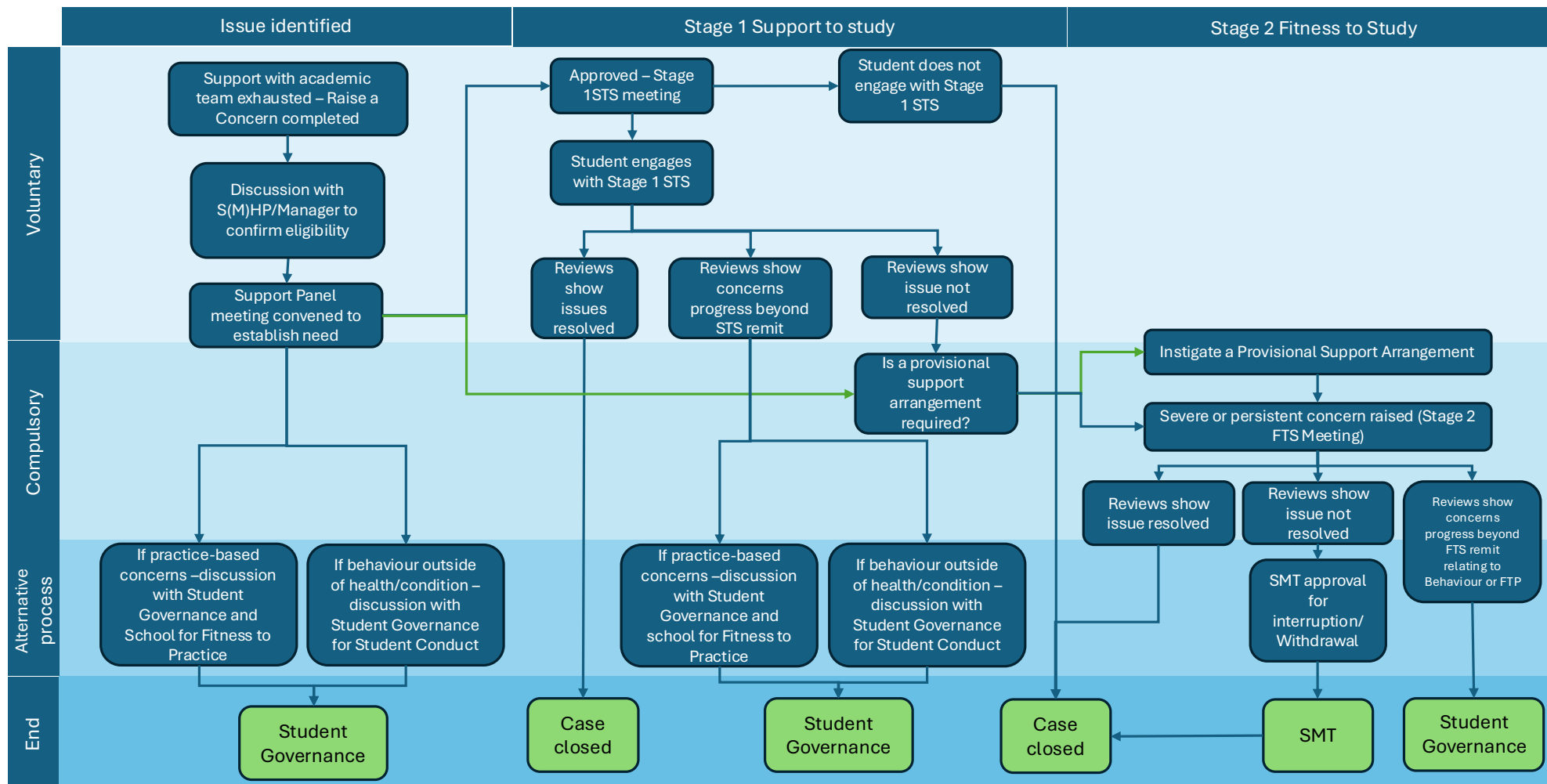
- 11.1 The department of Student Wellbeing and Support will review anonymised data on Support to Study and Fitness to Study implementation on an annual basis, for the purpose of identifying areas of good practice or development.
- 11.2 The University will process all information in accordance with the Data Protection Act and UK General Data Protection Regulation 2018. The University will retain any information relating to a Support to Study or Fitness to Study case in accordance with the University's retention policy.
- 11.3 During a Support to Study or Fitness to Study case a student may reveal sensitive personal information (including Special Category data). The University will respect confidentiality, unless there is a risk of harm to the student or others. The University will ensure that all information is managed and stored in line with the Student Privacy Notice.

Support to Study Procedure

Document information	Description of document information
Document title	Fitness to Study Procedure
Department owner	Student Wellbeing and Support
Document category	Documents need assigning to one or more of the agreed categories. State the broad area of activity covered by the document to guide the reader of its scope. It is possible to use more than one category (for examples Academic, Students) Choose the relevant category name(s) from list below – description is for information Academic - Documents directly affecting research, assessment or teaching within the University Administrative practice - Documents of an administrative or operational nature Equality and diversity - Documents relating to the promotion of equality and diversity Health, safety and environmental - Documents relating to the health, security and safety of staff, students and visitors Students - documents directly affecting student life at the University
Document owner	Chief Digital and Student Experience Officer
Document manager	Director of Student Wellbeing and Support
Related University policies	• Student Engagement in Learning Policy (attendance and engagement) • Safeguarding / Keeping People Safe Policy
Related University procedures	• Student Conduct Procedure • Fitness to Practise Procedure
Approved by	
Date approved	Date approved - TBC
Date of commencement	TBC
Review date	May 2027
Version	Version 2
History of revisions of the document	This is the first version of this new procedure – the procedure has no documented history
Web address	TBC

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Support to Study Operational Guidelines (Appendix 1)



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Student Fitness to Study Guide (Appendix 2)

Stages of the Procedure	Concern type	Key Roles	Action	Outcomes	Further Action
Referral	Concern is raised pertaining to a student's ability to engage with their course due to health, safety or wellbeing of themselves and/or to others.	Who refers: • Academic staff • Professional Service Staff • Course Director • Student Wellbeing staff Initial Review of Referrals: • Senior Mental Wellbeing Practitioner • Senior Health Practitioner • Student Support Manager • Student Wellbeing Manager Referral Review Panel (Pre-Stage Panel) • Relevant academic staff (e.g. Course Director or nominee) • Student Wellbeing and Support representative • Security and/or Accommodation representatives (where relevant)	Referral Review Panel Meeting to be convened prior to confirmation of Stage 1 STS to establish need and review the correct procedure is being followed. When approved the student will be invited to a Stage 1 Support to Study The role of the Panel is to: • Assess risk and support needs • Determine whether to initiate Stage 1 • Identify appropriate staff involvement at Stage 1	Referral Review Panel, a decision will be made to: • Take no further action under this procedure, or • Initiate Stage 1 (Support to Study), or • Refer the case to an alternative procedure If the concern is severe student can go straight to stage 2 Fitness to Study.	If the Panel considers that the case may be more appropriately addressed through an alternative procedure, such as Fitness to Practice or Student Conduct, it should consult with Student Governance to determine the most suitable process and arrange for the case to be transferred accordingly.

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Stage 1: Support to Study. (Voluntary)	A concern has been identified that relates to the health, safety, or wellbeing of the student and/or others. This may include, but is not limited to, issues such as attendance and engagement, disruptive behaviour, or accommodation-related concerns.	Support to Study meeting will be arranged. The meeting will normally be chaired by one of the following: • Student Wellbeing Manager • Student Support Manager • Senior (Mental) Health Practitioner The Stage 1 Support to Study meeting will normally include: • The student • The Chair (as identified above) • Course Director or nominated academic representative • Student Wellbeing caseworker (if allocated) Additional attendees may include (where relevant): • Accommodation representative • Security representative	Identify actions and agree a support plan to achieve agreed outcomes. A clear review schedule will be agreed and documented within the support plan. The first review meeting will normally take place within one calendar month of the initial Support to Study meeting.	• Successful completion of Stage The support plan has been effective • Withdrawal from Stage 1 Process- The student chooses to disengage • Escalation to Stage 2: Fitness to Study - There are continuing concerns • Interruption of Studies - The student chooses to interrupt (pause) their studies • Withdrawal from the University- The student chooses to withdraw	If, during the procedure, it is determined that the concerns have progressed beyond the remit of the STS process—for example, where the behaviour exhibited can no longer reasonably be associated with a health condition—it may be more appropriate for the matter to be considered under the Student Conduct Procedure. In such circumstances, the Panel (or relevant decision-maker) should consult with Student Governance to determine the most appropriate process and arrange for the case to be transferred accordingly.
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Stage 2 Fitness to Study	There is a severe or persistent concern. This may include but is not limited to persistent or escalating issues with attendance, behaviour or wellbeing that is impacting on their own wellbeing or that of others. This may include safety to themselves and others.	A decision to initiate Stage 2 will be made by one of the following: • Senior Mental Wellbeing Practitioner • Senior Health Practitioner • Student Support Manager • Student Wellbeing Manager Composition and Chairing - A Stage 2 Fitness to Study Panel will be convened to formally consider the case. The Panel will normally consist of: • Chair: Head of Safeguarding, Head of Wellbeing, or Head of Support and Access • Course Director or nominated academic representative • Student Support Manager • Student Wellbeing Manager Additional attendees may include (where relevant):	• Assess the level of risk to the student and/or others • Review the effectiveness of any previous support (where applicable) • Determine whether the student is able to continue their studies safely and effectively • Agree a structured support plan and/or implement proportionate measures, which may include Provisional Support Arrangements. A clear review schedule will be agreed and documented within the support plan. The first review meeting will normally take place within two weeks of the initial Support to Study meeting.	• Successful completion of Stage 2: The support plan and/or any Provisional Support Arrangements have been effective • Interruption of study: The outcome of the meeting and/or review indicates that the student recognises that they are not currently able to continue their studies safely or effectively • Withdrawal from the University: The student chooses to withdraw from their course of study • Suspension of Studies: The outcome of the meeting and/or review indicates that the student is not currently able to continue their studies safely or effectively • Expulsion: There are ongoing and significant concerns regarding the safety or wellbeing of the student and/or others, and the support plan has not	If, during the procedure, it is determined that the concerns have progressed beyond the remit of the STS process, it may be more appropriate for the matter to be considered under the Student Conduct Procedure If, following review, the agreed support plan: • has not been effective; and/or • the level of risk or concern remains or has increased, the case may be escalated to the Director of Student Wellbeing and Support for consideration of further action. This may include suspension of studies or withdrawal, in accordance with this procedure. Where suspension of studies or expulsion is recommended by the Director of Student Wellbeing and Support, the case will be referred to a Senior Management Team (SMT) panel for approval.
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Support to Study Procedure

		- Accommodation representative - Security representative - The student may be accompanied by a representative (e.g. Students' Union representative, family member, or appropriate peer in line with University guidance)		achieved the required outcomes	
Appeal	A student who has been subject to a Provisional Support Arrangements or any other outcome under the Stage 2 Fitness to Study Procedure has the right to appeal	The Director of Student Wellbeing and Support. An appropriate nominee where the Director of Student Support and Wellbeing is unavailable or has a conflict of interest in the case.	Review the case on the grounds that: - The Procedure was not followed correctly - There is new material evidence that counters the findings of the meeting/panel which the student was unable to provide earlier in the process for good reason. - The outcome is disproportionate to the concerns raised	- Reject the Appeal - Uphold the Appeal - Refer case to SMT panel for consideration in the case of suspension or expulsion.	