



Fitness to Study: Notice to Students and Procedures

Notice to Students

Situations arise when for a variety of reasons, health, personal or family problems, a student may be having difficulties studying. In the majority of cases the student affected will ask for help from the various sources available in College and University and the problem will be adequately addressed and the student can continue with their studies or make the decision, with their advisers, to take time out to resolve the situation.

There are occasions however when a student may be unable to fully appreciate the impact that their problems are having on themselves or those around them that they regularly come into contact with. In some circumstances they may be very resistant to advice or to support or be unaware of support available in Cambridge.

In these circumstances it is important that there are clear and transparent procedures to help resolve these problems, in the interest of the individual student, but also of their colleagues and College and University staff with whom the student interacts.

A Fitness to Study Procedure has therefore been introduced to address these situations and is designed to try and achieve a resolution of the issues that are interfering with the student's ability to study effectively and to take full advantage of all aspects of University life. The aim of the procedure is to ensure that a student is fully and appropriately supported while taking into account the needs and rights of all members of the College and of the University. It is not a disciplinary procedure: nevertheless it, inevitably, has to have a formal structure if it is to operate fairly and effectively.

In essence the procedure has three stages.

1. An informal stage which should resolve issues in the majority of cases by mutual consent.
2. A second, more formal, stage involving a Case Review Group, where it is hoped that problems can be worked out and a plan of support and guidance decided upon for the individual student, with their agreement, wherever that is possible.
3. A third stage Review Panel to consider situations where arrangements agreed by the Review Group have broken down or where there are serious concerns for the health and safety of the student concerned or for other members of the College or University Community. The aim is still to reach a mutually agreed resolution of the situation but there are circumstances where there has to be an ability to put a stop, albeit temporarily, to a situation which is damaging to all concerned.

In cases where that involves a decision by the College that the student should go out of residence, either permanently or for a period of time, there shall be an appeal procedure.

Crisis Situations

It is possible that a student may pose such an extreme risk to themselves and / or others that they require emergency assistance outside these procedures.

In a situation where it is believed that a student's behaviour presents an immediate risk to themselves or others, the Emergency Services should be contacted by dialling 999.

The College Nurse and University Mental Health Advisor should be informed as soon as is practicable in the particular circumstances of the case.

This should be followed up as soon as possible by notifying the Senior Tutor of the details of the incident and action taken.

The person(s) witnessing the student's behaviour should not leave the scene until they have briefed the Emergency Services, always bearing in mind the primary necessity to ensure their own safety.

The Porters' Lodge will, so far as they are informed or aware of the matter, keep a record of the action taken by the Emergency Services and pass this on, at the earliest opportunity, to the Senior Tutor. The Senior Tutor (or nominee) will ensure that contact is made at the level of detail appropriate in her judgement with the student and other relevant persons such as the student's Tutor, Director of Studies, or Supervisor (in the case of graduates), and that appropriate arrangements are made with regard to follow up.

In the case of medical and veterinary students, incidents shall also be reported by the Senior Tutor to the Medical and Veterinary Progress Panel (Secretary Ms Brenda Purkiss bap11@medschl.cam.ac.uk) for advice as to whether there might be Fitness to Practice issues to consider.

Fitness to Study Procedure for Newnham College

Introduction

The purpose of this document is to set out the procedures which the College follows when there are concerns about the Fitness to Study of one of its students, either undergraduate or postgraduate.

It outlines the steps which will be taken by the College when there is concern that a student's behaviour or health has the potential to disrupt, threaten or seriously impede the welfare or academic progress of the student herself or of others in the College or wider University community.

Decisions made concerning a student's fitness to study are made through a supportive process; with appropriate consultation; and after full consideration of the student's ability to study, learn effectively and complete her course successfully.

The procedures described below do not take precedence over the relevant provisions of the Colleges Statutes and Ordinances or, where applicable, the University's Statutes and Ordinances.

As a general rule this procedure is intended for use in cases in which the behaviour, disruption or risk presented by the student is perceived by the Senior Tutor (who will take into account the information available to her at the time) to be of a serious or potentially serious nature. Where possible the tutorial system and other student support services should be used as the first port of call, prior to taking any formal action as set out in what follows.

What are its benefits?

Having this procedure set out enables students to have a document they can refer to, which provides them with a clear understanding of their full responsibilities, and of the expectations related to their commitment to study and to their responsibilities to others in the College community. It also sets out the way in which the College views its own responsibilities to individual students and for others in the College and in the wider University community to whom it also has responsibilities.

If and when a problem arises, the steps taken will be limited to those necessary, in the view of those responsible (principally the Senior Tutor), to protect the best interests of the student, and other members of the College community. The procedure is intended to ensure a consistent and sensitive approach to managing situations.

Tutorial, academic or support staff can initiate the procedure when concerns for a student are raised, so that issues, once recognised, can be addressed in a structured manner as early as possible.

Common concerns raised by different members of the College and the University community can be formally collated through this process.

The problem-solving approach adopted throughout this procedure is objective-oriented: it is intended to allow a student to focus on agreed actions geared to achievable aims, which are clearly documented and which come from a supportive perspective rather than a disciplinary one.

Background knowledge

There are various support services in the College and the University to which students may be directed.

Students with a mental or physical health difficulty are strongly encouraged to speak at an early stage to their Tutor, Director of Studies, the College Nurse, the Senior Tutor or other appropriate member of staff in the College about their difficulties and any related problems that they may be experiencing.

In addition, they are strongly advised to consult, and make full use of, all the relevant support services available in the College and University; the specific extra-collegiate resources readily available to students in Cambridge are listed below.

Early intervention in student health/behaviour and recommendations for support can avoid a crisis situation. (For tips on how to deal with crisis situations see section 9 below.)

Advice is available on-line in the self-help leaflets from the University Counselling Service (www.counselling.cam.ac.uk/selfhelp/leaflets). In appropriate cases students may also wish to seek advice from one or more of the following:

- University Mental Health Advisor: www.counselling.cam.ac.uk/studentcouns/mha
- University Counselling Service: www.counselling.cam.ac.uk
- Cambridge University Students' Union: www.cusu.co.uk
- Graduate Union: www.gradunion.cam.ac.uk
- Disability Resource Centre: www.disability.admin.cam.ac.uk
- Occupational Health www.oh.admin.cam.ac.uk
- Student Advice Service. www.studentadvice.cam.ac.uk
- Adult eating disorder service www.cpft.nhs.uk/aeds
- Drinksense www.drinksense.org
- CAMEO www.cameo.nhs.uk
- Alcoholics anonymous www.alcoholics-anonymous.org.uk
- Cocaine anonymous www.cauk.org.uk

The 'Fitness to Study' Procedure

I. Purpose and Scope of the procedure

- I.1. Whilst at Cambridge, all students should be able to study and perform to the best of their ability in a safe and comfortable environment. The reality of College and University life means that students not only work but also live in close proximity to each other, and while many students find studying and living in such an environment stimulating and enjoyable, others can find it more challenging.

The term 'fitness to study' (as used in this document) relates to the entire student experience, and not just a student's ability to engage with their studies. Newnham expects its students to be able to live in harmony with others, and to conduct themselves in a way which does not have an adverse impact on those around them. This procedure is not designed to address academic performance issues (which will be dealt with under the normal academic assessment and monitoring procedures) except where poor academic performance is thought to be a result of a fitness to study issue. Neither is it designed for what are considered to be, on a reasonable view of the information available to the College and to the Senior Tutor at the time, normal cases of indiscipline, without mitigating factors.

- I.2. For the preservation and protection of the College community, students need to conform to certain standards of behaviour. The cause of concern regarding fitness to study may consequently include issues relating to a student's health and general wellbeing, where disciplinary action may not be appropriate, where they impact or have the potential to impact on the wider community and its well-being. The College and the University have disciplinary mechanisms in place to deal with students whose behaviour falls outside acceptable standards (see Newnham Student Handbook: www.newn.cam.ac.uk/student-life/student-information/student-handbook/ and

University Regulations on Discipline:

<http://www.admin.cam.ac.uk/univ/so/2011/chapter02-section17.html#indexterm-d2e5013>). The 'Fitness to Study' procedures are intended to deal with those cases where there seem to be mitigating factors in the nature of physical, mental or emotional health, which would make such disciplinary procedures inappropriate in the first instance.

- 1.3. A student's 'Fitness to Study' may be questioned if health problems are disrupting their own studies or the studies of others, or result in unreasonable demands being placed on staff or other students. The College has a general duty of care to its community. The nature of the situations envisaged as giving rise to the use of this procedure means that, from time to time, the College will need to take into account any relevant provisions of health and safety legislation or of the Equality Act. It is important that the Senior Tutor should be made aware as soon as possible of a case which has the potential to escalate to a point where it might be necessary to invoke this procedure, so that she can take appropriate advice, including legal advice, on the particular facts of the case at an early stage.
- 1.4. The level of risk posed by a student to herself, other students or others should be assessed and recorded by the Senior Tutor at an early stage and revised as necessary as the situation evolves. The risk assessment will be the responsibility of the Senior Tutor who will take such advice as seems to her necessary and appropriate given the facts of the particular case. Even when, in the view of the Senior Tutor, no risk to the student to herself, other students or others is involved, inappropriate behaviour has to be dealt with. The fact that a student has a mental, psychological, emotional or physical problem may need to be taken into account in deciding how it should be dealt with. But that the student has such a problem is not, in itself, a reason for ignoring or condoning inappropriate behaviour.
- 1.5. Once the 'Fitness to Study' Procedure has been initiated by the Senior Tutor (at any of the three stages) the behaviour observed will normally be considered under this procedure rather than under a disciplinary procedure.
- 1.6. If concerns are raised while a student is on authorised study away from Cambridge (e.g. is on a Year Abroad, has leave to Work Away, or is on a placement) the Senior Tutor will discuss with the other institution and the University Department, where appropriate, alternative arrangements that might appropriately address those concerns.

2. Circumstances under which a student's 'Fitness to Study' may be brought into question

- 2.1. A student's 'Fitness to Study' may be brought into question in a wide variety of ways. These include (but are not restricted to) the following:
 - Serious concerns about the student which indicate that there is a need to address her 'Fitness to Study' are brought to the attention of the College (i.e. the Senior Tutor, a Tutor or Director of Studies) by a third party (e.g.

- supervisor, lecturer, friend, other student, department, placement provider, member of the public, medical professional etc.).
- The student has told her Tutor, Director of Studies, the Senior Tutor or the College Nurse that she has a problem and/or has provided information to any one of these, which indicates that there is a need to address her fitness to study.
 - The student's academic performance or persistent behaviour is not acceptable and this is thought to be the result or symptom of an underlying physical or mental health problem.

If a Tutor, Director of Studies or Supervisor has concerns regarding a student's 'Fitness to Study' they should discuss this with the Senior Tutor who will advise which support services should be contacted and whether Stage I of the 'Fitness to Study' Procedure should be initiated. The University Mental Health Adviser should be, in appropriate cases, a first point of contact.

This 'Fitness to Study' Procedure has three stages: at which stage the process should begin in any individual case will depend on the perceived level of risk, the severity of the problem and on the student's current engagement (if any) with efforts to deal with it. When a member of College raises concerns, the relevant member of College staff (usually the Senior Tutor) has a duty to investigate and initiate this procedure as part of her larger duty of care to College members.

3. Stage I- Informal Action by the College

- 3.1. Should any preliminary action in terms of support and guidance be ineffective, an appropriate member of College staff should be designated by the Senior Tutor to approach the student and explain to her, in a supportive and understanding manner, that concerns about her 'Fitness to Study' have emerged. This would ordinarily be her College Tutor or Director of Studies but might be the College nurse or another appropriate person. The person dealing with the matter must keep the Senior Tutor advised of progress and seek advice or guidance on handling the situation as necessary. The Senior Tutor should also be notified, when or if the person handling the situation believes the problem has been resolved, of what actions or steps have been taken.
- 3.2. The student should be made aware of the precise nature of the behaviour that has given rise to these concerns. Normally, at Stage I, the Tutor the Director of Studies or other staff member will attempt to resolve the matter by informal discussions with the student. The student should be given the opportunity to explain their own views on the matter, and should also be encouraged to think about using one or more of the support services offered by the College and/or the University. It may also be appropriate to look into the possibility of making appropriate adjustments to academic arrangements or offering other support in order to enable the student to study effectively.

- 3.3. It is hoped that, in most cases, issues can be resolved at this informal level, and that the student will respond positively, co-operating fully with the process and taking advantage of the support available. It may be necessary to obtain independent corroboration as to whether the support available is being taken up. The responsibility for providing this should, at this informal stage, normally lie with the student.
- 3.4. A review period should be determined by the person dealing with the matter, where possible by agreement with the student. This will allow the student to consider her own behaviour and to seek advice from the support services available. At the end of this period a meeting should be held to review any steps taken by the student to address the concerns. If the concerns have been addressed satisfactorily, this should be recorded. This meeting may involve only the person handling the case and the student: but the Senior Tutor should be informed and may wish to consider whether, in the light of the specific facts of the case, any other person(s) should be involved in the meeting. Further meetings may be scheduled, as necessary, to monitor the situation/progress and to help ensure that continued support is provided to or accessed by the student to help her to study effectively. If, however, the concerns have not been addressed, a further more formal review period may be determined by the person dealing with the matter, again, if possible, with the agreement of the student, or the case may be moved to the next stage of the procedure.
- 3.5. The informal discussions, advice and any undertakings made by the College or University and/or the student must be documented for the benefit of the College, the University and the student, but should be kept confidential. Copies of documents should be kept by the Senior Tutor, the person dealing with the case and the student. A letter setting out what has been agreed should be given to the student.
- 3.6. If a student is unable or unwilling to co-operate with the above process or to modify her behaviour, she should be informed that more formal action under Stage 2 or 3 of this procedure may be initiated.

4. Stage 2- Case Review Group

- 4.1. A meeting of a 'Case Review Group' shall be convened by the Senior Tutor, including, as appropriate, the Senior Tutor; the student's Tutor; the Director of Studies; Supervisor (in the case of Graduates or Course Director if there is no Supervisor); College Nurse; or other member of the College support services. The student may be accompanied to this meeting by a student or other friend if they so wish. Other persons, such as but not limited to the University Mental Health Advisor or a member of the Disability Resource Centre, may also attend to provide information and advice at the invitation of the Senior Tutor. In both Stage 2 and Stage 3 processes, the student's Tutor or Director of Studies will normally be the College-designated point of contact with the student and should

ensure that the Senior Tutor is kept informed of progress and of all recorded communications. The Senior Tutor should be the main point of contact with all other agencies (especially those external to the College) and those dealing with the matter and should keep records of the whole process.

The Senior Tutor should appoint a deputy if she is unable for any reason to act at any stage.

- 4.2. Before the meeting, a medical assessment may be sought from a qualified practitioner, wherever possible one familiar with the Cambridge University system and with the spectrum of student difficulties, or from the University Occupational Health Service. The student should be encouraged to consent to this, as it will ultimately enable the College to address the student's difficulties in the most informed and effective manner possible and to make an accurate assessment of risk. The medical assessment will be used to determine the following matters:
 - the nature and extent of any medical condition from which the student may be suffering;
 - the student's prognosis;
 - the extent to which it may affect her 'Fitness to Study' and manage the demands of student life;
 - any impact it may have on others or any risk it may pose to others;
 - whether any additional steps should be taken by the College, in the light of any medical condition, to help the student to study effectively;
 - whether the student will be receiving any on-going medical treatment or support.
- 4.3. The student will be asked to authorise full disclosure to the College of the results of any medical examination. The College recognises that any such information disclosed will constitute "sensitive data" as defined by the Data Protection Act 1998 and will ensure that it is handled, processed and stored accordingly. Should the student refuse to undertake a medical examination, or to disclose the results, the College may continue this procedure on the basis of such information as it has access to.
- 4.4. The student will normally be given at least 7 days' notice (exclusive of the date of the decision and the date of the meeting) of the convening of a Case Review Group and informed of the purpose of the meeting. This period may be shortened in an emergency on the advice of the Senior Tutor. The student will also be provided with copies of any documents that are to be considered by the Case Review Group. The student will be asked to provide, by a specified deadline and in any event in reasonable time for the members of the Case Review group to read it in advance of the meeting, any documentation she may wish the Group to consider.
- 4.5. The student may be accompanied to this meeting by a student or other friend if they so wish. Other persons, such as the University Mental Health Advisor or a member of the Disability Resource Centre, may also attend, to provide information and

advice, at the invitation of the Senior Tutor. The student should notify the Senior Tutor at least 72 hours in advance of the meeting if she is to be accompanied and by whom.

- 4.6. The purpose of the meeting will be to ensure that:
- the student is made fully aware of the nature of the concerns that have been raised;
 - the student's views are heard and are fully considered by the Case Review Group in coming to its decision;
 - the best way to proceed is decided by the Case Review Group, wherever possible with the agreement of the student;
 - the student is made fully aware of the possible outcomes, if difficulties remain.

The meeting may be adjourned and reconvened if the Case Review Group needs time to consider its decision or to reflect on options that come to light in the course of the meeting.

- 4.7. The Case Review Group will order its proceedings at its own discretion and may call witnesses, such as professional persons who may have been working with the student, or such advisers as it thinks appropriate and may institute such enquiries as it decides are necessary to assist its deliberations.
- 4.8. The Case Review Group may decide:
- (a) that no further action is required;
- Or
- (b) formally to monitor the student's progress for a specified period of time.

In this case, after discussion with the student (and, where possible, the agreement of the student), an action plan will be decided which outlines any steps which the student is required to take, and/or the nature of any support to be provided to the student in order to address the concerns identified. Regular review meetings with the student will need to be arranged with a member of College staff who may be identified either by the Case Review Group or by the Senior Tutor. The Senior Tutor will ascertain that the action plan is being appropriately followed, that appropriate records are being kept, that risk assessments are being kept under review and revised and recorded as necessary and/or that reasonable support to help the student to study effectively is being provided.

The student shall be informed of the consequences of any breaches of the action plan, which will normally involve their 'Fitness to Study' being considered under the Stage 3 procedure.

Or

- (c) to recommend that special academic arrangements or support are put in place.

Such recommendations should, as appropriate and where necessary and possible, be agreed with the student's department and by the student and approved, where necessary, by the relevant University authority.

The student shall be informed that, unless the specified arrangements remedy the concerns to the College's satisfaction, her 'Fitness to Study' may be considered under Stage 3 of the 'Fitness to Study' Procedures.

Or

- (d) to agree, where possible with the consent of the student, that their studies be suspended for a period of time, with application, as and where necessary, to the relevant University authority.

If the consent of the student is not forthcoming, the College may, if it decides that it is appropriate, let the student continue but with written advice that Case Review Group is of the view that there is serious risk of failure in the examinations and that, having insisted otherwise, the student cannot expect the College to support any application seeking to mitigate the consequences unless there is good evidence of serious further developments unrelated to the situation which has already been considered.

Or

- (e) to refer the case to the Standing Sub-Committee of the Education Committee, or, in the case of a serious disciplinary offence, to refer the case to the Standing Disciplinary Committee, under the College's Procedures to be followed in cases of serious disciplinary offence

www.newn.cam.ac.uk/student-life/student-information/student-handbook/student-procedures-and-guidance/

This will only be appropriate in the most serious of cases, such as where evidence of a serious risk to either the health and safety of the student herself or to others has been identified, and it is thought that suspension, exclusion or expulsion of the student may be the most appropriate or safest course of action, or where a particular course of action has been recommended but the student refuses her consent.

- 4.9. The decision of the Case Review Group, together with a concise record of the meeting, should be sent to the student within 7 days from the day following the meeting, and a copy kept on the student's personal file. A copy of this documentation should be sent to the student's Department or other involved parties on a need-to-know basis and redacted if necessary.

- 5. Stage 3 - College Review Panel (standing Sub-Committee of the Education Committee)**
- 5.1. As a first step in this stage the Senior Tutor shall consider whether interim suspension of the student pending further action is appropriate, including from College accommodation with termination of the Licence Agreement in accordance with the procedures set out therein.
- 5.2. The Senior Tutor shall then convene a Review Panel. The Review Panel will have four members drawn from the Sub-Committee of the Education Committee (who have had no previous connection with the student), with the Senior Tutor and the student's Tutor in attendance.
- 5.3. The Chair will fix a date for a formal meeting of the College Review Panel to hear the case and invite the student to attend to discuss the concerns and all relevant issues. A member of the College staff will act as Secretary to the Panel.
- 5.4. Wherever possible the student will be given at least 7 working days' notice of the meeting of the College Review Panel (exclusive of the date of the meeting). The student will be informed of the purpose of the hearing. The student will also be provided with any documents to be considered at the meeting, and asked to provide any documentation she may wish the Panel to consider in good time for the meeting. The student may request postponement in order to prepare such documentation or for other good cause and this will be fully considered by the Chair of the Review Panel and the date of the meeting either confirmed or adjusted. In cases posing a serious risk to the student or to others in the judgement of the Senior Tutor, the College may temporarily suspend a student, including sending her out of residence, pending a meeting of the Review Panel.
- 5.5. The student may be accompanied to this meeting by a student or other friend if they so wish. Other persons, such as but not limited to the University Mental Health Advisor or a member of the Disability Resource Centre, may also attend for information and advice at the invitation of the Senior Tutor. The student should notify the Senior Tutor and the Chair of the Review panel, at least 72 hours in advance of the meeting if she is to be accompanied and by whom.
- 5.6. The purpose of the meeting will be to consider the evidence available (including the student's perception of the problem and of the concerns which have been expressed either by her or by others) and to reach an appropriate decision, action plan or other outcome.
- 5.7. The Review Panel will order its proceedings at its own discretion and may call witnesses and/or advisers (including persons who have been dealing with the student, or, and in particular, the University Mental Health Advisor) and institute enquiries to assist its deliberations, (which may include requesting further medical assessments of the student's fitness to study).
It will also consider all previous risk assessments.
The Chair of the Review Panel will ensure that all parties have access to all appropriate documents.

- 5.8. The decision of the Review Panel shall be determined by the Chair of the Review Panel, having taken full account of the views of all members of the Review Panel.
- 5.9. The student shall be notified in writing of the decision, with a concise statement of the reasons, within 14 days of the meeting of the College Review Panel (exclusive of the date of the conclusion of the meeting(s)). The decision shall be communicated in such a way that support is immediately available to the student at the time, from a person to be decided and arranged by the Senior Tutor.

The decision may include one or more of the following:

- (i) to monitor formally the student's progress for a specified period of time.
 - (a) In this case the Panel will provide the student with its action plan, (which should be agreed with the student wherever possible and) which outlines any steps which the student is required to take and/or any support which is to be provided to the student or which the student is required to access in order to address the concerns identified.
 - a. Arrangements should be made for regular review meetings with the student and a member of staff nominated (usually the Senior Tutor) to ascertain that the action plan is being appropriately followed and/or that reasonable support to help the student to study effectively is being provided as set out in the action plan. The student will also need to be informed of the consequences of any breaches of the action plan on her part.
 - b. The Panel will specify who, where appropriate or necessary, after consultation with the Senior Tutor and the student's Department, and subject to any necessary approval of the relevant University authority, will arrange for any suitable adjustments or special academic arrangements to be put in place.
 - (b) If the Panel has decided that the student is required, in the interests of herself and others, to interrupt her studies, then the person to be responsible for implementing that decision (who will normally be the Senior Tutor) should be identified.
 - (c) The student should be clearly informed of the consequences in the event that these arrangements fail to remedy, to the College's satisfaction, the concerns identified.
- (ii) to recommend that the College exercises its statutory power to suspend or to exclude the student.
- (iii) any other action considered to be appropriate and proportionate.

Any decision regarding suspension or exclusion should be communicated by the Senior Tutor to the University and to any persons in the University or elsewhere who have been involved in dealing with the student's case or problems. Such actions

should follow such procedures as may be prescribed by the College's Statutes or Ordinances, which shall take precedence in the event of any such decision.

6. Return to Study

6.1. In many circumstances, after a break in study, the student may make a request to the College for permission to return to the course. The decision as to whether, if necessary, to ask the University permission for the student to be put in standing to return to study will then be made by the Senior Tutor.

6.2. To this end, the Senior Tutor, in consultation with relevant organisations such as the University Counselling Service, the University Mental Health Advisor, and Disability Resource Centre. etc., will identify any remaining concerns that the College may have about the student's fitness to study and seek advice as to how they may be addressed.

The Senior Tutor will also, if appropriate, contact any relevant medical professional for an assessment of the student's ability to manage the demands of returning to studying at Cambridge University, drawing attention to the demands of the course, the nature and extent of the student's previous problems and the College's previous or continuing concerns about them (if any).

6.3. The student will normally be permitted to return only if, after receiving medical advice, the College and the relevant University authorities are satisfied that the individual is 'fit to study' and able to comply with any conditions imposed on her return.

6.4. In cases where the College has any continuing concerns about the individual's 'Fitness to Study', it may require a second medical opinion. In this case a student may be asked to submit herself for medical examinations by doctors / specialists, including but not limited to the University Mental Health Advisor, nominated by the College and, if appropriate, at the College's expense, in order to ensure a proper evaluation of the situation.

6.5. In any case where a student returns to study following the implementation of the 'Fitness to Study' procedure, the College should hold an initial meeting with the student to discuss what support measures, if any, need to be put into place for the student's return and to establish a return to study plan.

This initial meeting shall include the Senior Tutor (or alternate) and, as appropriate, the student's Tutor, the Director of Studies, the Graduate Tutor or other relevant person(s).

At this meeting it may be decided that there should be regular review meetings with the student that can be used to monitor and support a return to study plan. If so, the student must provide their continued co-operation in this respect and such review meetings may continue for part or all of the student's remaining time at the College.

There should be a written record of what is agreed for the return to study plan and a copy should be given to the student, who should be required to sign a copy in acknowledgement and consent and return to the Senior Tutor.

The Senior Tutor should ensure that a) where appropriate, a copy of the plan is sent to any relevant support agencies, who have agreed to help implement the plan; and b) ascertain that any necessary support from agencies external to the College is put in place.

The Senior Tutor should make arrangements for monitoring that the support plan is being delivered and the student is doing what has been required of her. If the student fails to cooperate, then, on the decision of the Senior Tutor having taken such advice as she thinks necessary, Stage 3 may be invoked without going again through Stages 1 or 2 or the matter may be treated as a disciplinary matter (refusal to comply with a direct instruction).

7. Right of Appeal

If the student is not satisfied with any decision made in accordance with the 'Fitness to Study' Procedures, she should write to the Principal and ask that arrangements be made for her appeal to be heard. The Appeal panel shall normally be comprised of three persons from the SubCommittee of the Education Committee or, at the discretion of the Principal in the light of the specific facts of the case two experienced DsoS and one Tutor who are Members of Governing Body who have had no previous involvement in the case or such other persons as may be designated by the Principal or by the Council.

8. General Matters

- 8.1. The College will, throughout these procedures, take account of relevant legislation such as the Data Protection Act, the Mental Health Act, the Human Rights Act, the Equality Act 2010 and the requirements of any relevant health and safety legislation along with the general rights and expectations of a student regarding confidentiality. In cases where Stages 2 or 3 of the 'Fitness to Study' Procedure have been invoked, the Chair, with the advice and knowledge of the Senior Tutor, will make a decision about who should be informed, and discuss with the student whether any statutory services should be contacted.
- 8.2. The College acknowledges that as a result of implementing this procedure it will receive personal sensitive data and data of a confidential nature pertaining to the student and other third parties, and undertakes that all such data is handled, processed and stored appropriately.

9. Crisis Situations

It is possible that a student may pose such an extreme risk to themselves and / or others that they require emergency assistance outside these procedures.

In a situation where it is believed that a student's behaviour presents an immediate risk to themselves or others, the Emergency Services should be contacted by dialling 999.

The College Nurse and University Mental Health Advisor should be informed as soon as is practicable in the particular circumstances of the case.

This should be followed up as soon as possible by notifying the Senior Tutor of the details of the incident and action taken.

The person(s) witnessing the student's behaviour should not leave the scene until they have briefed the Emergency Services, always bearing in mind the primary necessity to ensure their own safety.

The Porters' Lodge will, so far as they are informed or aware of the matter, keep a record of the action taken by the Emergency Services and pass this on, at the earliest opportunity, to the Senior Tutor. The Senior Tutor (or nominee) will ensure that contact is made at the level of detail appropriate in her judgement with the student and other relevant persons such as the student's Tutor, Director of Studies, or Supervisor (in the case of graduates), and that appropriate arrangements are made with regard to follow up.

In the case of medical and veterinary students, incidents shall also be reported by the Senior Tutor to the Medical and Veterinary Progress Panel (Secretary Ms Brenda Purkiss bap11@medschl.cam.ac.uk) for advice as to whether there might be Fitness to Practice issues to consider.

Approved by the College Council

22 February 2013