



Jesus College Fitness to Study Policy

Undergraduates

Rationale

A Fitness to Study policy is needed to resolve the following situations:

- a. Cases where the College believes that in order to continue studying, a student may require a Study Support Plan (facilitated by the University's Disability Advisory Service) but the student is unwilling to seek their advice or that of a competent medical professional;
- b. Cases where the College believes a student should suspend study owing to their health or welfare but the student is unwilling to suspend;
- c. Cases where the College wishes to terminate a student's programme of study;
- d. Cases where a Study Support Plan has been put in place to enable a student to continue studying but the student negates or refuses to engage with the Plan;
- e. Cases where a student wishes to extend the length of suspension of study but the College does not support the application;
- f. Cases where a student is on a year abroad or other placement.

Definition of Fitness to Study

For the purposes of this policy, the College defines 'Fitness to Study' as a student's fitness:

- a. to commence a distinct course of academic study; or
- b. to continue with his/her/their current course of academic study; or
- c. to return to their current or another course of academic study

and their ability to meet:

- a. the reasonable academic requirements of the course or programme; and
- b. the reasonable social and behavioural requirements of a student member (whether resident in College or not) without his/her/their physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or college staff (not withstanding adjustments required by law); and
- c. the level of independence necessary to manage their own welfare without requiring an unreasonable or inordinate reliance on others.

As a result, it is normally expected that a student who is fit to study:

- a. does not pose a serious risk to self or to others;
- b. does not require ongoing treatment and consultations for health reasons to such an extent that it would be too taxing to devote the necessary attention to her/his/their health and/or welfare while simultaneously meeting the rigours of the course;

- c. is willing to engage with health and welfare professionals and services as appropriate for their health condition;
- d. (for students with eating disorders) has a BMI that is at or above the University's stated minimum of 17; and
- e. does not require support from licensed health professionals which the student cannot access independently and that is beyond the provision that can be reasonably expected from the College and University.

Related Policies and Student Support

The College subscribes to the University's guidelines on confidentiality and to the Common Disability Framework

<https://academic.admin.ox.ac.uk/files/guidanceonconfidentialityinstudenthealthandwelfarepdf>
<https://academic.admin.ox.ac.uk/common-framework-for-supporting-disabled-students>

Free welfare support is available to all students within the College and also from the University:
<https://jesuscollegeintranet.web.ox.ac.uk/welfare>

<https://www.ox.ac.uk/students/welfare>

Free independent advice is also available to students from the University's Student Union:
<https://www.oxfordsu.org/support/studentadvice/>

Purpose

This Fitness to Study Policy is designed to enable the College to make suitable provision for those rare cases in which its junior members (students) need to take a temporary break from their studies, usually for medical reasons, so that they are not able to complete their studies according to the originally anticipated schedule. The College's principal concern in such cases is for the welfare of its students. As an academic institution, it seeks to enable its students to fulfil their academic potential and therefore sees breaks in study (including postponements of examinations) as undesirable, and allowable only in exceptional cases, and even then only within strict limits. Students admitted for a course of study of fixed or limited duration are expected to complete the course of study within that duration, without interruption, unless a situation arises that makes that impossible. However, the College recognizes that such intermissions will sometimes be necessary and in the interests of the student's welfare, and it will do everything it can to ensure that the student understands the process of applying for and returning from intermission and receives support throughout this process. Sometimes the nature of this situation may be such that, regrettably, the course of study cannot be completed at all. The interruption may be too prolonged or too repeated to allow for the measure of continuity that is necessary to participate successfully in the relevant course. In such cases, the College will consider medical and any other appropriate evidence, and submissions made by or on behalf of the student concerned, and it will seek to be as supportive as possible throughout the entire process.

Guiding Principles

The College recognises that concerns over Fitness to Study may be raised by a variety of individuals, for example College or University staff, other students, and third parties such as medical professionals. The College will through its procedures promote early intervention and active collaboration between

staff, students, and third parties to ensure as far as is reasonably possible consistency of approach. The College will endeavour to deal with such matters sensitively and non-judgementally and in a spirit of cooperation with students.

Nevertheless, it is recognised that cases may arise in which, under its procedures, the College may make a determination that a student is unfit to study and that their studies should be suspended or terminated.

The College will always try to resolve Fitness to Study concerns by informal agreement with a student (Stage 1). Only on rare occasions will it be necessary for more formal procedures to be used (Stages 2 and 3). Where the College has exhausted Stage 1 and 2 procedures and have not reached an agreed solution with the student, it may be necessary to initiate a further procedure by making a referral to a Fitness to Study Decision Making Panel whose decision is intended to be final and binding (Stage 3). A student may take a final decision to the Office of the Independent Adjudicator whose process is described at <https://www.oiahe.org.uk/>

Fitness to Study Procedures

The Fitness to Study procedures are not an alternative to decanal or academic disciplinary action. These and other procedures (for example, Fitness to Practice) may also be initiated where appropriate. Similarly, a student's fitness to study may be considered notwithstanding that other procedures have been invoked. The College will, however, refrain from considering parallel procedures about the same substantive matter.

All matters dealt with under Fitness to Study procedures will take into account individual circumstances. Whilst it is anticipated that such cases will be exceptional, the College reserves the right to vary the process it follows when considering a matter in the interests of fairness and/or health and safety. The Fitness to Study procedures are based on the premise that students should be involved in the management of their own wellbeing wherever possible. Should a student, however, be unwilling or unable to participate in the procedures, the College may nevertheless follow its Fitness to Study procedures where it is reasonable to do so.

The person responsible for these procedures at Jesus College is normally the Academic Director.

Circumstances under which a student's fitness to study might be brought into question

Procedures may be triggered when the College becomes aware of any of the following concerns:

- A significant problem or deterioration in the apparent health or welfare of a student which may be evidenced by or which may impact on the student's ability to meet the reasonable academic requirements of their course of study; for example, a persistent inability to submit work or to attend tutorials, classes, lectures, seminars, labs, or lectures or to participate in other normal aspects of the life of a student;
- A student's behaviour causing concern in relation to their own health, safety, and welfare;
- A student's behaviour adversely affecting the learning environment or health, safety, and welfare of others.

Stage I: Initial action and Informal Meeting

Concerns about a student's fitness to study should be referred to the Academic Director who can then act as a co-ordinator and single point of contact for all those involved. The Academic Director will canvass those who have academic and welfare responsibilities for information about a student to whom these procedures are subsequently applied.

When a referral is made, the Academic Director will ensure that an informal meeting takes place with the student at which it is explained, in a supportive and understanding manner, that concerns about their fitness to study have been raised. An outcome of the meeting should be the identification, definition, and illustration of the event, behaviour or concern that has given rise to the referral. The student will be encouraged to explain the circumstances. Other relevant members of

staff may be invited to the meeting to provide advice or information that is in their own knowledge, but they should be kept to a minimum in order to encourage an informal and open discussions. The Academic Director will attempt to obtain the available information from those who have relevant knowledge before the meeting takes place. The student will be informed of who will be present and why.

The student may be accompanied at any meeting by a member of the Oxford SU Student Advice Service, a fellow student, or another supporter or advisor including those who are responsible to support students with a disability. The student should notify the Academic Director at least 24 hours in advance of a meeting they are to be accompanied and by whom. The supporter should not be a member of the student's family unless that is agreed in advance. The meeting is a confidential part of an internal collegiate university study support process. It is not an adversarial or formal legal hearing. The attendance of legal advisors is not permitted.

Informal meetings are a process during which there should be an attempt to resolve the concern through discussion with the student. Typically, the discussion will occur over time and/or on a number of occasions which will need to be carefully recorded. The discussion might include, where appropriate use by the student of medical and/or Student Welfare and Support Services. It might also involve the identification of reasonable adjustments for a disability or other measures to help resolve the fitness to study concern. At the end of the discussions, the student will be informed that there will be a review period and follow-up meeting to ensure that the concern about their fitness to study has been addressed and resolved.

After the meeting or at the end of the discussion, the Academic Director will confirm in writing (this may be via email) with the student of the steps that were agreed between them and invite the student to confirm that the email represents their understanding of what was agreed. The respective responsibilities and expectations of the College, the student and others, including support services, arising from the meeting will be set out clearly. Any timetable for the steps that are agreed will be identified. The email will also confirm the date of a follow-up meeting after a review period. Where appropriate, the College will inform the student's department/faculty of the steps that are agreed by having regard to their own policies and the [University's Guidance on Confidentiality in Student Health & Welfare](#).

At the end of the review period, a meeting will be held with the student to discuss the steps that were agreed. If the fitness to study concerns have been resolved, this will be recorded and the question whether and if so how any need for ongoing monitoring and support arrangements to help the student will be addressed. If the steps agreed have not been taken and/or the fitness to study concerns have not been resolved, a further agreement involving the steps to be taken, the responsibilities of those involved and the timescale for further review will be agreed.

Alternatively, it will be necessary in some circumstances to move to the next stage of the procedures. Equally, if a student is unable or unwilling to co-operate with the process or an agreement or repeated or prolonged fitness to study concerns are not resolved, it may be necessary to consider a formal Case Review Meeting under stage 2.

If an urgent concern about a significant risk of harm arises on or during a referral, the Academic Director may make an immediate recommendation that there should be a suspension for an interim time-limited period. Immediate and interim periods of suspension must be subject to regular review and should not be extended save in exceptional circumstances that are recorded and reasoned in writing. If the recommendation is not agreed with the student, the Academic Director may refer the matter under stage 3 of the procedures to a fitness to study Decision Making Panel. Where the Proctors are involved, they are empowered to suspend a student from the University for periods of up to 21 days at a time, pending a consideration by the University Fitness to Study Panel. The consequences of suspension for tier 4 visa students should be considered by the Academic Director.

Stage 2 – Formal Case Review Meeting

A referral to a formal Case Review Meeting will be appropriate in the following non-exclusive circumstances:

- if the steps agreed at an informal meeting under stage 1 have not been effective;
- if the referral or request to the Academic Director is thought to be too serious at the outset to be dealt with by informal discussion and agreement or where informality of procedure is not appropriate to the circumstances;
- if the College has been supporting a student with ill-health or welfare for some while but the student is still unable to meet the academic, social, or behavioural requirements of their course of study and this is having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or College staff.

The Academic Director will arrange for the meeting to be convened and if necessary identify a named person who has not had significant involvement with the student to chair the meeting. That person will ordinarily be the Vice Principal or Welfare Fellow, but may also be another member of Governing Body. In addition to the student those with a significant interest in the student's academic progress, health and welfare will be invited to attend, for example, the student's College tutor, and other members of the University and College's academic and welfare support staff who have knowledge of the student's health, safety, welfare and academic progress.

Before the meeting, the responsible person on behalf of the College or the chair of the Case Review Meeting may require the student to provide evidence. For this purpose, the student may be asked to undergo a specialist assessment from a qualified practitioner preferably one familiar with this Guidance and fitness to study concerns, such as a College doctor or student counsellor.

Alternatively, the student may wish to provide the College with specialist advice from their own qualified practitioner, which may be relevant to help determine the following matters:

- The nature and extent of any event, health, safety or welfare issue which the student may be experiencing;
- The timescale for resolution and/or prognosis;
- The extent to which it may affect their fitness to study and ability to manage reasonable academic requirements and the normal demands of student life;
- Any impact it may have on or risk it may pose to others;
- If reasonable adjustments or other measures have been put in place, the effectiveness of those measures;
- Whether any and if so what additional measures should be taken by the college to enable the student to study effectively;
- Whether the student will be receiving any ongoing treatment, therapy or support which is relevant to their need for fitness to study support or the steps to be taken to resolve the fitness to study concern.

Should the student choose not to undertake a specialist assessment or to disclose the contents of the same, the College may continue with this procedure based on the information already in its possession. The decision-maker may then draw such inferences as are reasonable and is entitled to take a precautionary approach to risk in the absence of evidence including medical evidence being provided by the student.

The Academic Director will arrange for the student to be given written notice of the convening of a Case Review Meeting and will arrange for the student to be told of the purpose of the meeting, that is the referral or request that has led to the meeting being convened. The Academic Director will also arrange for the student to be given any documents that will be considered at the meeting, and for the student to be asked to provide, in reasonable time, any documentation they may wish to be considered.

In more complex cases, it may be helpful for the responsible person or the chair of the Case Review Meeting to convene a preliminary meeting with the student to discuss the procedure at the Case Review Meeting, the student's need for support at the Case Review Meeting, the identity, definition and description of the fitness to study concerns and the information requirements that there might be to help resolve the concerns.

The student may be accompanied at any meeting by a member of the Oxford SU Student Advice Service, a fellow student, or another supporter or advisor including those who are able to support students with a disability. The student should notify the Academic Director at least 24 hours in advance of a meeting if they are to be accompanied and by whom. The supporter should not be member of the student's family unless that is agreed in advance. The meeting is a confidential part of an internal collegiate university study support process. It is not an adversarial or formal legal hearing. The attendance of legal advisors is not permitted.

The purpose of the meeting is to ensure that:

- Those participating in the Case Review Meeting and the student are aware of and understand the nature and extent of the concerns that have been raised;
- the student's views and wishes are heard and taken into account;
- the best way to proceed is determined, that is the options to resolve the fitness to study concerns and the best option in all the circumstances are identified and preferably agreed;
- the likely outcomes if the fitness to study concerns are not resolved are identified and made clear.

The Case Review Meeting will determine its own procedure in the chair's discretion and seek information and opinions, including written materials, from those present and, if appropriate, from Student Welfare and Support Services and other professionals working with the student, and cause such enquiries to be made as may assist its deliberations.

Having taken advice from all concerned, the Case Review Meeting may, among other things appropriate to the circumstances, make one of the following decisions or recommendations:

- that no further action is required;
- or
- to formally monitor the student's progress for a specified period of time with an action plan agreed with the student,
- or
- to recommend that special academic arrangements, that is reasonable adjustments in the form of a Student Support Plan prepared by the Disability Advisory Service and/or other measures and support are put in place, specifying the nature of the same and the responsibility for their provision;
- or
- to recommend that the student's status be suspended for a period of time;
- or
- to recommend that consideration be given to the student withdrawing from their course of study.

The duration of any suspension of status must be carefully considered. Very short suspension, for example for up to 21 days, can sometimes be used to facilitate the resolution of urgent issues or the obtaining of essential evidence whereas longer suspension should have regard to the fact that the student will ordinarily resume their course of study at the point they left it with the consequence that 12 months may be necessary. Resumption of a course of study may need to be monitored and/or if it is practicable phased to take account of expert advice.

In each case where further action is agreed or recommended to be put in place, there should be an action plan outlining:

- any steps which the student will need to take; and/or
- any support to be provided to the student;
- in each case the responsibilities for the steps to be taken and for how long in order to resolve the concerns identified;
- provision for regular review meetings with the student for the duration of the action plan including at the end of the period agreed to ensure that the action plan is being appropriately followed and/or that measures to enable the student to study effectively are being provided;
- the identity of the College and/ or University staff who will undertake the reviews;
- the likely consequences of the failure of the action plan to resolve the fitness to study concerns which will normally involve a student's fitness to study being considered at a stage 3 panel.

The recommendations of the Case Review Meeting, together with a concise record of the meeting, should be sent to the student within 7 working days from the date of the meeting, and a copy kept on the student's personal file. Colleges will consider with the student whether it is appropriate to inform the student's department/faculty of the steps that are agreed by having regard to their own policies and the University's Guidance on Confidentiality in Student Health & Welfare.

If, having agreed, the student decides not to follow the action plan or where a recommendation is made, the student does not accept the same, the college should inform the student that the responsible person will consider referring the matter to a fitness to study Decision Making Panel under stage 3 of this Guidance. If the concerns remain unresolved, including because of a repeated failure in any support measures agreed or recommended, a referral to a stage 3 panel should be made by the responsible person.

Stage 3 – Fitness to Study Decision Making Panel and University's Fitness to Study Panel

Where the College has exhausted the stage 1 and 2 procedures without resolving the fitness to study concerns it will refer the case to its Fitness to Study Decision Making Panel. This Panel will normally comprise three members including at least two fellows of the College, of which one will be a Governing Body member; it may include a member who is medically qualified. In addition, where, at any stage, the College considers that the seriousness of the case makes referral to a panel appropriate without going through the two earlier stages of the procedures, then a referral should be made, including where an immediate suspension is necessary and the student does not agree.

The Fitness to Study Decision Making Panel is empowered to decide whether or not the student is fit to study; it may also make a decision or recommendation that the student's continued access to University and College facilities and premises should be subject to certain conditions, or that they should be suspended for a specific, or for an indefinite, period.

The Fitness to Study Decision Making Panel will, where appropriate, follow the process set out in the University's Fitness to Study procedures at <https://governance.admin.ox.ac.uk/legislation/council-regulations-1-of-2012>. The Panel may, however, adapt the process if the circumstances so require. The Junior Member shall be notified in advance of any such changes.

The decision of the Panel is final and marks the completion of the procedure concerning fitness to study.

In considering a case the Fitness to Study Decision Making Panel shall be entitled to employ or to draw upon suitably qualified expert advice, including but not limited to expert medical, psychiatric and legal advice and shall have due regard to the obligations under equality legislation and in particular the duty to make reasonable adjustments.

The College also has the right to use the University's Fitness to Study Panel. The University's Fitness to Study Panel is established under Statute XIII. The College will inform the student if this option is to be used. The remit of the panel is to:

'consider a student's fitness to study where all other normal procedures (whether at college or University level) have been exhausted or are inappropriate.' The full procedures of the University Panel are set out in detail in Statute XIII, Part B and Council Regulations I of 2012, which are published on the University's web pages at: <https://governance.admin.ox.ac.uk/legislation/council-regulations-1-of-2012>.

Return to Study

In cases where the student has suspended their status at any stage as an outcome of the Fitness to Study procedures, the conditions necessary for resumption of their student status and return to their course of study will be made clear by the Academic Director or the Panel that made the decision. The conditions will be provided in writing to the student prior to suspending so that students are fully informed before they suspend of the conditions that must be met in order to reinstate by returning to their course of study. The conditions are likely to include evidence of improved health or welfare or improved management of health conditions or behavioural concerns in order to establish that an identified fitness to study concern is resolved. The monitoring of fitness to study for a specified period of time after resumption and/or the gradual return to a course of study with conditions to be considered at each stage are possible outcomes.

The improvement in health, welfare or behaviours required for resumption of status will be explicit. These may include reasonable social and behavioural requirements in the context of the student's health, safety and welfare or may refer to the reasonable requirements of the course of study. The College will have regard to any reasonable adjustments which apply to a student who has a disability and in particular where there are pre-existing agreements about those adjustments, for example, the length of the course of study or adjusted deadlines.

When a student indicates to their College that they wish to resume their studies after a period of suspension of student status, it may be necessary for the student to be offered support to make an application to return to study. The College will assist the student in their application and ensure that they have sought appropriate advice from any appropriate specialist or professional practitioner and/or from Student Welfare and Support Services.

A return to study decision will normally involve a further informal meeting with the student or a formal Case Review Meeting to which the student is invited. In each case, the Academic Director will ensure that a procedure is followed that is appropriate to the circumstances and the procedure that was used to help resolve the fitness to study concerns that existed.

The College will need to satisfy itself that the conditions necessary for resumption have been met by seeking advice from any specialist or professional practitioner who was involved in the fitness to study procedures and from Student Welfare and Support Services where that is appropriate. The College may request the student to provide evidence from an appropriate specialist or professional practitioner or confirmation of their health or welfare and ability to resume their course of study and to sustain that resumption. This is likely to be from the specialist or professional practitioner who has provided support or treatment for the student during suspension. The College has the right to seek a second opinion. The College may require both medical and other evidence relating to the fitness to study concern in order to decide that it is appropriate for the student to return to study and/or that the relevant conditions have been met or can be maintained. Medical fitness is not necessarily the same as an overall conclusion that a student is fit to study.

Resumption of status following any suspension that exceeds a continuous period of 24 months will only be considered in exceptional circumstances.

In preparation for an informal decision on an application to return to study or a formal Case Review Meeting considering such an application, the College may, if appropriate, obtain advice from Student Welfare and Support Services in the form of a Return to Study Plan. The Academic Director or the Chair of the Case Review Meeting will conduct a review of the documentary evidence relating to return to study including the records from the stage 1, 2 or 3 procedure that concluded with the agreement or decision to suspend. The Academic Director or chair will consider that evidence in the context of the academic requirements of the student's course of study and any reasonable adjustments that exist where the student has a disability.

The Academic Director or chair will hear and take into account the student's wishes and feelings about return to study and make a decision or recommendation that includes the following:

- whether the conditions have been met and/or can be met on a sustained basis so that it is appropriate for the student to return to study;
- if not, whether there are further steps or evidence that are required before return to study is appropriate;
- if so, the most appropriate time for the student to return to study and how that return is to be managed in the context of the academic requirements of the student's course of study;
- if the student's course of study has changed, whether or not it is feasible to return to it and what the options are for the student and the best option in all the circumstances of the case;
- the availability of continuing support for the student including from Student Welfare and Support Services.

In each case Student Welfare and Support Services will, if asked, help to draw up a 'Return to Study Plan' in consultation with the student and the relevant welfare, disability and academic leads. The Plan will ordinarily address and include:

- the specific study-related support needs of the student in returning to education;
- the support which is reasonably required in the short term;
- the involvement of and liaison with external agencies;
- any longer term support or adjustments that are reasonably required and any conditions that might or will apply;
- a risk management plan that takes account of the experiences that led to the student initially suspending from their course of study and any other information that is known to be relevant.

Any return to study recommendation that is not agreed by the student may be referred by the Academic Director to the appropriate stage of the procedure. If the Academic Director considers that there are still grounds to be concerned about a student's fitness to study, they may either agree with the student a further period of suspension with a view to receiving a further application to return to study at a later date or convene a further formal Case Review Meeting in accordance with stage 2 of the procedures, to consider the matter after a further period of time which is to be specified.

A decision or recommendation to return to study together with a concise record of the meeting, should be sent to the student within 7 working days from the date of the meeting by the Academic Director, and a copy kept on the student's personal file. The College will consider with the student whether it is appropriate to inform the student's department/faculty of the steps that are agreed by having regard to their own policies and the [University's Guidance on Confidentiality in Student Health & Welfare](#).

Approved by the Governing Body
8 March 2023

Appendix

Plain Language Flowchart

The following pages provide a useful summary of each of the three stages:

STAGE 1

Initial Action and Informal Meeting

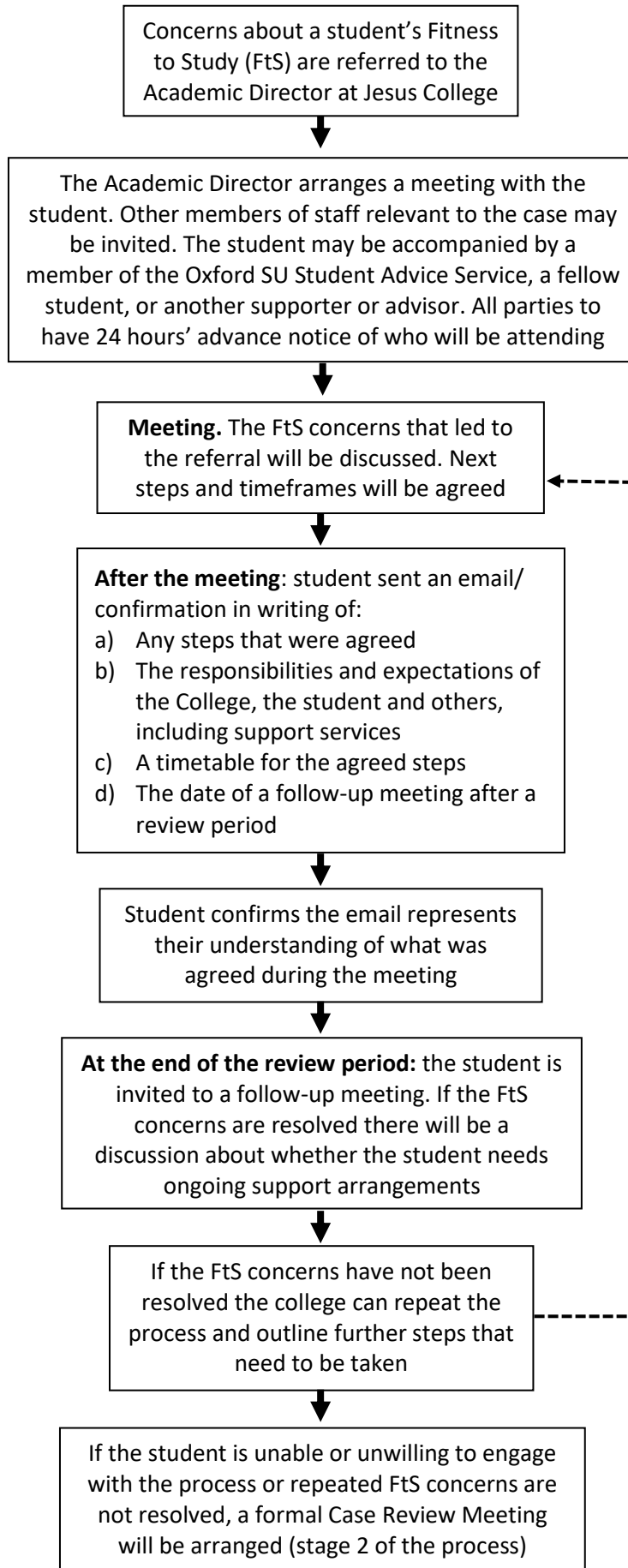
STAGE 2

Formal Case Review Meeting

STAGE 3

College Fitness to Study Decision Making Panel and the University Fitness to Study Panel

STAGE I: Initial Action and Informal Meeting



STAGE 2: Formal Case Review Meeting

Before the meeting:

Concerns about a student's Fitness to Study are referred to the Academic Director at Jesus College

The Academic Director arranges the meeting. In attendance:

- The student;
- the Chair - a named person who has not had significant involvement with the student;
- members of staff with significant interest in the student's academic progress, health and welfare, including representatives of the University's Student Welfare and Support Services;
- the student can choose to be accompanied by a member of the Oxford SU Student Advice Service, a fellow student, or another supporter or advisor. The supporter should not be a member of the student's family unless agreed in advance. Legal advisors are not permitted.

All parties to have 24 hours' advance notice of attendees.

The student **receives** written notice of the Case Review Meeting, outlining the purpose of it and what referral/request has led to it; any documents that will be considered at the meeting.

The student **provides** any documents they wish to be considered at least 24 hours in advance of the meeting.

The student may be asked to undergo a specialist assessment from a qualified practitioner, such as a College doctor or student counsellor. Alternatively, the student may wish to provide the College with specialist advice from their own qualified practitioner, which may be relevant to help determine the matters outlined in section 7.3 of the full guidance.

Should the student choose not to undertake a specialist assessment or to disclose the contents of the same, the college may continue based on existing information that they hold.

During the meeting:

The Chair will seek information and opinions from those present to assist discussion.

- The nature and extent of the FtS concerns will be discussed;
- the student's views and wishes will be heard and taken into account;
- the best way to resolve the FtS concerns are identified and preferably agreed;
- the likely outcomes if the FtS concerns are not resolved are identified and made clear.

After discussion, the Case Review Meeting may, among other actions, make one of the decisions or recommendations outlined in section 7.10 of the full guidance:

- that no further action is required;
- to formally monitor the student's progress for a specified period of time with an action plan agreed with the student;
- to recommend that reasonable adjustments and/or support are put in place, specifying the nature of the same and the responsibility for their provision;
- to recommend that the student's status be suspended for a period of time;
- to recommend that consideration be given to the student withdrawing from their course of study.

An action plan should be agreed outlining:

- any steps which the student will need to take;
- any support to be provided to the student;
- responsibilities for the steps to be taken and timeframes;
- provision for regular review meetings with the student for the duration of the action plan including at the end of the period agreed;
- the identity of the college and/ or University staff who will undertake the reviews;
- likely consequences of the failure of the action plan to resolve the FtS concerns – this will normally involve a student's FtS being considered at a stage 3 panel.

After the meeting:

Within 7 working days from the date of the meeting: student to receive in writing the recommendations of the Case Review Meeting and a concise record of the meeting.

A copy of this documentation will be kept on the student's personal file, and consideration should be given regarding sending to the student's department/faculty.

If the student decides not to follow the agreed action plan, or where the student does not accept a recommendation from the Case Review Meeting: the College to inform the student that the Academic Director will consider referring the matter to the College's Fitness to Study Decision Making Panel or University's Fitness to Study Panel (Stage 3).

If the concerns remain unresolved, including because of a repeated failure in any support measures agreed or recommended, a referral to a stage 3 panel should be made by the Academic Director.

STAGE 3 - College Fitness to Study Decision Making Panel and the University Fitness to Study Panel

If the FtS concerns are not resolved after stage 1 and 2 the case will be referred to a college Decision Making Panel. If the college considers that the seriousness of a case makes referral to a panel appropriate without going through the two earlier stages of the procedures, then a referral to stage 3 should be made, including where an immediate suspension is necessary and the student does not agree.

In circumstances where a college does not have a Decision Making Panel available to it, a referral may be made to the [University Fitness to Study Panel](#) by writing to fts@admin.ox.ac.uk and requesting a referral form. As part of the referral requirements, colleges will need to show that their fitness to study procedures have been followed, and that reasonable adjustments have been made in the case of disabled students.

The documentation relating to stages 1 and 2, where these have taken place, and any other relevant documentation will be required. Responsible persons, the chair of a formal Case Review Meeting and those who have advised orally or in writing at informal or formal meetings may be required to attend a meeting of the University Panel as witnesses.

The full procedures of the University Panel are set out in detail in Statute XIII, Part B and Council Regulations 1 of 2012, which are published on the University's web pages at: www.admin.ox.ac.uk/statutes/regulations/. College Decision Making Panels may choose to adopt the same procedures.

Powers of the panel:

- A Decision Making Panel is empowered to decide whether or not the student is fit to study; it may also make a decision or recommendation that the student's access to University and college facilities and premises should be subject to certain conditions, or that they should be suspended for a specific, or indefinite, period.
- In urgent cases a panel may recommend, after discussion with the college, that necessary and proportionate interim measures be adopted until the case may be further determined by the panel.
- In considering a case a Decision Making Panel is entitled to employ or to draw upon expert advice, including but not limited to qualified expert medical, psychiatric and legal advice. The Panel shall have due regard to the obligations of the University and the student's college under equality legislation and in particular the duty to make reasonable adjustments.
- The decision of a Panel is final and marks the completion of the procedure concerning fitness to study.