

**COURTAULD INSTITUTE OF ART**

**FITNESS TO STUDY POLICY AND PROCEDURE**

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# Fitness to Study: Key principles and quick guide

This quick guide gives an overview of the Fitness to Study Policy and Procedure. It does not replace reading the document, where you will find helpful information about meetings and follow-ups.

1. A student is considered fit to study if they are able, on a regular basis, to perform activities that are considered central to The Courtauld’s student experience and pedagogical mission. In some cases, ‘reasonable adjustments’ may be made in order to make this possible (see 2, below). Fitness to study as the ability to

a) study for the equivalent of a 35-hour working week. ‘Study’ includes all activities, including private study (e.g., reading or writing).

b) attend seminars or lectures of up to 2 hours; sometimes more than one of these each day. In some cases, study trips may involve up to 8 hours of study/visits per day. Conservation students may be required to work on site for up to 8 hours per day.

c) prepare presentations to deadlines

d) prepare formative and/or summative assessments to deadlines

e) sit multiple exams of up to 3 hours in length

f) interact with Courtauld staff, students and facilities in an appropriate manner

1. The Courtauld is committed to providing an excellent education to all its students, and under the 2010 Equalities Act is required to make ‘reasonable adjustments’ for students with disabilities in order to make this possible. Those reasonable adjustments can only be made in response to recommendations from medical experts and may include the following:
2. Special examination arrangements (e.g., extra time during exams, extra time between exams, or special rooms for exams).
3. One-off or regular extensions to deadlines.
4. Permission to use audio-recording devices in lectures.
5. Use of The Courtauld’s special equipment on the premises (e.g., adjustable desks or ergonomic chairs in the library).
6. Additional borrowing rights in the library.
7. Permission to miss study trips.

3. There may be occasions where the health or wellbeing of a student deteriorates to the point where it raises questions about their suitability to continue their studies, their capacity to participate fully and interact with other members of The Courtauld, or their ability to use university premises appropriately.

4. The Fitness to Study Policy and Procedure has three stages that consider what interventions The Courtauld can make, what a student can do to enable their successful studies, or when it is beneficial to a student to suspend their studies. The stages are usually incremental but the process can be started at any stage.

5. The procedure also provides information on returning to study.

6. There is an appeal process (following stage 3).

# Introduction

The Courtauld is committed to supporting students and recognises the importance of a student’s health and wellbeing in relation to their academic progression and wider university experience. The Courtauld has a responsibility to support students to feel and function well in order to maximize their potential while studying with us. There may be occasions where the health or wellbeing of a student deteriorates to the point where it raises questions about their suitability to continue their studies, their capacity to participate fully and interact with other members of The Courtauld; or their ability to use university premises appropriately. The purpose of this Policy and Procedure is to outline the steps that The Courtauld will follow when concerns are raised about the fitness to study of one of its students. This policy also includes applicants who have been offered a place on a course at The Courtauld.

The policy and ensuing procedures aims to ensure that:

* The best interests of the student are considered in relation to their personal situation, their health, wellbeing and/or any disability they may experience
* Students are supported to study to the best of their ability, and wherever appropriate to meet the required learning outcomes and complete their course.
* Students who are experiencing difficulties are supported to address their difficulties at the earliest appropriate point.
* Students, where possible, take an active part in the process and are encouraged to make informed decisions regarding options available.
* Any reasonable adjustments that the student may be entitled to are considered and where appropriate put in place.
* Students receive a non-judgemental, consistent and sensitive approach to the management of situations. This may require different stages of response according to the perceived stage of concern.
* The Courtauld provides a suitable and co-ordinated response by academic and administrative staff working together so that students experience a consistent and fair process.

# Scope and Purpose

1. It is important that students take an active part in the process, and take appropriate steps to manage their own health and wellbeing in order to fulfil their academic potential. However, the Fitness to Study Procedure will be considered as an alternative to other means of managing concern about academic conduct or progress where there is sufficient concern that a student’s behaviour, attendance and academic progress could be the result of mental or physical ill health or disability or have an impact on the health and safety of other people.

2. The policy may be used for all stages and programmes of study: undergraduate, postgraduate taught and postgraduate research. The policy is appropriate for applicants as well as enrolled students.

3. Actions taken as a result of this Policy and Procedure are not of a disciplinary nature. If action is taken about a student who is not fit to study, it will be limited to that which is necessary to protect as far as possible the interests of members of The Courtauld community and the student in question. Depending on the nature and seriousness of the issue, we may also consider behavioural concerns under The Courtauld’s General Regulations at any time during the Fitness to Study process.

4. When invoking this Policy and Procedure, The Courtauld will offer support to the student in question. The stage and form of support will vary according to the circumstances of the student.

# Stages of Action

The procedure has three stages. These stages represent the degree of concern and/or the perceived seriousness of the situation.

The procedure can be entered at any stage; however, in most cases stage 1 should be used before escalation to stages 2 or 3. If the concerns are not remedied by the recommended and agreed actions at one stage, the next stage may be instigated. Some student cases may stay at the same stage and may never reach stages 2 or 3.

Stages 1 or 2 of the procedure can be initiated by a member of staff with a direct link or primary responsibility for the student’s needs. Stage 3 can only be instigated by the Head of Student and Academic Services (or their nominee).

Where other members of staff have concerns about a student’s health, wellbeing and behaviour they should contact the Head of Student and Academic Services to consider whether this procedure should be implemented.

## Fitness to Study Procedure - Stage 1

1.1 Initial concerns regarding a student’s fitness to study will normally be dealt with by the student’s Personal Tutor, who will to arrange a meeting with the student within six working days of the concern being raised. In some circumstances the student may be asked to consent to relevant medical records being shared with the Personal Tutor.

The Personal Tutor will indicate clearly to the student the nature of the concern raised and explain that the matter is being dealt with under Stage 1 of this Procedure. The purpose of the meeting is to seek to explore the concern regarding the student’s fitness to study and whether it can be managed at Stage 1 or whether the matter should be dealt with at another Stage. The student will be invited to respond to the concern and the Personal Tutor will seek to establish the student’s perception of the concern.

If the Personal Tutor member determines that the student’s fitness to study is impaired or may become impaired they may take such action as is appropriate in the circumstances:

* Decide that no action be taken;
* Draw up an action plan and timetable with the student for the rest of the academic year, with periodic reviews, in discussion with Student & Academic Services and the Associate Dean for Students, setting out how the matter is to be dealt with and any conditions to be placed on the student (for example, in relation to their behaviour or in relation to support they should seek). The Personal Tutor will set a review date and will notify the student that if any conditions set out in the action plan are not complied with, and/or if there is a continuation of the same or any additional concern, these issues will be discussed at the review meeting and may result in the student’s fitness to study being referred for further assessment under Stage 2 and/or 3.
  1. The Personal Tutor will notify the student (and Student and Academic Services) in writing, with reasons, of decisions reached and provide the student with a copy of any action plan normally within 5 working days of the meeting with the student. A written record of the meeting and a copy of any action plan will be sent to Student and Academic Services normally no more than 5 days after the meeting.

1.3 If the student does not consent to sharing relevant medical records, refuses to attend the meeting or cannot (e.g. due to hospitalisation), the primary staff member will have no other recourse than to refer the student to stage 2 of the process.

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## Fitness to Study Procedure - Stage 2

2.1 Stage 2 of the procedure is applicable where there is continued and ongoing concern following Stage 1, or when there is significant concern about a student’s health, wellbeing, behaviour, safety and/or ability to study, meriting direct referral to Stage 2.

If action taken under Stage 1 has not been successful or if the concerns raised are too serious to be dealt with under Stage 1, Stage 2 should be invoked.

Stage 2 is used when there are ongoing or further concerns about a student’s health, wellbeing and/ or behaviour and the impact this has on their ability to progress on their programme of study. Such concerns may include significant deterioration in health, appearance, attitude, particularly where there is an impact on attendance, ability to meet deadlines, succeed academically, or the ability to interact with Courtauld staff and students or use Courtauld premises in an appropriate manner.

2.2 Once concerns have been raised about the student, an appropriate member of staff (normally the Personal Tutor) will clarify the situation. This may be done in consultation with Student and Academic Services and the Associate Dean for Students. Points for clarification will include:

* Identification of the issue(s) arising
* Collation of any other relevant information about the student (e.g. non-attendance, missed deadlines, isolation, issues in other services in The Courtauld).
* What action has been taken so far, and whether anyone has discussed these concerns/issues with the student.
* Discussion with Student and Academic Services for advice or guidance on how to approach the student and discuss difficult issues.

2.3 The Personal Tutor should contact and/or approach the student to request a meeting, as a result of concerns being raised about them in relation to their health, wellbeing and studying. The student will be made aware of the precise nature of the behaviour that has caused the concern. This should be done by email.

The student should be given clear information about the Stage 2 procedure, with particular emphasis on the fact that it is intended to support the student. The student should then be invited to a meeting, and be given at least 5 days’ notice of the date of the meeting. The student should be advised that they may bring a friend, relative or member of the Student Union for support if they wish, however they may not be allowed to speak on their behalf. The student should be informed who else will be present and the reason they will be there.

2.4 The Associate Dean for Students will chair the meeting with the student. The Personal Tutor should also attend. Other relevant members of staff may be invited to the meeting.

2.5 The meeting with the student should take place in a private space and the following points should be considered and included as appropriate:

* Identification/ explanation of the concern being raised.
* Opportunity for the student to give their perspective of what is happening, and (if appropriate) clarification of whether this has happened before and if so what previously was helpful.
* Clarification of relevant boundaries and rules that the student needs to be aware of.
* Clarification of the student’s personal responsibility (e.g. to be fit for study and to be respectful of others to the best of their abilities) and fully engage with the recommended support.
* Consideration of what would be helpful and make the difference to the student in order to support them in their studies and resolve concerns.
* Signposting the student to services and relevant support.
* Clarification of agreed actions and options to support the student and resolve the concern (e.g. extended deadline, accessing Support Services).
* Agree a meeting date to review the situation and agree who needs to attend. The length of time between the meeting and the review should be agreed by all present, taking into account relevant academic and personal factors.
* Sufficient time should be given to allow the student to consider their situation and seek support.
* Explanation that a continuation of the same or any additional concerns could make it necessary to move to Stage 3 of this procedure.

2.6 If, in the course of this meeting, the Associate Dean for Students and Personal Tutor determine that the student’s fitness to study is impaired or may become impaired, they may take such action as is appropriate in the circumstances, including but not limited to one or more of the following:

* Recommend that the Head of Student and Academic Services refer the student (usually to Bart’s Occupational Health) for a medical assessment of their fitness to study. If, in the opinion of The Courtauld’s designated adviser the student is not fit to study then Stage 3 may be initiated.
* Draw up an action plan, where possible with the agreement of the student, setting out how the matter is to be dealt with and any conditions to be placed on the student (for example, in relation to their behaviour or support they should seek). Set a review date and notify the student that if any conditions set out in the action plan are not complied with, and/or if there is a continuation of the same or any additional concern, these issues will be discussed at the review meeting and may result in their fitness to study being referred for further assessment under Stage 3
* Recommend that the student take a period of voluntary abeyance/leave of absence through the [Interruption of Studies Procedure](https://vle.courtauld.ac.uk/mod/resource/view.php?id=15962). The student will be advised that when the agreed period of absence is due to elapse and they wish to return to study, they may be asked to provide satisfactory evidence that they have overcome or found a way to manage the original difficulties and are fit enough to return to study. This would typically be a letter from a medical health professional, who must confirm that the student is fit enough to study, or what kind of adjustments they might need in order to study. ‘Fitness to study’ is defined as the ability to:

a) study for the equivalent of a 35-hour working week. ‘Study’ includes all activities, including private study (e.g., reading or writing).

b) attend seminars or lectures of up to 2 hours; sometimes more than one of these each day. In some cases, study trips may involve up to 8 hours of study/visits per day. Conservation students may be required to work on site for up to 8 hours per day.

c) prepare presentations to deadlines

d) prepare formative and/or summative assessments to deadlines

e) sit multiple exams of up to 3 hours in length

f) interact with Courtauld staff, students and facilities in an appropriate manner

* Recommend that the Head of Student and Academic Services refer the student for a medical assessment of their fitness to study. If, in the opinion of The Courtauld’s medical adviser, the student is not fit to study then Stage 3 may be initiated;

2.7 A list of agreed actions should be documented by the Personal Tutor at the meeting, and a copy sent to the student and all other attendees no more than 5 working days after the meeting has taken place.

2.8 A copy of these actions should be kept in a confidential place for an agreed period of time, in line with The Courtauld data retention policy.

2.9 The Head of Student and Academic Services should be informed of the outcome of the stage 2 meeting, and arrangements for review. The general expectation is that the student will take responsibility for ensuring the outcomes are fulfilled and fully engage with the recommended support, although The Courtauld accepts that there may be delays in accessing some services.

2.10 The Stage 2 follow-up meeting should include:

* Review of how the student has been since the meeting
* Explanation and exploration of any further concerns arising
* Exploration of further /ongoing support required
* Agreement of whether further action is necessary. If the concern has been resolved no further action may be necessary.
* If the concerns have not been addressed, support has not been sought, and the member of staff feels that the progress has not been made, the case can move on to the next stage of the policy.

2.11 In cases where the student is invited but fails to attend stage 2 meetings:

* The situation should be discussed in the student’s absence
* If there are straightforward options about how to proceed, agreed expectations, support options and plans should be communicated to the student with a timescale for completion and date of review.
* If the situation is more complex or unclear, steps should be taken to escalate to a Stage 3 meeting.
* The student should be made aware that if they fail to take the opportunity to meet to discuss concerns about their health and wellbeing without reasonable explanation (e.g. if they are medically unfit) then it may be necessary to consider using Disciplinary Procedures as an alternative route.

## Fitness to Study procedure - Stage 3

3.1 Stage 3 of the procedure is used where there is ongoing concern following Stage 1 and/or 2, or when there is significant concern about a student’s health, wellbeing, behaviour, safety and/or ability to study. Where there are serious concerns regarding risk to the health and safety of the student and/or where there is a perceived threat and risk to others, cases will be referred directly to stage 3, without completing stage 1 or 2.

Temporary Exclusion

At stage 3, a panel consisting of the Dean, Associate Dean for Students, Facilities Manager and Head of Student and Academic Services will be convened where there is a perceived threat and risk to others.

Before the Fitness to Study Panel, the student may be temporary excluded from The Courtauld. The Head of Head of Student and Academic Services or their nominee may impose a temporary exclusion for a set period of time with immediate effect. A student who is temporarily excluded is prohibited from entering Courtauld premises without prior agreement in writing and from participating in Courtauld activities. The exclusion may, exceptionally, be subject to qualification, such as the permission to take an examination or to enter Courtauld premises to attend a meeting with a support service, such as the Counsellors. The terms of exclusion will be individual to each case and will be notified to the student in writing. A temporary exclusion does not affect the student’s status as a member of The Courtauld. A Fitness to Study Panel will be convened to consider the case.

3.2 At Stage 3 the Fitness to Study Panel meeting should include relevant people who have a direct link or support role with the student, and also someone who holds an appropriate level of responsibility and decision making authority for the relevant area within The Courtauld.

The Members of the Panel will usually be:

* The student’s Personal Tutor
* The Associate Dean for Students
* Head of Student and Academic Services
* A representative from the Students’ Union

Prior to the panel, the student will be asked to attend an assessment of their fitness to study with a medical practice recommended by the Head of Student and Academic Services (usually to Bart’s Occupational Health). If students refuse to attend the assessment, the panel will be limited to reviewing the information available. A letter will be sent to the student after the meeting setting out any decision made and the reasons for the decision.

3.3 The student should be informed of the meeting and its purpose in a clear, written statement from at least 5 working days before the meeting, but where possible a longer period of notice should be given. The student will be able to submit documents for the Panel to consider and will be given a copy of any documents seen by the Panel. They will have the right to bring a friend or representative to the meeting.

The Panel may order the proceedings at its discretion and may call witnesses if required.

The student should be encouraged to prepare in advance for the meeting and may wish to write a short summary report for the meeting.

It may be considered helpful to convene the meeting without the student for an initial period of 30 minutes, to allow those who have no prior involvement with the student to familiarize themselves with this information prior to the student’s arrival, the process, and in order to understand the issues and the possible options.

3.4 This statement should include:

* The purpose of the meeting
* A web link to the Fitness to Study procedure.
* Whether the student needs to provide any specific documents (e.g. medical evidence)
* Who will attend the meeting
* An explanation that the meeting will be confidential and that personal information relating to the health of the student will only be shared with those who have a direct involvement in the meeting
* Explanation that the student can be accompanied by someone in a supportive capacity (for example a Care Coordinator), but not by someone acting as an advocate. Disabled students may also be accompanied by a support worker e.g. sign language interpreter or mental health worker/disability adviser as appropriate to their needs.
* Date, time and venue of the meeting

3.5 At the meeting the following aspects should be included:

* Summary of presenting situation, concern(s) being raised, and past relevant information
* Opportunity for the student to give their perspective of current issues and if appropriate history of events, past experiences and helpful strategies or support for managing the issues
* Clarification of relevant Institute boundaries and regulations
* Clarification of the student’s personal responsibility at The Courtauld (e.g. to be ‘well enough’ to study and to be respectful of others). Except in cases where reasonable adjustments are made, students are considered well enough to study at The Courtauld if they are able to:

a) study for the equivalent of a 35-hour working week. ‘Study’ includes all activities, including private study (e.g., reading or writing).

b) attend seminars or lectures of up to 2 hours; sometimes more than one of these each day. In some cases, study trips may involve up to 8 hours of study/visits per day. Conservation students may be required to work on site for up to 8 hours per day.

c) prepare presentations to deadlines

d) prepare formative and/or summative assessments to deadlines

e) sit multiple exams of up to 3 hours in length

f) interact with Courtauld staff, students and facilities in an appropriate manner

* Identification of any further information which may be required
* Clarification of the options available to the student at this stage (e.g. change of mode of attendance, a period of interruption with repeating, or a recommendation for withdrawal of the student)
* Consideration of what would be helpful or make the difference to the student in relation to the options available
* Signposting the student to any relevant University Support Services
* Clarification of agreed options/actions and support options that the student is encouraged to access
* Explicit clarification of the consequences of failing to complete the agreed actions, and/or a continuation of the causes for concern
* Agreement of any interim monitoring or measures
* Agreement of a date to meet again to review the situation and a ‘return to study’ meeting where appropriate
* In cases where interruption is the outcome, the meeting should consider and make explicit what is required to happen before the student is permitted to return to study.

3.6 A report of the meeting and agreed actions should be documented by or on behalf of the meeting co-ordinator.

3.7 A copy should be sent to the student and to all other attendees of the meeting no more than 5 working days after the meeting has taken place.

3.8 A copy of these actions should be kept in a confidential place for an agreed period of time, in line with The Courtauld data retention policy.

3.9 The Stage 3 meeting chair will designate responsibility to monitor the process and ensure the review meeting takes place.

3.10 The Stage 3 review meeting should include:

* Review of how the student has been
* Review of whether agreed actions have been undertaken
* Explanation/exploration of any further concerns arising
* Consideration on new or ongoing relevant mitigating evidence
* Exploration of further /ongoing support/adjustments that may be necessary
* Agreement of whether a further action plan is necessary. If the concern has been resolved no further action will be necessary. If concerns continue or have increased a further action plan may be put in place, or a Stage 3 meeting may be suggested.

3.11 The outcomes available to the Panel are:

* To monitor the student formally for a specific period of time. An action plan will be agreed with the student detailing any steps the student will need to take and the support to be provided to the student.
* Regular review meetings will be arranged with the student and a nominated member of staff. The student should be made aware of what will happen if the action plan is breached
* To recommend a specific academic arrangement be put in place which may include a suspension of studies. Such recommendations should be agreed by the student’s Personal Tutor where appropriate and the student. If the student does not agree, the case will be heard on appeal.
* Suspension with conditions for a period up to twelve months. A student who is suspended from The Courtauld may be prohibited from participating in Courtauld activities and may either have restricted rights or be prohibited from entering Courtauld premises if the student is deemed to be of a risk or disruption to others. The terms of the suspension will be notified to the student in writing, depending on the circumstances of the case.
* Exclusion or requirement to withdraw - if the Panel concludes, taking into account the individual circumstances of the case and any supporting medical evidence, that there is no reasonable prospect of the student re-engaging with their programme in the short to medium term a recommendation will be made to the Dean that the student is permanently excluded or required to withdraw. This recommendation should only be made in the most serious cases.
* Any other action considered to be appropriate and proportionate.
* If the seriousness of the case warrants, the panel can consider moving the case to be heard under the Code of Student Discipline

3.12 If the student does not attend any of the agreed meetings:

* The situation will be discussed in the student’s absence
* Agreed expectations, support options and plans will be communicated to the student with a timescale for completion and date of review.
* The student should be made aware that if they fail to take the opportunity to meet to discuss concerns about their health and wellbeing and/or fail to provide any supporting evidence of an underlying issues then it there may be no alternative but to move the case to be heard under The Courtauld’s General Regulations.

3.13 In cases where an Interruption of Studies is agreed it must be made clear what needs to happen in order for a return to study to be considered. Responsibilities for arranging meetings and obtaining evidence and documentation must be confirmed and included in the meeting notes. This would typically be a letter from a medical health professional, who must confirm that the student is fit enough to study, or what kind of adjustments they might need in order to study. ‘Fitness to study’ is defined as the ability to:

a) study for the equivalent of a 35-hour working week. ‘Study’ includes all activities, including private study (e.g., reading or writing).

b) attend seminars or lectures of up to 2 hours; sometimes more than one of these each day. In some cases, study trips may involve up to 8 hours of study/visits per day. Conservation students may be required to work on site for up to 8 hours per day.

c) prepare presentations to deadlines

d) prepare formative and/or summative assessments to deadlines

e) sit multiple exams of up to 3 hours in length

f) interact with Courtauld staff, students and facilities in an appropriate manner

3.14 In cases where withdrawal of the student is the recommended outcome of the meeting, this must be notified to the Dean.

# Returning to Study

4.1 In cases where the outcome of the Fitness to Study procedures result in a temporary exclusion or interruption to study, the procedure for considering a return to study should be made clear to the student at the time of their interruption. This would typically be a letter from a medical health professional, who must confirm that the student is fit enough to study, or what kind of adjustments they might need in order to study. ‘Fitness to study’ is defined as the ability to:

a) study for the equivalent of a 35-hour working week. ‘Study’ includes all activities, including private study (e.g., reading or writing).

b) attend seminars or lectures of up to 2 hours; sometimes more than one of these each day. In some cases, study trips may involve up to 8 hours of study/visits per day. Conservation students may be required to work on site for up to 8 hours per day.

c) prepare presentations to deadlines

d) prepare formative and/or summative assessments to deadlines

e) sit multiple exams of up to 3 hours in length

f) interact with Courtauld staff, students and facilities in an appropriate manner

4.2 The Fitness to Study Panel that made the recommendation regarding a temporary exclusion, or as many members of the original Panel as possible, will be reconvened to consider whether the student is fit to return to study.

4.3 In all cases the student will be asked to provide satisfactory evidence that they have overcome the original difficulties or learned to manage them adequately and are well enough to return to study.

The precise nature of the evidence required from the student will depend on individual circumstances, but in all cases it is expected that this will involve a report from a recognized independent health professional with sufficient knowledge about the health and wellbeing of the student during the period of interruption, and the potential impact that returning to study might have.

4.4 Where a student returns to study after a temporary exclusion under this policy the relevant panel will consider any support that the student may require to support a return to studies, such as regular review meetings or a return to study action plan. The general expectation is that the student will take personal responsibility for fully engaging with this support.

4.5 The decision to allow a student to return to study will be communicated in writing to the student prior to their return, and any requirements and special arrangements will be made clear. The Courtauld will determine the ongoing arrangements to support and review of the progress of the student to minimize risk of a recurrence of the original difficulties.

# **Arrangements for Monitoring and Review of the Fitness to Study Procedures**

5.1 The Fitness to Study Procedures will be subject to annual review. The review will be led by the Head of Student and Academic Services, in consultation with appropriate staff.

5.2 The review will report on the following:

* The number of Fitness to Study cases over the period
* The outcome of cases where an interruption to study has been recommended
* The number of students who have returned to study following a period of interruption

5.3 The annual review will also consider the perceived effectiveness of the Fitness to Study Procedures, and where necessary will make recommendations to the Head of Student and Academic Services for appropriate changes to the procedure.

# Appeals

6.1 A student may appeal to a Fitness to Study Panel against a decision reached at Stage 3. Students should note that a request for review of a decision will only be accepted if there is evidence of the following:

(a) The correct procedure has not been followed

(b) Evidence of further material circumstances which could not reasonably have been expected to have been submitted for consideration by the Panel.

6.2 Students should lodge any request for review with the Head of Student and Academic Services by submitting a written statement detailing the grounds for request (see paragraph 1.1) within 10 working days of being notified of a decision at Stage 3.

6.3 The Head of Student and Academic Services or nominated representative will establish, in consultation with the Associate Dean for Students, whether there is a case for consideration before an Appeals panel, or whether to dismiss the request and inform the student in writing of the reasons for doing so. If it is decided that there is a case for a review, an Appeals Panel will be convened.

6.4 Membership of the Panel: An Appeals Panel will be chaired by a senior member of The Courtauld community, (e.g. the Dean or their nominee) and also include a member of the Academic Board and, where possible, a member of the Students’ Union. No member of the Panel will have previously been associated with the complaint.

6.5 The Secretary of the Panel will be a member of the Professional Services.

6.6 The student will be informed of the date of the meeting of the Appeals Panel not less than 10 working days in advance. The student may choose to appear before the Panel but the Panel may also hear a case, by mutual agreement, in the absence of the student. The student may be accompanied by a member of The Courtauld (whose name must be notified to the secretary of the Panel in advance of the meeting). Proxies for students shall not normally be allowed.

6.7 The Panel will invite relevant members of the institution to comment. The Panel may also consider written comment from the Chair of the Fitness to Study Panel.

6.8 Documentation in support of the request for review shall be circulated to the Appeals Panel and to the student not less than five working days before the meeting.

6.9 Such documentation will normally comprise the documentation and papers relevant to the earlier consideration during the Fitness to Study considerations and the reasons for referring the case to the Panel.

6.10 The meeting will commence with private discussions within the Appeals Panel to clarify matters of process.

6.11 The student, and any accompanying person, will be called to appear before the Panel and the proceedings will continue as follows:

(a) A statement will be requested from the student about the case

(b) The Panel will question the student

6.12 The Panel may interview in turn:

Members of staff involved in the Fitness to Study considerations.

6.13 The Panel will then meet privately to reach its decision.

6.14 The Panel, having considered the evidence, may uphold or reject the request for review, such a decision being final and exhausting The Courtauld’s Fitness to Study procedures.

6.15 The Appeals Panel will minute its deliberations and decisions and may recommend the following actions:

(a) to appoint a new Stage 2 Panel to consider the case afresh

(b) to annul a decision of the Stage 2 panel and substitute it with an alternative decision (which may be recommended by the Appeals Panel), where circumstances make it appropriate for it so to do.

6.16 The Secretary of the Panel shall notify the student in writing of the Panel’s decision, giving the reasons for it, within five working days of the meeting.

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