



## Fitness to Study Policy and Procedure

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### 1) Purpose

- a) This document describes the SP Jain London School of Management (SPJ UK) policy and procedure where there are concerns that a student is not well enough to study.

### 2) Scope

- a) This policy applies to all students at SP Jain London School of Management (SPJ UK).

### 3) Commitment to supporting students

- a) SPJ UK is committed to helping students achieve their study goals, including where students are suffering from physical or mental ill health. This document describes how SPJ UK will deal with situations where there are concerns that a student is not well enough to study. It is intended to support students who are suffering from ill health to succeed on their course. Support may include periods of suspension to allow students to recover from illness.
- b) There may also be cases where students do not engage with, or are unable to agree with, the support or adjustments that SPJ UK considers to be reasonable to enable the student to continue. In these circumstances, SPJ UK may consider withdrawing the student from their course.

### 4) Circumstances under which this policy and procedure should be applied

- a) This procedure should be used whenever there is a concern that a student is not well enough to engage with their studies effectively. Examples of such circumstances include:
  - i) The academic performance or personal conduct of a student is causing concern, and is suspected to be due to an underlying mental or physical health issue;
  - ii) a student is repeatedly taking leave of absence or claiming extensions to assessment deadlines due to health issues;
  - iii) a student's behaviour is upsetting the health, safety and wellbeing of others or the ability for other students to participate in learning, teaching or assessment;
  - iv) if concerns regarding the student's health are brought up by the student themselves.

## 5) How the procedure works

- a) The procedure has two stages, based on the degree of concern and/or the seriousness of the situation.
- b) **Informal stage**
  - i) Most concerns can be dealt informally through SPJ UK's student support mechanisms. The focus will be on ensuring that the student is aware of the support available to them, and how to access this support.
  - ii) Concerns about a student's behaviour that either develop on campus or off campus reported by a fellow student or their accommodation should be reported to the Student Services team.
- c) The student will be invited to a discussion with the Programme Director or nominee. The purpose of this meeting is for the Programme Director to find out the full circumstances of the student's fitness to study and identify what the student and/or SPJ UK may do to overcome any health difficulties. Although the meeting is informal, the student should be made aware that the meeting is being held in accordance with this procedure. A record of any concerns raised by the Programme Director, the actions agreed, and a review period should be determined as part of this meeting. The review period will normally be between 2 and 6 weeks but will be determined by the Programme Director and student concerned.
- d) The outcomes available at the Informal Stage are:
  - i) to agree that no further action is required; or
  - ii) to monitor the student for a certain period of time (normally between 2-6 weeks). In this case, 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 by the School;
  - iii) to progress to the formal stage of the process.
- e) The student will be invited to a follow-up meeting at the end of the review period if applicable. It is expected that in most cases, students will have responded positively and taken advantage of the support available, and no further action will be required. If, however, concerns remain, the student can remain in the Informal Stage and be invited to another review meeting at a mutually agreed time.
- f) The student can remain in the informal stage, with regular review meetings planned if the Programme Director considers this approach is beneficial. If, however, the Programme Director is of the view that further action is required, the formal stage of the process can be initiated.

## 6) Formal stage

- a) If the Programme Director determines there is enough concern to warrant a formal consideration of the student's case, they will discuss with the Dean and Head of Student Services about the case and a Case Review Panel (CRP) will be convened, comprised of at least two members of staff with no prior involvement in the case.
- b) The student will be invited to the Panel meeting at least 10 days before the meeting date and in that invitation notified of the following information:

- i) the reasons for calling the meeting;
  - ii) the membership of the Panel;
  - iii) their right to be accompanied at the meeting by a friend or representative (such as an elected Student Representative);
  - iv) their right to submit any documentary evidence before the meeting.
- c) It should be made clear at the start of the meeting that the intention is to provide support for the student. The purpose of the Panel is to ensure that the student is made fully aware of the nature of the concerns that have been raised and that the student's views are heard and taken account of.
- d) The outcomes available to the CRP are:
- i) To take no further action; or
  - ii) To require the student to be monitored for a specific period of time. In this case, 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 by the School; or
  - iii) To refer the student for assessment and support under the School's Disability Policy;
  - iv) A suspension of studies to allow the student time to regain their fitness to study;
  - v) in exceptional circumstances, withdrawal from the School.
- e) Where possible, the student will be advised of the outcome of the Panel in person at the earliest opportunity. A written explanation of the outcome and the reasons for that outcome will be sent to the student within 5 days of the panel meeting.
- f) If the outcome is to monitor the students health/behaviour or academic progression, the panel will draw up an action plan with a specified period for review. This could include the student being asked to take a medical assessment. The action plan and notes of the meeting will be sent to the student and a record kept on the student's file.

## **7) Appeals**

- a) Students are entitled to appeal against the outcome of a CRP where the outcome is to recommend a suspension of studies or withdrawal.
- b) The appeal should be made to the Registrar within 14 days of the student receiving the outcome of the CRP in line with the Appeals Policy. The appeal must include detail of the grounds on which the appeal is being made.
- c) In accordance with the Appeals Policy, students may appeal on one or more of the following grounds:
  - (i) procedural error: where the process leading to the decision being appealed against was not conducted in accordance with the School's procedure. Procedural error shall include alleged administrative or clerical error, and bias in the operation of the procedure;
  - (ii) that exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason<sup>1</sup>, or were not properly taken into account
  - (iii) that, where the appeal is against a Panel decision, the decision of the Panel was manifestly unreasonable.

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<sup>1</sup> Good reason - requires a student to demonstrate that circumstances beyond their control prevented the disclosure of the relevant facts at the appropriate time.