



SUPPORT TO STUDY PROCEDURES



- 7 The Support Team together with the student's Academic Coach and Programme & Student Lead (PSL) will determine the full scope and nature of the concerns and together they will decide the appropriate person to contact the student to arrange a meeting. Where the student concerned has a University of Law Inclusion Plan (ULIP) in place, the Disability and Inclusion Service should also be involved. The intention will be to raise and discuss the specific issues



- 11 The actions that may be agreed at the meeting will be determined by the nature of the discussions, the best interests of the student, and the rights and safety of others where appropriate, along with a review period. Actions



Stage 2 Case Conference: Ongoing concerns about a health, safety or behaviour

17 A Stage 2 Case Conference may be convened if:

- The Stage 1 intervention has not resolved the concern; and / or
- The student has failed to engage with the Stage 1 process; and / or
- The concerns are of a more serious and ongoing nature.

18 The Case Conference. If the process was initiated at Stage 1, the usually be the PSL who led the Stage 1 process. The



a letter to provide to their medical practitioner conducting the assessment explaining the purpose of the request for a medical assessment. The purpose may be to gain an understanding of:

Any medical condition from which the student may be experiencing and any treatment/support they are receiving

required and the student is informed, the Chair may escalate the process to Stage 3.

- 25 During the Stage 2 Case Conference, the Chair should:
- Explain the Support to Study Procedures to the student and ensure that they have access to a copy of the Procedures
 - Outline the concerns and provide examples, where appropriate
 - Listen to the student's views
 - Explain the impact on the student, and others if appropriate
 - Explain that the Procedure is being followed in order to enable the student to successfully complete their studies and that the student has an essential role to play
 - Explain the extent of the University's duty to make any reasonable adjustments
 - Remind the student of the availability of the University's Student Support Services throughout the process
 - Advise the student of the possible outcomes of the meeting and what they mean for the student
- 26 The actions that may be agreed at the meeting will be determined by the nature of the discussions, the best interests of the student, and the rights and safety of others where appropriate, along with a review period. Actions which may be agreed at the meeting include, but are not limited to:
- No further action is required;
 - Seeking and engaging with help and support available from Student Support Services, GP or other external agency;
 - Engaging with the Disability and Inclusion Service on the creation of a University of Law Inclusion Plan (ULIP);
 - Engaging with the University's Mental Health Advice Service to create a Stay on Track Action Plan
 - Seeking advice on matters of concern and act upon these;
 - Reflecting on conduct improvement options within the student's control;
 - Maintaining a minimum level of attendance and/or engagement
 - Considering a voluntary period of intermission or backdated intermission for a period of time to concentrate on their health regardless of the student's current fee position.
- To

- 27 A record of the discussion will be produced together with a list of the agreed actions and length of any review period, which should not exceed six teaching weeks. This will be sent by email to the student by the Chair within five working days of the meeting taking place. A copy must also be stored in the Student Support and Wellbeing Services Casework Management System (Symplicity Advocate) and a copy provided to the Campus Dean and should :

Set out the agreed actions to be taken by the student;

Outline the expectations on the student to access support, whether internal or external to the University;

Expectations on the student's conduct;

A date for a meeting with the student and Chair at the end of the review period (meetings can take place more frequently if this is thought to be beneficial to the student);

Details of the consequences of not adhering to the Action Plan, including the possible referral to Stage 3 of the Procedures.

During the review period the Chair will consult with relevant colleagues to determine whether there is any continuing cause for concern. Reviews can continue to take place during a period of intermission.

- 28 At the end of the review period, the Chair and other colleagues involved in the Case Conference will review the progress against the Action Plan.

Where the student has met the requirements of the Action Plan, no further action will be required.

Where the student partially achieves the action plan sufficient to reduce any risk to the student or others, and/or eliminate the disruption to the learning of others, an extended action plan may be considered for a further period, not in excess of a further six weeks.

If the student has not met the requirements of the Action Plan, or the concerns are ongoing, the case should be referred to Stage 3 of the Procedures.

In all cases, the Chair will write to the student to confirm the decision.

Stage 3 Support to Study Panel: Persistent and/or very significant or behaviour; or a student has been detained under the Mental Health Act

- 29 A Stage 3 Support to Study Panel may be convened where:

- Stage 2 has not been successful; and
- The



- The student does not agree with the Stage 2 action plan; or
- The risks to the student or others are deemed to be sufficiently serious to warrant starting the procedure at Stage 3 and / or
- The University is aware that the student has been hospitalised for a period of at least seven days and/or there are serious concerns for their mental or physical wellbeing.

That the decision will be reviewed by the Campus Dean at intervals of no more than four weeks, pending a full Support to Study Panel Meeting, and that the student will be notified in writing by email at the outcome of each review.

- 35 The Campus Dean will review their decision to exclude the student at intervals of no more than four weeks and will notify the student in writing of the outcome of each review.
- 36 The Campus Dean will appoint a panel of three members of staff who have not previously taken part in the Support to Study Procedure for the student concerned. The panel shall be drawn from the following:
- Academic Managers and PSLs.
 - Heads of Student Information – Campus Operations and Student Information Hub Managers.
 - A member of staff at Manager level or above from Student Support and Wellbeing Services.
- In addition to the Panel, an additional member of staff shall be appointed to take notes of the Panel meeting.
- 37 The student will be given at least ten working days' notice of the Stage 3 Support to Study Panel meeting, unless the student agrees in writing to a shorter notice period. The notification must include the following:
- The date, time and venue (or link to online meeting if the Support to Study Panel is to take place online) of the meeting;
 - A reminder of the reason for the meeting and the concerns that will be discussed;
 - Whether the student needs to submit any specific documentation such as medical evidence in advance of the meeting;
 - Names and roles of those attending the meeting;
 - That if the student wishes they may be accompanied to the meeting by a family member, friend or a representative from the Students' Union and, if required, a support worker. The accompanying person is not permitted to make representations, ask or answer questions on behalf of the student, unless this is agreed in advance as a reasonable adjustment or for another compelling reason. Legal representation is not permitted in any circumstances.
- 38 The student may be asked to provide medical evidence at Stage 3 and, if so, paragraphs 20 to 23 of these procedures will apply. The student will be informed that they have the right to submit documents to the meeting and will have access



to any documents that are submitted on behalf of the University at least three working days in advance of the meeting.

39



To recommend the student



Names and roles of those attending the meeting;

That if the student wishes they may be accompanied to the meeting by a family member, friend or a representative from the Students' Union. The accompanying person is not permitted to make representations, ask or answer questions on behalf of the student, unless this is agreed in advance as a reasonable adjustment or for another compelling reason. Legal representation is not permitted in any circumstances.

53 If the student does not respond to the meeting invitation or does not attend the meeting and has not made a written submission, the panel should proceed in the student's absence unless there are circumstances that mean that a delay is appropriate in the student's best interests.

54 The panel may make any of the following recommendations to the Campus Dean, either on the basis of the evidence available to it, or following a meeting:

Following a period of intermission, where there are no further concerns about the student's wellbeing or behaviour, to recommend the student returns to study with no further adjustments;



decision, any return date and any actions the student needs to take. It will also include details of the right of appeal in accordance with paragraphs 58-64 of the procedures. A copy must also be stored in the Student Support Services Casework Management System (Simplicity Advocate).

Rights of Appeal

58 A student may appeal against a decision to:

- (a) exclude them under paragraph 32 above;
- (b) require them to suspend their studies under paragraph 52 or 53 above;
- (c) take a further intermission from studies under paragraph 54 above; or
- (d) bring their studies to an end under paragraphs 43 or 54 above.

59 An appeal must be made in writing within ten working days to the

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Version	Amended by	Revision summary	Date
V1.0			September 2018
V1.1	Registry Officer	Change to coding convention	24/03/2020

