
A. INTRODUCTION	2
B. REPORTING A CONCERN	3
C. REVIEW OF SUPPORT FOR STUDY	4
D. EXTRAORDINARY SUPPORT FOR STUDY PROCEDURE	6
E. REFERRAL TO THE UNIVERSITY OCCUPATIONAL HEALTH PHYSICIAN.....	7
F. CASE CONFERENCE	7
G. RETURNING TO STUDY.....	8
H. GROUNDS FOR APPEAL	9
I. ALTERNATIVE UNIVERSITY PROCESSES	11

If there is any _____, this should be reported to Security immediately on 01895 266943 or, alternatively, the emergency services (dial 999).

1. This Procedure outlines the ways in which the University will manage concerns about a student's ability to study effectively due to their health and/or wellbeing; and should be read in conjunction with University's [Senate Regulation 11](#).
2. In responding to and managing situations where there is a concern about a student's

If there is any _____, this should be reported to Security immediately on 01895 266943 or, alternatively, the emergency services (dial 999).

9. Concerns about a student's health or wellbeing should be acted on promptly. Early intervention and support can minimise risk of further deterioration in health and wellbeing.
10. Any member of staff to whom a concern about a student's ability to study effectively is reported, or who themselves has a concern, should report those concerns promptly

- a) if no sufficient grounds are disclosed, the Registrar will inform the student of this in writing, normally within 12 working days of receipt of the request for appeal;
 - b) if sufficient grounds are disclosed, the Registrar will inform the student in writing normally within 12 working days of receipt of the request for appeal, and will invite the student to submit detailed written submissions in support of the appeal. The Registrar will assemble a Review Panel.
47. In considering a request for an appeal, the Registrar may for good cause, for example if the student is in hospital, extend the time period in which the student may request an appeal.
48. A Review Panel will consist of three members of Senate, one of whom will normally be a student. One of the academic members of the Review Panel will be appointed as Chair. No member of Senate directly involved in the matter under consideration may be appointed to the Review Panel.
49. The Chair of the Review Panel will determine the process to be followed for dealing with the appeal in light of the circumstances of the matter (for example, if the student has a mental health problem, the extent of the problem and whether the student may find a formal review meeting unduly stressful). However, the Review Panel will normally invite the student to meet in person to discuss the appeal. In order to deal with the appeal, the Review Panel may also invite to appear before it (at the same time as the student or separately) any other person who the Review Panel considers appropriate according to the circumstances of the case (for example members of staff involved in the matter previously or with the student generally or external professionals such as medical professionals). Alternatively, or in addition, the Review Panel may ask for written evidence to be submitted by such individuals.
50. The Review Panel will be provided with copies of the decision being appealed together with any submissions provided by the student in support of the appeal and any other relevant information relating to the matter (for example in connection with the Extraordinary Support for Study Procedure or in the form of medical reports previously submitted in respect of the student). Such documentation will be circulated to the Review Panel and copied to the student normally not less than 5 working days before the meeting.
51. Where the Review Panel wishes to meet with the student, the student will be informed of the date, time and location of the meeting, normally not less than 10 working days in advance of the meeting. The student may be accompanied by a staff member, friend, relative, representative from the Student Advice Centre, health care professional, disability support worker or advocate.
52. The Review Panel will deliberate in private.
53. Following its deliberations, the Review Panel may come to one of the following decisions:
- a) dismiss the appeal;
 - b) uphold the appeal and refer the matter back to the Head of Student Services under the Extraordinary Support for Study Procedure for reconsideration;

- c) uphold the appeal and refer the matter to a new Head of Service to consider the case afresh under the Extraordinary Support for Study Procedure.
54. The Registrar will ensure that a record is kept of the proceedings of the Review Panel.