**FITNESS TO STUDY POLICY – V2.0**

**APPENDIX C – LEVEL 2 RESPONSE**

**MULTI-DISCIPLINARY CASE REVIEW**

**C1 Purpose**

 A multi-disciplinary case review meeting shall be convened by the Director of Student Support & Development in consultation with the Head of School once a Level 2 Response is invoked under the Fitness to Continue in Study Policy:

* to consider the concerns noted
* to obtain the views of relevant parties including the student
* to formulate an agreed support and follow up plan
* to support a student who wishes to withdraw voluntarily/take leave of absence on grounds of fitness
* to provide information to allow the Director of Student Support & Development determine if escalation to a Level 3 Response is required

**C2 Attendees at/Submissions to the Multidisciplinary Case Review**

The decision as to who should attend or submit material to a multidisciplinary case review meeting will be made by the Director of Student Support & Development, in consultation with the Head of School, on a case-by-case basis.

**Chair**: Director of Student Support & Development or his/her nominee

**Attendees drawn from**:

* Head of School or his/her nominee **(Attendance Required)**
* The student. It is in the student’s interest to attend at least a portion of any case review meeting and attendance should be encouraged. A case review meeting can proceed without the student if the student is unwilling or unavailable to attend **(Attendance Desirable)**
* The student may be accompanied by a friend/other to provide support **(Attendance Desirable)**
* In circumstances where the student opts not to request a friend/other to attend, the student may opt to request that a student support officer of the University provides advice and attends the meeting to assist and advise them. This officer is to be nominated by the Director of Student Support & Development **(Attendance Desirable)**
* A student with a disability also has the right to be accompanied by a support officer as appropriate to their needs **(Attendance Desirable)**
* Individual(s) who reported the concern, as per the Note of Concern **(Attendance Desirable)**
* Members of DCU staff from other student services. e.g. Student Health Service,

Counselling & Personal Development, the Disability Service, Access Service (as relevant) **(Attendance Desirable)**

* Students’ Union Welfare Officer **(Attendance Desirable)**
* Others. Occasionally external expertise or advice may be required **(Attendance as needed)**

 In circumstances where any of the named above as “Attendance Desirable” or “As Needed” are not in a position/willing to attend, the Case Review Meeting will invite, accept, and consider a written submission in-lieu of attendance. The Chair shall reserve the right to determine if any parts of the meeting or material submitted are reserved business, and to be considered only by those deemed as ‘Attendance Required’, above.

**C3 Conducting a Multidisciplinary Team (MDT) Case Review**

The student will normally be informed in writing at least 48 hours prior to the meeting of the date, time and place of the meeting and the nature of the concerns to be addressed. The student should also be furnished with any documents that will be referred to in the meeting to include any Notes of Concern which have been raised at Level 1 and 2. The above may be posted to the Student’s last known postal address according to the records of the University and should also be sent by email. The multidisciplinary team case review meeting is an opportunity to develop a co-ordinated response that best meets the reasonable support needs of students. The convening of and attendance at a multidisciplinary case review panel can be a source of stress for staff and particularly so for the student involved. It is important that the language used and the tone of communications before, during and after the Multidisciplinary Case Review takes account of the possibility of this stress for all concerned. The outcomes possible from a Multidisciplinary Case Review are listed in Section 14 above. It is highly desirable that a plan to support and monitor the student is agreed with the student and signed off as agreed by both the student and the Director of Student Support & Development. A formal note of the case review meeting is taken and held by the Director of Student Support & Development. (See Appendix A: Note of Concern) This Note is to be shared with all panel members and a copy should be furnished to the student. The effectiveness of the measures taken are then reviewed at a follow-up multidisciplinary Case Review meeting, the time interval and date to be set by the Director of Student Support & Development. In the event that

* the student is unable or unwilling to commit to an agreed plan, or
* the student is unwilling to allow sharing of the agreed plan with the Head of School, or
* there is a sufficient level of concern at the first multidisciplinary Case Review meeting, or
* the concerns persist/are not remitted sufficiently at a subsequent multidisciplinary Case

Review meeting

the Director of Student Support & Development shall invoke a Level 3 Response.