**FITNESS TO STUDY POLICY – V2.0**

**APPENDIX D**

**LEVEL 3 RESPONSE**

**FITNESS TO CONTINUE IN STUDY PANEL REVIEW**

**D1 Purpose**

A Level 3 Response shall be invoked by the Director of Student Support & Development in consultation with the Head of School and results in the convening of a Fitness to Continue in Study Panel Review to determine a student’s fitness to continue in study.

**D2 Membership of a Fitness to Continue in Study Panel**

The panel shall be constituted as follows:

* The Vice-President, Academic Affairs/Registrar (Chair)
* The Director of Student Support & Development
* The Head of School
* The SU President or Nominee
* Other relevant individuals in relation to the particular case as agreed by the Vice-President, Academic Affairs/Registrar

**D3 Conducting a Fitness to Continue in Study Panel 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 the Note of Concern. The above may be posted to the student’s last known place of residence according to the records of the University and emailed directly to the student. The convening of and attendance at a Fitness to Continue in Study Panel Review may 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 Fitness to Continue in Study Panel Review takes account of the possibility of this stress for all concerned. (See Appendix A).

It is in the student’s interest to attend at least a portion of any Fitness to Study Panel Review, and attendance should be strongly encouraged. The student may be accompanied by one other person to provide support. A student with a disability also has the right to be accompanied by a support officer as appropriate to their needs. A Fitness to Study Panel Review can proceed without the student if the student is unwilling or unavailable to attend.

The Fitness to Continue in Study Panel shall consider relevant submissions and records already existing from earlier Level 1 or Level 2 responses relating to the Student. It shall also consider submissions from the student, when available. Expert, independent opinion may be sought from suitably qualified professionals, who do not have a therapeutic conflict of interest. In most cases this opinion should be sought from a Consultant Occupational Health Physician or independent Consultant Psychiatrist of the University’s choosing. The Fitness to Continue in Study Panel is not obliged to accept the recommendations of external experts, and the final decision as to a student’s fitness to continue in study is made by the Fitness to Continue in Study Review Panel.

A simple majority applies in the event of non-unanimous opinion of members of the Panel. The outcomes possible following a Fitness to Continue in Study Panel Review are listed in 15 above. A copy of any outcome reached shall be sent to the student as soon as reasonably practicable.