

Support to Study Policy and Procedures

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UNIVERSITY OF
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<p>Summary:</p> <p>The University seeks to support all students to flourish through their studies. This includes students who have temporary or long-term health conditions, mental health difficulties or disabilities which may have an adverse impact on their ability to study or engage appropriately in student life. The University is committed to supporting students' wellbeing and recognises that a positive approach to the management of physical and mental health is important to student learning and academic achievement. This document sets out 3 support stages that can be undertaken based on perceived level of risk to the health, safety and wellbeing of the student(s).</p>	

Support to Study Policy and Procedures

1. Introduction

The University welcomes a diverse student body and seeks to support all students to flourish throughout their studies. This includes students who have temporary or long-term health conditions, mental health difficulties or disabilities which may have an adverse impact on their ability to study or engage appropriately in student life. The University is committed to supporting students' wellbeing and recognises that a positive approach to the management of physical and mental health is important to student learning and academic achievement.

All members of the University community have a responsibility to support each other in creating a safe environment which is conducive to study, living and working. Staff are encouraged to address issues through early intervention, positively supporting students through appropriate channels and services. These Support to Study procedures are intended to be supportive and to enable a swift, effective response to concerns.

This document acknowledges that other procedures, such as the University Disciplinary Procedures, may need to be used in addition to the supportive measures under this policy, in cases where the student impacts the ability of other students or staff to live, learn and teach, or where the behaviour is in contradiction of the University values and policies.

This policy should be read in conjunction with the Academic Attendance and Engagement Policy and the Extenuating Circumstances Policy.

This policy and all policies and procedures listed are available from the University policies page: <https://winchester.ac.uk/about-us/leadership-and-governance/policies-and-procedures/>

2. Purpose

2.1 The Support to Study procedures are intended to support staff and students in cases where there is evidence of student disengagement from their academic studies or where student wellbeing or ability to engage in student life is such that normal adjustments are not sufficient. If students encounter difficulties and other policies, such as Extenuating Circumstances, may be more appropriate initially. These procedures encourage early intervention and involve the student in discussions about their need for support to study. They apply to all students on all courses, placements, field trips and any University activities in and out of term time, whether living on or off campus.

2.2 We expect our students to act responsibly and to conduct themselves in ways that do not compromise either their own wellbeing or that of other members of the University community. We also recognise that, in some circumstances, students may experience difficulties or have conditions that may require additional support in order for them to succeed.

2.3 Concerns may arise in any one of a wide range of circumstances, including (but not restricted to) the following:

- a) Disengagement from academic studies;

- b) Behaviour which would usually be dealt with as a disciplinary matter, but which may be known to be, or suspected to be, the result of underlying physical or mental health difficulties;
- c) A student's physical or mental health difficulties are substantially adversely affecting the physical or mental health, safety or wellbeing of themselves or others;
- d) The student's academic performance or personal conduct is not acceptable and may be known to be, or suspected to be, the result of an underlying problem, which may include a physical or mental health problem.
- e) The student's support needs fall outside the scope of the support and other services which the University can reasonably be expected to provide, either directly or indirectly.

2.4 The aim is to sustain the progress of the student in a supportive environment while being mindful of the need to exercise our duty of care to the student and those around them, so that the best possible student experience is achieved for all.

3. Support Stages

3.1 The Support to Study procedures have three stages based on the perceived level of risk to retention, health, safety, and wellbeing. A brief summary of each stage (and expected outcome) is given below and explained fully in sections 5-9.

It is expected that students and staff will have exhausted appropriate, related supportive options before Support to Study is enacted. This would include EC support processes, FWET outreach and support, general support and guidance via professional services and so on.

- **Stage 1: Initial concern (Informal meeting and agreed actions)**
This covers initial concerns where a student's (or students' behaviour) may be adversely affecting their own or other students' studies or personal physical or mental health and wellbeing.

This stage should be used when students have exhausted the Extenuating Circumstances Policy but continue to require support in order to progress academically.
- **Stage 2: Continuing or serious concern (Support panel meeting and formal plan)** This covers initial concerns which endure despite Stage 1 support or more serious concerns, OR where support is refused, OR where behaviour is adversely affecting their own or other students' studies or personal physical or mental health and wellbeing.
- **Stage 3: Persistent or critical concern (Support Panel Meeting and plan)**
This covers more serious concerns which endure despite Stage 2 support or more critical concerns, OR a student's actions or behaviour are putting the health, safety, wellbeing or academic progress of him/herself or other members of the University community at significant risk.

3.2 A record of meeting outcomes at stages 1,2 and 3 will be sent to the student and copied to supporttostudy@winchester.ac.uk

3.3 Where a student is unable or unwilling to engage with the support to study procedures, the University may recommend an appropriate course of action without input from the student.

4. Who can invoke the procedures at each stage?

4.1 Where staff have concerns about a student they should contact their manager or Head of Service. The line manager or Head of Service will decide if Support to Study should be invoked. Working collaboratively, staff will agree who will contact the student and act as the Supported Study Lead person in the process.

4.2 Any member of staff within the University may become aware of issues that are affecting an individual student's or group of students' health, safety, behaviour or wellbeing.

4.3 Following discussion with a line manager or Head of Service, stages 1 and 2 can be invoked by a member of staff with a direct link to the student, or holding responsibility for the student's care. For example:

- An appropriate member of staff in the professional service where the concern has been raised, e.g. Housing Manager, Security Manager, Site Steward, Campus Supervisor, Catering Supervisor, Librarian etc.
- An appropriate member of staff from the Faculty in which the concern has been raised, e.g. FWET or personal tutor, Programme Leader etc.

4.4 When staff outside of Student Services invoke the procedures at Stage 1 or 2, they should approach the Mental Wellbeing Outreach Advisor in Student Services (mentalwellbeing@winchester.ac.uk) to determine if the student is already known to Student Services. Information may be shared where data protection and confidentiality requirements allow.

4.5 Stage 3 procedures may only be invoked by a Head of Department (academic or professional service); Dean or Director and must be done in agreement with the Head of Operations (Student Services) or Director of Student Services, or their nominee.

Detailed procedures at each stage

5. Stage 1: Initial Concern

5.1 Early intervention can often avoid a crisis and support retention, and where possible these procedures should be commenced at Stage 1. Stage 1 should be used when there are initial or emerging concerns about a student's academic engagement, health, wellbeing or behaviour which present an opportunity to support and re-engage the student. Concerns may be serious enough that an immediate Stage 2 Support Panel would be beneficial, without Stage 1 having been undertaken.

5.2 Concerns may include (but are not restricted to):

- unexplained absence and/or dis-engagement from studies and/or University life;
- ability to meet deadlines, including following an extenuating circumstances request

- continued requirement for support following the exhaustion of the extenuating circumstances procedures;
- a deterioration in physical or mental health;
- dramatic change in presentation and or behaviour;
- concern for safety of the student and/or others;
- ability to succeed academically.

5.3 The Supported Study Lead (see 4.1) should make contact with the student via Unimail to request an informal discussion of the concern(s) they wish to raise. This should include a link to the webpage "[A Guide to Supported Study](#)" which explains the purpose and stages of Supported Study meetings.

5.4 Stage 1 is an informal stage, it is recommended that a face to face meeting (in person if all parties agree or remotely via an MS teams call) between the Supported Study Lead and the student should normally take place within 10 working days of the concern being identified. The student may be accompanied in a supportive capacity; this would be in addition to enabling the student to be accompanied by a professional support worker. The Supported Study Lead should ensure the student has opportunity to discuss any issues or concerns.

5.5 The aim of the meeting is to:

- discuss the concerns raised
- understand if there are any issues underlying these concerns raised
- Encourage the student to re-engage with their studies/University life
- agree on the most appropriate way forward. This should include actions toward identifiable changes related to the cause for concern, signposting or referral to appropriate support and agreement regarding the timeframe expected for such actions.

5.6 The meeting should be recorded on the form given in the appendix (Appendix 1a)

5.7 A copy of this form should be emailed to the student via Unimail and copied to supporttostudy@winchester.ac.uk within 5 working days of the meeting. The email should advise that the student must reply to confirm receipt and acceptance of the meeting outcome and that, should they not reply within 5 working days of the date of it being sent, the University will assume the student understands and accepts the content of the form.

6. Reviewing Stage 1 - Initial Concern

6.1 In the majority of cases, Stage 1 should encourage the student to re-engage appropriately with their studies and/or the University community.

6.2 The Supported Study Lead (see 4.3 above) shall review the circumstances and agreed actions with the student within 3 weeks of the initial meeting. Where possible this review should be face-to-face (in person if all parties agree or via MS teams; however, if this is not possible email or telephone is acceptable). The student should be made aware of possible outcomes below.

6.3 Possible outcomes from stage 1 include:

- Action closed – no follow up action necessary
- Continuation of action plan with second review meeting in 2 weeks

- Referral to appropriate or additional support services
- A move to stage 2 of procedures

6.4 The meeting outcome should be recorded on the form given in the appendix (Appendix 1b)

6.5 A copy of this form should be emailed to the student via Unimail and copied to supporttostudy@winchester.ac.uk within 5 working days of the meeting. The email should advise that the student must reply to confirm receipt and acceptance of the meeting outcome and that, should they not reply within 5 working days of the date of it being sent, the University will assume the student understands and accepts the content of the form.

7. Stage 2: Continuing or Serious Concern

7.1 Stage 2 of these procedures apply where there are continuing initial, additional or more serious concerns. This may be because a student's engagement or wellbeing is not improving despite a level 1 intervention and review.

Concerns may be serious enough that an immediate Stage 2 Support Panel would be beneficial, without Stage 1 having been undertaken.

7.2 Stage 2 will apply:

- When action taken under Stage 1 has not resolved the issue or the student has failed to engage with the process at Stage 1
- Where there are serious concerns for the student (or their impact on others) related to unusual or concerning behaviour such as disruptive actions, a marked change/deterioration in general demeanour, unexplained changes in level of engagement, speaking or acting in a way that gives concern for mental/ physical health or communication of distress related to a significant event.

7.3 The Supported Study Lead (see 4.3 above) should discuss the student's circumstances with their Head of Department/Service, Faculty Manager/Director of Operations, Dean or Director of Professional Service, as appropriate and the Head of Operations (Student Services) or Director of Student Services, or their nominee. If agreed appropriate the lead person will convene a Stage 2 Support to Study meeting.

7.4 The Stage 2 Support to Study meeting should be convened by the area raising the concern and include the student, in addition to the following members of staff as appropriate:

- Programme Leader/Professional Service Manager (Chair)
- Lead member of staff
- Representative of relevant support service (if required)
- A notetaker appointed by the chair.

This meeting will be referred to as a 'Stage 2 Support to Study meeting'.

7.5 The student may be accompanied in a supportive capacity; this would be in addition to enabling the student to be accompanied by a professional support worker. The Support Study Lead should ensure the student has opportunity to discuss any issues or concerns.

7.6 Stage 2 supported study meetings should normally take place within 5 working days of continuing or serious concerns being raised.

7.7 The Support Study Lead (see 4.3) should send the invitation to the student via Unimail normally providing 5 working days' notice. The invitation should include the following information:

- Purpose of the meeting
- List of attendees
- Guidance to the student on right to be accompanied in a supportive capacity and, if required, additionally by a support worker
- Request for any evidence required for the meeting

7.8 Where the student is unable to attend in person, they shall normally be offered the option to participate via a video conference call or similar arrangement.

If a student is unable to attend the Stage 2 Support to Study meeting (for example due to extenuating circumstances, for which evidence has been provided; has refused to attend; or they do not appear and no reason is given) the chair can invite a member of the Winchester Student Union to attend as an 'independent witness'.

In the absence of the student, it may be that the Chair is unable to determine a full programme of supportive action; however, it is preferable to start the process and amend it subsequently, when the student is able to engage with the process.

7.9 The Stage 2 Support to Study chair shall attempt to understand the student's perception of the impact that their physical or mental health and/or behaviour is having on themselves and/or the University community. This may require a medical assessment to be sought, normally from the student's GP or medical professional (see Appendix 4). The student shall be encouraged to consent to the assessment, where the Support Panel feels this would be helpful.

If the student withholds their consent, decisions may be made based on the information available.

7.10 The student shall be able to submit documents for the Support to Study meeting to consider and should retain a copy for their reference.

7.11 The panel may seek information or advice from others within or outside the University.

7.12 The panel may discuss with the student whether it would be appropriate for them to interrupt their studies, via Leave of Absence (up to two weeks) or Interruption (normally for a semester or year of study, as appropriate for the programme). Where the student wishes to voluntarily interrupt their studies at this stage, this should be favourably considered by the support panel with the provision for a review of the physical or mental health and wellbeing of the student at the end of the interruption period as a condition of their return to studies (see appendix 5).

7.13 Possible outcomes from Stage 2 include:

- a) no action required;
- b) downgrade to Stage 1. In these cases, the identified lead staff member will arrange to meet with the student with a view to proceeding as defined in Section 5 above;
- c) devise an Action Plan to support the student (where appropriate) and formally agree expectations for the student to observe. This shall include any arrangements for study abroad, exchange programme, placement or field trip. This Level 2 Action Plan shall

normally detail different actions to any plan previously agreed and they may be academic and/or conduct-related. Regular review meetings shall be arranged with the student and the lead member of staff. The student shall be made aware of what will happen if the action plan is breached or the concerns are not resolved within the timeframe set in the Action Plan. This may result in escalating to a higher level.

- d) recommendation to escalate to Stage 3.

7.14 Within 5 working days of the meeting, the Notetaker shall write up notes of the discussion on the Notes of Support Panel Meeting Form (see Appendix 2). Once approved by the Chair, these shall be circulated to the student (and supporters, where appropriate), all members of the Support Panel and where agreed as part of the Action Plan, other members of staff. The student will be asked to sign and return this form within 5 days.

The intention is to encourage the student to respond positively to the Action Plan and, as such, cooperate fully, access the outlined support and modify their behaviour accordingly, as appropriate.

Should the student not respond positively, then the Chair shall discuss the situation with the other members of the Panel with a view to determining whether the case should be escalated to a higher level.

8. Reviewing the Stage 2 Action Plan

8.1 Each time the Action Plan is reviewed, the Support Panel shall decide whether to:

- a) close the action;
Where the concerns are deemed to have been fully resolved, the Action shall be closed. The Chair shall verbally inform the student and shall follow up the meeting with written confirmation of the decision. Copies of the decision shall be forwarded to anyone involved to ensure that everyone is aware that the matter is now closed.
- b) the Action Plan should be continued or extended/amended; or
- c) recommend an escalation to stage 3

9. Stage 3: Persistent Serious or Critical Concern

9.1 It is anticipated that Stage 3 will only be used rarely. This may be when a student's engagement or wellbeing is not improving or worsening, despite a level 1 or 2 interventions or a student's actions or behaviour are putting the health, safety, wellbeing or academic progress of him/herself or other members of the University community at significant and immediate risk.

9.2 In most cases escalation to this stage will follow attempts to address concerns through Stages 1 and 2. However, in some cases it may be appropriate to proceed directly to stage 3, examples of circumstances where a direct referral to stage 3 is appropriate are listed below under 9.10.

Exceptionally, it may be appropriate to refer a student for consideration under the Disciplinary Procedures.

9.3 In all cases the decision to convene a Stage 3 Support Panel will be made in partnership by the Dean of Faculty and Head of Operations (Student Services) or Director of Student Services. If the issue relates to concerns outside the teaching and learning environment then the relevant Director of the Professional Service (DoPS) would be required.

9.4 The aim of the Stage 3 support panel is to ensure the University considers all possible support options available to the student.

9.5 The student may be accompanied in a supportive capacity, in addition to enabling the student to be supported by a professional support worker at the meeting.

9.6 The support panel will comprise of:

- Head of Operations (Student Services), or Director of Student Services (**Chair**)
- Head of Department (Academic) or Director of Professional Service (DoPS)
- Lead staff member from level 1 or 2 (where a case has come directly to level 3 a lead person should be appointed by the Dean of Faculty)
- 1 Representative from professional service (if appropriate)
- 1 Representative from appropriate support service (if appropriate)
- External professional (if appropriate)
- A notetaker appointed by the Chair.

This meeting will be referred to as a 'Stage 3 Support to Study meeting'.

9.7 The Head of Operations (Student Services) or Director of Student Services will usually convene a Stage 3 Support Panel meeting within seven working days of the case being escalated to Stage 3. The invitation will provide a minimum of five days' notice and will include the following:

- Purpose of the meeting
- List of attendees
- Guidance to the student on right to be accompanied in a supportive capacity and, if required, by a support worker
- Request for any evidence required for the meeting

9.8 Prior to the meeting the University may seek additional information relevant to the student's circumstances from parties other than the student

9.9 Possible outcomes at stage 3 would include:

- No further action - situation resolved
- Enhanced action plan
- Lowering to Stage 2 or 1
- Approved Temporary leave of absence (no longer than 3 weeks)
- Recommendation to Dean and VC Continuation of studies but temporary ban from site
- Recommendation for additional support services
- Recommendation to Dean and VC for interruption of studies
- Recommendation that the student is subject to Disciplinary Procedures
- Any other appropriate action

9.10 Within five working days of the meeting, the Note taker shall write up notes of the discussion on the Stage 3 -Notes of Support Panel Meeting Form (**see Appendix 3**) Once approved by the Chair, these will be circulated to the student (and supporters, where appropriate), all members of the

Support Panel and, where agreed as part of the Action Plan, other members of staff. The student will be asked to sign and return this form.

The intention is to encourage the student to respond positively to the Action Plan and, as such, cooperate fully, access the outlined support and modify their behaviour accordingly, as appropriate.

Should the student not respond positively, then the Chair shall discuss the situation with the other members of the Panel with a view to determining next steps

Direct referral to Stage 3

9.10 Examples of when a direct referral to Stage 3 would include:

- where a health care professional/occupational health advisor considers that the health, wellbeing and ability to study is significantly affected by the student's condition;
- when all other options to deal with the situations have been explored locally and a wider University perspective is required;
- when a higher stage of decision making and authority is required;
- where there are serious concerns regarding risk to the health and safety of the student and/or where there is a perceived threat and risk to others;
- where an immediate temporary interruption is considered to be in the best interests of the student or the University

10 Exceptional Circumstances – interruption without a panel

In very rare circumstances, members of the Senior Management Team may take immediate action to enact a temporary interruption of studies without the requirement for a Stage 3 Support to Study Panel being convened. Examples of when such a decision would be taken would include serious risk to life; unacceptable impact upon the daily business of the University or University community. Such a decision would be taken following advice from the Dean of Faculty and Director of Student Services.

11 Returning to Study

11.1 Following a period of absence from the University, it may be appropriate for the student to return to resume studies.

11.2 The University shall require the student to produce appropriate confirmation of their physical or mental health and ability to resume studying. What is deemed appropriate confirmation in any individual case shall be decided upon by the members of the Support to Study Panel or Case Review Panel depending on the level of action reached at the time of the student's suspension, interruption or leave of absence. Normally this shall include at least one 'Request for medical evidence in relation to the student's Support to Study plan' to be completed and submitted to the Panel. The panel will make a recommendation to the Vice-Chancellor (**see Appendix 4**)

11.3 If it would be beneficial for the student to live away from home in order to study, the Housing Officer should be invited to join the Support to Study Panel. The University may wish to encourage the student to live in a particular type of University housing in order to ensure that the best support is available, even if the student is not in their first year of study or already living in University accommodation.

11.4 The Programme Leader shall draw up a 'Return to Study Plan' (see Appendix 5) in consultation with the student, once the appropriate confirmation of their physical or mental health and

ability to resume studying has been received and approved by the Support to Study Panel or Case Review Panel and the Head of Operations (Student Services) or their nominee. This plan shall address the specific study-related support needs of the student in returning to university studies including:

- a) the support which is reasonably required in the short term;
- b) involvement of and liaison with external agencies (where appropriate);
- c) any longer-term support or adjustments that are reasonably required;
- d) any conditions that might or will apply to provision; and
- e) a schedule for regular review meetings to be arranged with a member of academic staff, for the remainder of the academic year.

11.5 The Return to Study Plan shall incorporate a risk management plan that takes account of the experiences that led to the student initially interrupting their programme and any other information that is known to be relevant. Any return to study shall be subject to the student's co-operation with this process and adherence to any agreements made.

11.6 Other members of staff within student support services shall be available to provide advice and support to facilitate the student's transition back into the programme, particularly in relation to any action that might be required under the Equality Act 2010. This shall be arranged with the direct involvement of, or in consultation with, the Mental Wellbeing Team within Student Services.

11.7 The Return to Study Plan shall be shared with the Support to Study Panel. At the end of the academic year in which the student returns to study, the Panel shall review the student's progress to determine whether the Return to Study Plan should be extended for another year. The students shall be invited to attend the meeting but may opt not to attend and submit a written response instead.

11.8 Support to Study is an ongoing responsibility of the student and the University and may be considered throughout the remaining period of study to ensure that students study with support to enable them to succeed and for staff to have an agreed context in which to work with the student.

12. Central Recording and Monitoring of Stages 1-3 of these approved procedures

The Head of Operations (Student Services) shall be responsible, on behalf of Senate Academic Development Committee (SADC), for the assurance of quality and standards in the operation of these approved procedures.

They shall retain records of each case for the duration of the student's programme. After which they shall be disposed of.

They shall also monitor the consistency of decisions and record the number of referrals, what level of action was taken, the outcome of resolved actions, and any issues relating to the principles, process or procedure.

13. Appendices - Forms

1. Appendix 1 - Record of Stage 1 - Informal Meeting Agreed Actions Form
2. Appendix 2 - Record of Stage 2/3 – Notes of Support Panel Meeting & Plan
3. Appendix 3 - Record of Stage 2/3 – Notes of Support Panel Review Meeting & Plan
4. Appendix 4 - Request for medical evidence in relation to Support to Study
5. Appendix 5 - Return to Study Plan

Appendix 1a

Record of Stage 1 > First support meeting and agreed actions

To be completed by the Lead person (4.3)

Name of student		Student No.	
Programme			
Nominated Person			
Date of discussion			
Brief outline of situation			
Summary of discussion			
Agreed actions, timelines and review date			
Record to be shared with the following members of staff as agreed with the student			

Declaration:

I understand the nature of the concern(s) raised by the University, which has been explained to me and outlined in this document.

I have agreed to work towards the actions outlined above.

I understand that if I am unable or unwilling to carry out the actions, my academic progression may be at risk

Name of student	
Signature	

Appendix 1b

Record of Stage 1 – Second (review) support meeting and agreed actions

To be completed by the Lead Person

Name of student		Student No.	
Programme			
Concern raised by		Date	
Nominated Person			
Date of meeting			
Brief outline of concern			
Summary of discussion			
Agreed action			

Record to be shared with the following members of staff as agreed with the student (this shall always include the Head of Operations, Student Services)	
Date of next meeting	

Declaration:

I understand the nature of the concern(s) raised by the University, which has been explained to me and outlined in this document and the possible impact and consequences that this may have upon my own Supported Study and upon the community of staff and fellow students who are working and studying at the University and to which I belong.

I have agreed to work towards the action plan outlined above, which has been developed to support me.

I understand that if I am unable or unwilling to carry out the action plan, the University will need to consider taking appropriate or remedial actions, or referral as my situation will require.

I understand and consent to information surrounding my Supported Study being shared with other relevant services within the University. A copy of this action plan will therefore be submitted to the Faculty Manager/RKE Co-ordinator (as appropriate) and disseminated to relevant staff. I am aware that this report and its outcomes will also be recorded by the Health & Wellbeing staff.

I realise that any non-attendance can be reported to the appropriate service and acted upon.

Whilst I understand that the University has a duty of care to support me, ultimately I am responsible for my own health and wellbeing and it is my responsibility to be fit to study.

I am also signing to agree to the situation being reviewed as outlined in this document.

Name of student	
Signature	

Appendix 2

Record of Stage 2 – First Support Panel Meeting and Plan

To be completed by the Nominated Person

Name of student		Student No.	
Programme			
Concern raised by		Date	
Members of Support Panel			
Student present?	Yes / No	Student accompanied	Yes / No
Name and role of others present at the meeting, if any			
Date of meeting			
Brief outline of concern			
List of documents considered at the meeting (to be numbered 1, 2, 3, etc and attached to this form)			
Summary of discussion			
Agreed Action Plan			

<p>Notes to be shared with the following members of staff as agreed with the student (this shall always include the Head of Operations (Student Services) or their nominee)</p>	
<p>Date of next meeting</p>	

Declaration:

I understand the nature of the concern(s) raised by the University, which has been explained to me and outlined in this document and the possible impact and consequences that this may have upon my own Supported Study and upon the community of staff and fellow students who are working and studying at the University and to which I belong.

I have agreed to work towards the action plan outlined above, which has been developed to support me.

I understand that if I am unable or unwilling to carry out the action plan, the University will need to consider taking appropriate or remedial actions, or referral as my situation will require.

I understand and consent to information surrounding my Supported Study being shared with other relevant services within the University. A copy of this action plan will therefore be submitted to the Faculty Manager/RKE Co-ordinator (as appropriate) and disseminated to relevant staff. I am aware that this report and its outcomes will also be recorded by the Health & Wellbeing staff.

I realise that any non-attendance can be reported to the appropriate service and acted upon.

Whilst I understand that the University has a duty of care to support me, ultimately I am responsible for my own health and wellbeing and it is my responsibility to be fit to study.

I am also signing to agree to the situation being reviewed as outlined in this document.

<p>Name of student</p>	
<p>Signature</p>	

Appendix 3

Record of Stage 2 –Subsequent Support Panel Meetings and Plan

To be completed by the Nominated Person

Name of student		Student No.	
Programme			
Concern raised by		Date	
Members of Support Panel			
Student present?	Yes / No	Student accompanied	Yes / No
Name and role of others present at the meeting, if any			
Date of meeting			
Brief outline of concern			
List of documents considered at the meeting (to be numbered 1, 2, 3, etc and attached to this form)			
Summary of discussion			
Agreed Action Plan			

Notes to be shared with the following members of staff as agreed with the student (this shall always include the Head of Operations (Student Services) or their nominee)	
Date of next meeting	

Declaration:

I understand the nature of the concern(s) raised by the University, which has been explained to me and outlined in this document and the possible impact and consequences that this may have upon my own Supported Study and upon the community of staff and fellow students who are working and studying at the University and to which I belong.

I have agreed to work towards the action plan outlined above, which has been developed to support me.

I understand that if I am unable or unwilling to carry out the action plan, the University will need to consider taking appropriate or remedial actions, or referral as my situation will require.

I understand and consent to information surrounding my Supported Study being shared with other relevant services within the University. A copy of this action plan will therefore be submitted to the Faculty Manager/RKE Co-ordinator (as appropriate) and disseminated to relevant staff. I am aware that this report and its outcomes will also be recorded by the Health & Wellbeing staff.

I realise that any non-attendance can be reported to the appropriate service and acted upon.

Whilst I understand that the University has a duty of care to support me, ultimately I am responsible for my own health and wellbeing and it is my responsibility to be fit to study.

I am also signing to agree to the situation being reviewed as outlined in this document.

Name of student	
Signature	

Appendix 4

Request for medical evidence regarding supported study

Where a medical report is requested by a Case Review Panel or Supported Study Panel:

- a) the student shall be asked to provide the contact details of their GP or medical advisor to the Head of Operations (Student Services) or their nominee;

- b) the Programme Leader(s) shall be asked to complete Section A of the form below and copy it to the Chair of the Panel and the Head of Operations (Student Services) or their nominee;
- c) the appropriate staff shall be asked to complete Section B of the form below and copy it to the Chair of the Panel and the Head of Operations (Student Services) or their nominee;
- d) the Head of Operations (Student Services) or their nominee shall complete the form below, attach a copy of Appendices 1 and 2, as appropriate, and any other documentation deemed relevant by the Panel, and forward it to the GP or medical advisor, with a request that it be returned as soon as possible.

Request for medical evidence regarding Supported Study arrangements



Name and address of GP or medical professional	
Date	

Dear

The University of Winchester has concerns over my Supported Study arrangements and I should be grateful if you could please complete the following and return this form to:

Postal address: Head of Operations (Student Services), University of Winchester, Winchester SO22 4NR

Email: winchester.university@nhs.net

Name of student	
Signature	

This student's programme places rigorous demands, both academic and physical, on the student as outlined in the attached **Section A**.

Section B outlines our concerns

Through the Disabled Student Allowance, the following support is in place for the student:

Head of Operations (Student Services) (name and signature)	

Please could you complete the following:	Please delete as appropriate
In the light of my knowledge of the student, I feel they are mentally and physically able to meet the demands of the programme	Yes / No
I consider a break in studies would be in the best interests of the student	Yes / No
I would anticipate the student may be fit to return to study in:	September (year) OR January (year)
I wish to add the following information to assist your decision regarding the student's Supported Study.	
Name:	
Position	
Date	

Thank you very much for your assistance in helping us to determine the best way to support this student.

Section A – Outline of the programme demands on the student, both academic and physical
 To be written by the Programme Leader(s)

Section B 2 – Summary of the University's concerns
 To be written by the Student Services, Housing, Security or concerned party, as appropriate

Appendix 5

Return to Study Plan

To be completed jointly by the Head of Operations (Student Services) or their nominee and Programme Leader(s)

Name of student		Student No.	
Programme			
Expected Return Date			
Programme Leader(s)			
Details of the modules to be (re)taken in full or in part and whether marks are capped or uncapped			
Academic support arrangements (including who is responsible)			
Study Skills support arrangements (including who is responsible)			
Other comments: this may include Housing arrangements, future progress, terms and conditions of return and action to be taken if			
Record to be shared with the following members of staff as agreed with the student (this shall always include the Chair of the Case Review Panel/Supported Study Panel)			

Date of review	

Declaration:

I understand the arrangements that have been made to support and the terms and conditions of my return to study. I have agreed to work towards the schedule outlined above, which has been developed to support me.

I understand that if I am unable or unwilling to continue my studies under these terms, the University will need to consider taking appropriate or remedial actions, or referral as my situation will require.

I understand and consent to information surrounding my Supported Study being shared with other relevant services within the University. A copy of this return to study plan will therefore be submitted to the Faculty Manager/RKE Co-ordinator (as appropriate) and disseminated to relevant staff. I am aware that this report and its outcomes will also be recorded by the Health & Wellbeing staff.

I realise that any non-attendance can be reported to the appropriate service and acted upon.

Whilst I understand that the University has a duty of care to support me, ultimately I am responsible for my own health and wellbeing and it is my responsibility to be fit to study.

I am also signing to agree to the situation being reviewed as outlined in this document.

Name of student	
Signature	