

BPP University – University Policies and Procedures

Student Engagement, Attendance, and Academic Intervention



Scope	Students/Staff/External Agencies
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Purpose	Outlines the University's policies with respect to monitoring Student Engagement, Attendance, and the academic and support interventions it will take when issues of concern arise with students in these areas.

Regulatory Mapping

BPP University General Academic Regulations
Section C: Registration, Engagement, Progress, and Conduct

BPP University
University Policies and Procedures
Student Engagement, Attendance, and Academic Intervention

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1. Introduction

- 1.1. The University places significant importance and emphasis on students maintaining a good level of engagement with their studies, and also attendance at associated classes. This is outlined in Section C of the General Academic Regulations (GARs), Registration, Engagement, Progress, and Conduct. Where a student is considered as not maintaining a good level of engagement or attendance, the University will seek to put in place academic interventions to support the student to study effectively.
- 1.2. This policy therefore outlines the expectations around engagement, attendance, and the academic interventions that would be put in place if a student is considered to have inadequate attendance and engagement with their studies and classes.

2. Academic Engagement, Attendance, and Progress Monitoring

- 2.1. The University seeks to support all its students to achieve academic success, and in order to do so, students must be active partners by attending required classes and also engaging in learning and teaching activities as outlined in their programme of study. As such they must maintain good levels of academic engagement, attendance at classes, and make good progress in their studies.
- 2.2. The University defines failure to attend, engage, and make progress in their studies through the following means:
 - a) Attendance at teaching sessions as specified by the programme handbook and regulations.
 - b) Submission of an assessment or attending an examination (both formative and summative) as specified by the programme handbook and regulations.

- c) For placement students, placement attendance requirements, submission of a timesheet/report, or other placement engagement requirements as specified by the programme handbook and regulations.
 - d) For students studying on a Professional Development Programme (PDP), a work placement is not mandatory. Students who wish to complete a work placement must ensure that they inform the Visa Compliance Team who will implement the process for monitoring attendance and engagement as used for (c) above.
- 2.3. These requirements should be expressed clearly in the programme handbook and programme regulations and brought to the attention of students at the start of each stage of the programme, and clearly outline the activities they expect students to engage in, and the consequences of non-engagement.
- 2.4. The University will seek to assist students to maintain engagement with their programme of study through feedback and guidance provided by the mechanisms set out below:
- a) monitoring of attendance and engagement;
 - b) feedback on learning activities and formative and summative assessment;
 - c) academic and pastoral support through the personal tutor and/or student advisers;
 - d) guidance on interruption of study and repeating modules. Visa Extension and re-sits guidance will be provided to Sponsored Visa Students.

Raising and Acting on Engagement, Attendance, and Progress Concerns

- 2.5. Where concerns surrounding a student's engagement, attendance and progress with a programme have been determined as per the terms set down in the programme handbook their engagement shall be deemed unsatisfactory.
- 2.6. Once this determination has been made, the student will be sent the first email communication outlining the concerns with respect to non-engagement, and the following will be made clear to the student in this first communication:
- a) the reasons why they have been placed under review;
 - b) the requirements they must meet to redeem their poor engagement;
 - c) the timescales within which these requirements must be met or otherwise the points at which their case shall be reviewed;

- d) the consequences of not meeting the requirements or otherwise maintaining satisfactory academic progress;
 - e) the opportunity to bring to the attention of the University any matters that may affect their view of the student's progress and their ability to meet the requirements specified;
 - f) any specific assistance that might be available to them.
- 2.7. Where the student responds in the specified timescale as set out in the email communication as outlined in 2.6. it shall be determined whether to use either one or a combination of the below mechanisms:
- a) Following review of the student's response determine that the student has re-engaged and no further action is taken;
 - b) Following review of the student's response it is expected the student should achieve specific conditions to improve the student's engagement. Where the student successfully meets those conditions specified they shall be deemed to have re-engaged and shall be permitted to progress. They may however be subject to continued review by the School, and where concerns with respect to engagement re-emerge, be referred back to the process as set out from 2.5. of this policy and procedure;
 - c) Where academic and pastoral concerns are evidently affecting the student's engagement that an achievement of specific conditions within a specified timescale will not resolve as outlined in 2.7. b) above, advise the student to undertake a period of Interruption of Studies, apply for academic support through the Academic Adjustments Policy, or referral to the Support to Study Policy in an attempt to resolve any concerns that are affecting the student's engagement. The Support to Study Policy is used when there are specific and significant concerns about factors related to health or wellbeing that have arisen which are viewed as impacting the student's ability to effectively engage with their studies. It may therefore not be necessary or appropriate to refer the student to the Support to Study Policy.
- 2.8. If the student does not respond to the first email communication, a second email communication will be sent and the same procedure will be followed as in 2.6. and 2.7.
- 2.9. If the student continues to be non-responsive, the student will be contacted a third time by either e-mail or telephone outlining the concerns as set out in 2.6.

Where the student is responsive, the options as outlined in 2.7. will be undertaken. Where however the student continues to be non-responsive the procedure as set out in points 2.11 – 2.12. will be followed.

- 2.10. It is important to note that non-responsiveness of a student could be due to a more significant issue or welfare concern. Where there may be a concern with respect to the student's welfare, the student is known to the University as a student of concern, the Safeguarding and Learning Support Teams have flagged the student as "at risk", then the Safeguarding and Learning Support Teams should be consulted before termination action is taken.

Termination of Studies on the Basis of Engagement, Attendance, and Progress Concerns

- 2.11. If following the three communication attempts the student remains unresponsive, the student will be deemed to have not re-engaged, and they will be subject to termination of registration. The student will be informed of the decision to terminate their studies as set out in the termination of studies policy.
- 2.12. Once the non-engaged student has been informed of the decision to terminate them from their programme of study, the student will be given the status of "deemed withdrawn", and if they do not appeal the decision using the process as outlined in Points 2.14-2.16, then they shall be fully withdrawn (terminated). Sponsored Visa Students will only be reported as withdrawn to the relevant external agency, at the point they are deemed to be fully withdrawn (terminated), and not at the point they have been deemed withdrawn.

Fees

- 2.13. Where a student is withdrawn as a result of this policy, they shall not be entitled to any reimbursement of fees already paid or due to the University.

Appeals

- 2.14. Students who have their studies terminated on the basis of this policy shall have the right to appeal to the Academic Appeals Board against the decision of the Award Lead, or nominee.
- 2.15. Students may appeal on the grounds set out at GARs, Part G, Section 1, and according to the University's Policy and Procedure on Academic Appeals.
- 2.16. Two routes of appeal are available to students depending on their status and circumstances:

- a) Where a Sponsored Visa Student has had their studies terminated as a result of not complying with this policy, they shall have **ten (10) working days** of the date of the notification of termination of studies to appeal this decision. This is so that the University complies with its Sponsor Duties as outlined by the UKVI. **It is really important that Sponsored Visa Students who choose to appeal follow this timeline, and this will be clearly outlined to them in their termination communication.**
 - b) Any student who is **not a Sponsored Visa Student (e.g., domestic or not requiring a visa to study at the University)** and has had their studies terminated as a result of not complying with this policy, shall have **twenty (20) working days** from the date of the notification of termination of studies to appeal this decision. Domestic and Non-Sponsored Visa Students are not bound by the same timelines for appeal as Sponsored Visa Students as they do not have to comply with UKVI visa requirements.
- 2.17. All students who appeal may attend such learning and teaching events as are considered necessary for continuing progression provided, they have attained the academic pre-requisites to do so. Such attendance shall be without prejudice to the outcome of the appeal.
- 2.18. Until the appeals process has been exhausted, the student will be “deemed withdrawn”. In the case where a student’s appeal is unsuccessful, the student’s status will be changed to fully withdrawn. A Sponsored Student Visa will only be reported as withdrawn to the UKVI at the point they are deemed to be fully withdrawn, and not at the point they have been deemed withdrawn.

3. Sponsored Visa Student Engagement Monitoring

NB. This policy only applies to Sponsored Visa Students in the University.

Principles

- 3.1. Sponsored Visa Student Engagement Monitoring supports the University in dispensing its duties to both its students and external regulators. First and foremost, the University has a duty to ensure that its sponsored visa students are aware of the importance of engagement with their studies, and by actively monitoring and supporting their engagement, the University seeks to ensure sponsored visa students are supported academically and pastorally, whilst also meeting regulatory requirements to ensure continued success in their studies. By monitoring and supporting engagement, in addition to the key benefits to

student success and achievement, the University concurrently provides assurance to its external regulators that it is meeting its legal and regulatory obligations with respect to the effective monitoring of its sponsored visa students.

Procedure for Sponsored Visa Student Engagement Monitoring

- 3.2. Below are the learning, teaching, and assessment activities that are used to monitor Sponsored Visa Student Engagement:
 - a) Attendance at teaching sessions as specified by the programme handbook and regulations.
 - b) Submission of an assessment or attending an examination (both formative and summative) as specified by the programme handbook and regulations.
 - c) For placement students, placement attendance requirements, submission of a timesheet/report, or other placement engagement requirements as specified by the programme handbook and regulations.
 - d) For students studying on a Professional Development Programme (PDP), a work placement is not mandatory. Students who wish to complete a work placement must ensure that they inform the Visa Compliance Team who will implement the process for monitoring attendance and engagement as used for (c) above.
- 3.3. These requirements should be expressed clearly in the programme handbook and programme regulations and brought to the attention of sponsored visa students at the start of each stage of the programme, and clearly outline the activities they expect students to engage in, and the consequences of non-engagement.
- 3.4. The University will seek to assist sponsored visa students to maintain engagement with their programme of study through feedback and guidance provided by the mechanisms set out below:
 - a) monitoring of engagement;
 - b) feedback on learning activities and formative and summative assessment;
 - c) academic and pastoral support through the personal tutor and/or student advisers;
 - d) guidance on interruption of study and repeating modules. Visa Extension and re-sits guidance will be provided to Sponsored Visa Students.

Raising and Acting on Student Engagement Concerns

- 3.5. Where concerns surrounding a sponsored visa student's engagement with a programme have been determined by **7 calendar days of inactivity** during term time, their engagement shall be deemed unsatisfactory.
- 3.6. Once this determination has been made at **7 calendar days of inactivity**, the student will be sent the first email communication outlining the concerns with respect to non-engagement, and the following will be made clear to the student in this first communication:
- a) the reasons why they have been placed under review;
 - b) the requirements they must meet to redeem their poor engagement;
 - c) the timescales within which these requirements must be met or otherwise the points at which their case shall be reviewed;
 - d) the consequences of not meeting the requirements or otherwise maintaining satisfactory academic progress;
 - e) the opportunity to bring to the attention of the University any matters that may affect their view of the student's progress and their ability to meet the requirements specified;
 - f) any specific assistance that might be available to them.
- 3.7. Where the student responds in the specified timescale as set out in the email communication as outlined in 4.6. it shall be determined whether to use either one or a combination of the below mechanisms:
- a) Following review of the student's response determine that the student has re-engaged and no further action is taken;
 - b) Following review of the student's response it is expected the student should achieve specific conditions to improve the student's engagement. Where the student successfully meets those conditions specified they shall be deemed to have re-engaged and shall be permitted to progress. They may however be subject to continued review by the School, and where concerns with respect to engagement re-emerge, be referred back to the process as set out from 5.5. of this policy and procedure;
 - c) Where academic and pastoral concerns are evidently affecting the student's engagement that an achievement of specific conditions within a specified timescale will not resolve as outlined in 4.7. b) above, advise the student to

undertake a period of Interruption of Studies, apply for academic support through the Extensions and Extenuating Circumstances Policy, or referral to the Support to Study Policy in an attempt to resolve any concerns that are affecting the student's engagement.

- 3.8. If the student does not respond to the first email communication, a second email communication will be sent at **14 calendar days of being inactive** and the same procedure will be followed as in 4.6. and 4.7.
- 3.9. If the student continues to be non-responsive, having been **inactive for 14 calendar days**, the student will be contacted by telephone outlining the concerns as set out in 4.6. **in the period between 15 – 29 calendar days of the student's continued inactivity**. Where the student is responsive, the options as outlined in 4.7. will be undertaken. Where however the student continues to be non-responsive and reaches 30 calendar days of inactivity the procedure as set out in points 4.10 – 4.11. will be followed.
- 3.10. Students are to note that if they do not complete their programme requirements by their Student Visa expiry date as a result of lost time due to non-engagement, the University shall not provide them with a new CAS to extend their Student Visa. As outlined in the GARs, Section C, Sub-Section 2, point 2.4., where a student has been found to be non-compliant with university regulations, policy, procedures, and/or programme regulations leading to them not completing their programme of study, there will be no provision of a new CAS to extend their Student Visa. Where the student is found to be at fault, time lost to non-engagement is not a permitted reason for extending a Student Visa.

Termination of Studies on the Basis of Non-Engagement

- 3.11. If following the first email communication at **7 calendar days of inactivity**, the second email communication at **14 calendar days of inactivity**, and following attempts to make telephone contact **between 15 – 29 calendar days of inactivity**, the student is **still non-responsive at 30 calendar days of inactivity**, the student will be deemed to have not re-engaged, and they will be subject to termination of registration. The student will be informed of the decision to terminate their studies on the basis of non-engagement **after 30 calendar days of being inactive**.

- 3.12. Once the non-engaged student has been informed of the decision to terminate them from their programme of study, the student will be given the status of “deemed withdrawn”, and if they do not appeal the decision using the process as outlined in Points 4.13-4.16, then they shall be fully withdrawn (terminated). Sponsored Visa Students will only be reported as withdrawn to the relevant external agency, at the point they are deemed to be fully withdrawn (terminated), and not at the point they have been deemed withdrawn.

Fees

- 3.13. Where a student is withdrawn as a result of non-engagement, they shall not be entitled to any reimbursement of fees already paid or due to the University.

Appeals

- 3.14. Students who have their studies terminated on the basis of non-engagement shall have the right to appeal to the Academic Appeals Board against the decision of the Award Lead, or nominee.
- 3.15. Students may appeal on the grounds set out at GARs, Part G, Section 1, and according to the University’s Policy and Procedure on Academic Appeals. Appeals for terminations of registration in relation to matters affecting engagement and immigration status must be received within **ten (10) working days** of the date of the notification of termination on these grounds.
- 3.16. Students who appeal may attend such learning and teaching events as are considered necessary for continuing progression provided they have attained the academic pre-requisites to do so. Such attendance shall be without prejudice to the outcome of the appeal.
- 3.17. Until the appeals process has been exhausted, the student will be “deemed withdrawn”. In the case where a student’s appeal is unsuccessful, the student’s status will be changed to fully withdrawn. A Sponsored Student Visa will only be reported as withdrawn to the UKVI at the point they are deemed to be fully withdrawn, and not at the point they have been deemed withdrawn.

4. Support to Study

General Principles

- 4.1. The University seeks to assist all its students to achieve academic success. It is however recognised that, due to changes affecting personal circumstances, the

worsening of an existing health, mental health or disability related issue or the development of a new condition, students' ability to progress may be undermined.

- 4.2. 'Support to Study' is defined as the method through which the University supports a student of significant concern to be able to positively and proactively engage with academic study and the University learning community, which includes academic participation and progress, as well as respectful engagement with University colleagues. This is not to be confused with fitness to practise.
- 4.3. This policy is intended to be preventative and supportive, not punitive and should be reserved for situations when a student's engagement and progress in their studies is deemed to be a cause for concern and for urgent intervention.
- 4.4. Examples of when a student's fitness to study may be a cause for concern include, but are not limited to, the following:
 - a) A student's behaviour or health difficulties are, or are at risk of, impacting upon the health, safety or wellbeing of themselves or others
 - b) A student's behaviour or health difficulties are, or are at risk of, adversely affecting the teaching, learning, or experience of other students;
 - c) A student's behaviour would usually invoke the Student Discipline Policy but there are concerns of an underlying physical or mental health difficulty;
 - d) A student's failure to engage or progress academically may be attributable to an underlying physical or mental health difficulty.
 - e) A student frequently defers or extends an assessment may be considered 'at-risk' of being unable to complete their programme.
- 4.5. This policy should not be used to address routine cases where a student has failed to engage or progress academically. These should be considered under the policies referred to in Sections 2 and 3 of this document.
- 4.6. In an emergency, or in cases where a student's health or behaviour pose a risk of harm to either themselves or others, it may be necessary to invoke the Mental Health and Wellbeing Policy, the Vice-Chancellor's Emergency Powers, or the Student Conduct Policy.
- 4.7. The application of the Support to Study Policy will be guided by the following principles:
 - fair and proportionate action in relation to vulnerable individuals;

- consideration of relevant professional advice;
- safeguarding the academic community from threat or harm;
- support student achievement through holistic consideration of challenges and support available;
- compliance with legal duties and responsibilities including but not limited to the [Human Rights Act 1998](#); the [Equality Act 2010](#); the [Counter Terrorism and Security Act 2015](#) (Section 31); [General Data Protection Regulations and Data Protection Act 2018](#).

Procedure

- 4.8. The Support to Study will be applied following referral from issues arising out of the policies listed in Sections 2 & 3 of this document. At these stages, attempts to resolve the issues have not succeeded and there is also a concern that the issues affecting good academic engagement and progression are due to specific and significant concerns about factors related to health or wellbeing that have arisen.
- 4.9. The Support to Study procedure has two stages, and the decision on which stage to take may be determined by how significant or serious the concerns about the student's academic engagement and progress are following the use of early academic intervention methods in Sections 2 & 3 of this document:
 - a) Stage 1 – Enhanced Formal Support: Enhanced formal support acknowledges that the previous attempts to support the student's effective engagement and progress in their studies has not been successful. The student therefore requires Enhanced Formal Support involving the Student, the Academic Team, and Learning Support. It is to be noted that there may be situations where the student's situation is too significant or serious to be managed under Stage 1, Enhanced Formal Support, and therefore a referral may proceed directly to Stage 2, Fitness to Study Assessment, as greater intervention is required.
 - b) Stage 2 – Fitness to Study Assessment: This stage is initiated where Stage 1, Enhanced Formal Support has not been effective in supporting the student's engagement and progression in their studies, or the concern is too significant or serious to be managed under Stage 1. At this stage, the student's academic engagement and progress is at the highest level of risk, and there is a question of whether the student is safe and well enough to be in attendance at the University, or a wellbeing or health concern is completely preventing the student from effectively engaging in their studies at the University.

- 4.10. Where the staff member raising the concern is unsure as to which stage to refer the student to, consultation with the Proctor's Office can be taken to support in that decision-making. As all cases of referral to the Support to Study policy are managed by the Proctor's Office, the Proctor's Office also have the right to adjust the stage of the referral, or even refer the student back to forms of initial academic intervention on assessment of the case. In such situations, the Proctor's Office will outline to the staff member the decision for doing so, and this will also be outlined to the student of concern.

Stage 1 – Enhanced Formal Support

- 4.11. Where an academic or a professional member of staff has significant concerns about a student's academic engagement and progression following forms of initial academic intervention as outlined in Sections 2 & 3 of this policy document, they should, in the first instance, raise the concern with the Proctor's Office. The personal tutor should outline the identified concern with the student, referring to this policy, and outline the initial academic intervention steps taken prior to this referral and why they have not been successful.
- 4.12. The Proctor's Office will then initiate Enhanced Formal Support procedures, with the School (Award lead, or nominee) and Learning Support arranging to meet with the student, providing formal notice to the student that they are being engaged in Enhanced Formal Support. The meeting will result in the agreement and approval of an action plan with clear actions and milestones to support the student's engagement and progression with their studies.
- 4.13. Where required, the Proctor's Office may choose to call a panel ahead of and in addition to the meeting in point 5.12., in order to discuss and determine the management and support programme for the student.
- 4.14. At this point, the Head of Welfare and Student Support, or nominee, will enter the student on the *At Risk Register* to enable the tracking of progress and resolution, and intervene, as appropriate.
- 4.15. The Award Lead, or nominee, and/or Learning Support in monitoring the progress of the student on the action plan should identify at the earliest opportunity if concerns persist, and where required in consultation with the Proctor's Office, make a recommendation to progress to Stage 2.
- 4.16. Where a student does not engage at all with Stage 1, the Proctor's Office will take immediate action to escalate the concern to Stage 2.

Stage 2 – Fitness to Study Assessment

- 4.17. Where concerns remain after the Stage 1, Enhanced Formal Support, or if the concerns referred to the Proctor's Office are too serious to consider at Stage 1, the Proctor's Office shall call a Fitness to Study Panel to review the case and to determine appropriate outcomes.
- 4.18. The Fitness to Study Panel shall comprise:
- a) The University Proctor, or nominee (Chair)
 - b) The Head of Welfare and Student Support, or nominee
 - c) The Pro-Proctor of the relevant School, or nominee
 - d) The Award Lead, or nominee
 - e) A Secretary from the Proctor's Office
- 4.19. The student will be invited to attend the Panel and may be accompanied by a friend or relative, or a representative from the Students' Association. Legal representation would not, normally, be permitted.
- 4.20. The purpose of the meeting is to discuss, collaboratively, with the student their situation, how their health is hindering their progression, the effect it is having on others within the University, and to identify what support can be put in place to enable the student to continue with their studies. In most cases, the concerns are so significant, that a discussion on the student's fitness to study at the University will be the question of consideration.
- 4.21. The student should be notified of the meeting in writing and be given a minimum of five working days' notice of the meeting. The student will be informed in advance:
- a) of the nature of the concerns and the steps already taken to try and resolve those concerns;
 - b) of the purpose of the meeting;
 - c) who will be in attendance;
 - d) whether the student needs to provide any information or documentation including, if appropriate, medical evidence;
 - e) the contact details for the Students' Association independent advice team and their right to bring a friend, relative or a Student Association representative;
 - f) that the meeting may proceed in their absence.

- 4.22. The Fitness to Study Panel may call for additional independent evidence, i.e. from witnesses or from relevant medical professionals. In all instances, the student will be given access to all such evidence a minimum of two working days in advance of the Fitness to Study Panel meeting.
- 4.23. Medical evidence submitted for consideration by the Fitness to Study Panel must be current and identify:
- a) the nature and extent of any medical condition, and the prognosis;
 - b) the extent to which it may affect their fitness to study and engage in University life;
 - c) ongoing medical treatment plan;
 - d) recommendation for special provisions that the University might consider to support the student.
- 4.24. The Fitness to Study Panel meeting may progress if the student does not attend. However, the spirit of the policy is that the meeting is a constructive approach to assisting the student to continue with their studies successfully. The Proctor's Office will therefore make reasonable adjustments to support the student to attend the Fitness to Study Panel, or provide key evidence and information in their planned absence if they choose not to attend. In all cases however, the Proctor's Office will emphasise to the student the importance of attending the meeting, and only under exceptional circumstances would the University permit a student to be report a planned absence from a Fitness to Study Panel.
- 4.25. The Fitness to Study Panel may conclude, in agreement with the student wherever possible, that:
- a) no further action is necessary;
 - b) an Action Plan will be agreed with the student detailing:
 - i) support to be put in place;
 - ii) formal expectations;
 - iii) timescales for achievement and review;
 - iv) consequences of failing to meet agreed expectations;
 - v) that it is appropriate for the student to change to another mode of study;

- vi) that the student should take an interruption of studies, if appropriate and within time limits for suspension and completion of the programme;
- vii) that it is necessary to refer to other University policies, such as the Student Discipline Policy, the Mental Health and Wellbeing Policy;
- viii) that it is necessary to refer to the Programme Regulations of the student's programme, for example where there are concerns regarding Fitness to practise;
- ix) that it is necessary to permanently withdraw the student from the University. This course of action would, normally, be reserved for exceptional circumstances (a) where there is evidence of serious risk to the student or others in the University community; or (b) on the balance of probabilities and the evidence provided, it is the judgement of the panel that the student's situation is irretrievable, with clear reasons as to why other forms of support under the terms of this policy would not be sufficient to retrieve the student's progress; or (c) where previous attempts to support the student through the Support to Study Procedure have not been successful and there is objective and authoritative evidence that the student is physically or mentally unable to continue their studies;

4.26. The student shall be provided with a letter recording the details and outcome of the meeting within five working days. The letter shall include an invitation to a meeting with the Head of Welfare and Student Support, or nominee, to discuss the outcome of the Fitness to Study Panel. The student may be accompanied to this meeting by a friend, a relative, or a representative from the Students' Association. The student should be asked to confirm their agreement with the proposed course of action in writing and informed of their right to appeal if they are not in agreement.

4.27. In the case of temporary suspension of registration, the student will be referred to the Return to Study procedure below and be given a named University contact for the duration of their suspension.

4.28. Where temporary suspension is agreed, relevant student support services shall be notified and available to advise the student on any impact this temporary suspension may have on funding, Student Visa/UKVI requirements, or work placement, as appropriate to the student's individual circumstances.

- 4.29. There may be instances where a student is withdrawn from the University as a result of action taken at the Fitness to Study Panel. Where this action takes place this will be outlined in the Fitness to Study Panel outcome letter. If the student wishes to appeal this action, they can do so under the terms outlined below.
- 4.30. As outlined earlier, where a student who has been withdrawn following a Fitness to Study Panel, but it has been agreed that if they later resolve the issues that were affecting their ability to engage with their studies, the student may be able to seek readmission to the University at its discretion. This is not a guaranteed right and may not be possible and the terms of this will be stipulated in the student's Fitness to Study Panel outcome.

Appeals

- 4.31. Where a student believes they have grounds for appealing the judgement of the Fitness to Study Panel, they shall have the right to appeal the decision to the Academic Appeals Board as set out in the University Policies and Procedures – Student Academic Appeals. This appeal must however be consistent with the permitted grounds for appeal, and cannot simply be lodged because the student does not agree or dislikes the judgement. There must be valid grounds for the appeal.

Return to Study

- 4.32. In all instances of an agreed interruption of study or the suspension of registration by the University, the student must confirm in writing their intention to return, at least four weeks in advance of the intended return date. The student must confirm that they are fit to return and provide medical or other evidence, as appropriate to their individual circumstances to demonstrate their fitness to study. The evidence must be objective and authoritative, usually from an independent qualified professional such as a registered health practitioner, or a law enforcement professional who has enough knowledge of the student's circumstances to make an informed statement on their fitness to return to study.
- 4.33. Prior to the student's re-entry and registration, the Fitness to Study Panel will re-convene to review the evidence in order to ensure that the student is sufficiently well and able to continue with their studies, and to ensure that appropriate support mechanisms are put in place.
- 4.34. The final decision agreeing re-entry and registration to the University will be communicated on the recommendation of the Fitness to Study Panel meeting to the student within five working days from the date of the meeting.

Monitoring, Evaluation and Review

- 4.35. The Proctor's Office shall provide a termly report to the Academic Adjustments and Progression Panel summarising cases that have been considered by the Support to Study Policy and Procedure and the action taken in relation to each, and a commentary on the effectiveness or otherwise of the procedures and any recommendations for change.

Policy Revision History

Version Number	Description	Author	Reviewed by	Date
1.0	Re-alignment of key academic intervention policies. Introduction of enhanced early academic intervention policies, and revisions to the Support to Study Policy.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	July 2024
2.0	Introduction of Student Visa Extension Clauses to Sponsored Visa Student Engagement Policy.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	July 2025