

Procedure to Support and Determine a Student's Fitness to Continue in Study

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Purpose To guide staff in responding to situations in which a student's fitness to continue in study is in question	Procedure to Support and Determine a Student's Fitness to Continue in Study
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PROCEDURE TO SUPPORT AND DETERMINE A STUDENT'S FITNESS TO CONTINUE IN STUDY

1. Invoking this Procedure

As identified in the Institute *Policy to Support and Determine a Student's Fitness to Continue in Study*, in varying circumstances, concerns may be noted as to a student's support needs or their fitness to continue in study. This *Procedure* may be invoked at any one of three levels, according to the level of response needed, as determined by the person invoking it. The key principle in administering this *Procedure* is to support the student in either continuing in study or taking a break and returning to study when fit, and protecting the campus community as a whole.

1.1 Prior to Invoking this Procedure

This procedure sets Level 1, Level 2 and Level 3 responses. These responses arise where, as stated in the Policy, the matter of concern is unlikely to be resolved through the use of existing supports. Nevertheless it is to be expected that the activation of this Procedure is subsequent to standard engagements with academic or support staff as relevant. As stated in the policy, "in supporting a student who is a cause of real concern and who may be significantly distressed, staff should act in accordance with the advice available from reliable sources such as the Student Health Centre and the Student Counselling Service".

1.2 Who can invoke the Responses

A Level 1 Response may be invoked by either the Head of Department (HoD) or Head of Faculty (HoF) with responsibility for the student's programme of study or the Registrar (see section 2). Invoking Level 2 and Level 3 (see sections 3 and 4) shall be the responsibility of the Registrar.

1.3 Role of Head of Department/Faculty or Registrar

Where a member of staff has a well-founded concern regarding student's fitness to continue in study, the member of staff should either raise the matter with the Head of Department/Head of Faculty, or with the Registrar when a student has failed to, (or are judged unlikely to), resolve the concern with existing supports or actions. The seriousness of each circumstance and the response required is a matter of judgement for the HoD/HoF or the Registrar and will determine whether or not any of Level 1, 2 or 3 Response is to be invoked.

1.4 Role of a Healthcare Professional or Student Counsellor

A student may be referred at any stage of the process to a relevant healthcare professional to include, but not limited to, the person providing General Practitioner services to the Institute, Consultant Occupational Physician, Consultant Psychiatrist or a Consultant Psychologist. In some circumstances it may be appropriate to consult the Student Counsellor. All communications will be made through the Registrar. The student shall be obliged under this procedure to attend at such medical consultation and examination as required and shall cooperate with any medical practitioner in the provision of a medical report to the Institute. Failure to attend or a failure, in the opinion of the medical practitioner, to cooperate with any such practitioner shall be deemed to be a failure to cooperate with the Institute's procedures.

2. Level 1 Response

A Level 1 Response of the Fitness to Study Procedures is intended for circumstances where there are **well-founded emerging concerns** about a student. The particular circumstances can vary, as described in Appendix One. A Level 1 response has usually (though not necessarily always) preceded by low level support, informal guidance and/or advice given to the student by Institute academic or support staff. This procedure arises where standard supports are not sufficient or effective in a particular situation. In the event that a concern persists, the staff member concerned (who is not a member of the Support Services) should ensure that either the HoD/HoF* **or** the Registrar* has been alerted, who will (if he/she deems it necessary/appropriate) invoke Level 1 of these Procedures as follows:

1. Raise a Note of Concern (see Appendix Two)
2. Effectively inform the student of the nature of the concerns
3. Offer and arrange a face-to-face meeting to provide support or advice to the student from one or more of (a) Academic Staff (b) IADT Student Support services. The student is offered the opportunity to be accompanied by a friend/family member/or student representative.
4. Close the Note of Concern if no further action is deemed necessary following 3.

Or

Escalate to a Level 2 **or** Level 3 be response.

**Concerns expressed or noted as arising or presenting principally in the classroom/lecture-room/laboratory or on placement are usually considered by the HoD/HoF. Concerns expressed or*

noted as arising outside these settings, e.g. in student activities on campus are usually considered by the Registrar.

3. Level 2 Response

A Level 2 Response of Fitness to Study Procedures is intended for circumstances where there are either

- a) Continuing and on-going concerns persisting and unresolved from a Level 1 Note of Concern

OR

- b) Significant first concerns where it is deemed invoking a formal multi-disciplinary case review meeting is required (See Appendix Three for detail on this establishment and composition)

The Registrar and the HoD/HoF will consult and invoke Level 2 of these Procedures as follows:

1. Raise a Note of Concern (see Appendix Two) or continue the Note of Concern from Level 1
2. Effectively inform the student of the nature of the concerns expressed
3. Arrange a multi-disciplinary case-review meeting as soon as practicable (see Appendix Three)
 - a) to consider the nature of the concerns
 - b) to develop an agreed plan of action to support the student
 - c) to arrange to monitor the effectiveness of the plan in resolving the issue of concern, and
 - d) to arrange formal follow-up
4. Proceed to
 - a. Close the Note of Concern if no further action is deemed necessary following 3 above

Or

- b. Support a student who wishes to voluntarily withdraw/take leave of absence from studies on grounds of fitness at this stage without the need to proceed to a Level 3 Response. It is intended that **all** students who voluntarily

withdraw or take leave of absence from IADT on grounds of fitness should have been considered under a level 2 response of this Procedure.

Or

- c. Escalate and request that Level 3 Response be invoked because of concerns that the student's Fitness to Continue in Study needs to be formally considered and determined.

4. Level 3 Response

A Level 3 Response of this Fitness to Continue in Study Procedures is intended for circumstances where there are concerns that immediate consideration and determination of a student's Fitness to Continue in Study is required. It may be invoked immediately following either a Level 1 or Level 2 Response, or it may be invoked directly with no preceding Level 1 or 2 response, due to the seriousness of the concern for the health, wellbeing or welfare of the individual concerned, or for the impact the student's distress or behaviour is having on others in the campus community.

The Registrar and the HoD/HoF will consult and invoke Level 3 of these Procedures as follows:

1. Raise a Note of Concern (see Appendix Two)
2. Notify the student in writing of the nature of the concerns
3. Arrange a Fitness to Continue in Study Panel Review (see Appendix Four) so the Institute Fitness to Continue in Study Panel considers the concerns expressed about the student. The outcomes possible from this review are
 - I. The Registrar requires the student to suspend their studies at the Institute for an agreed period or until conditions set by the panel are met, or both

OR

- II. The Student is Fit to Continue in Study subject to an action plan (as per level 2 Response)
4. Close the Note of Concern if no further action is deemed necessary following 3.

5. Right of Appeal

A student has the right to appeal the decision of the Registrar to require the student to take leave of absence from study for an agreed period, as the outcome reached

following a Fitness to Continue in Study Panel Review. The appeal is made to the Chairperson of Academic Council, c/o the Office of the President. An appellant must cite grounds, which can be either or both

- a) a failure to implement the process described fairly or accurately or
- b) that relevant information was not considered by the decision-maker.

See Appendices Six and Seven for detail.

6. Return to Study Following a Period of Withdrawal

A student who withdraws/suspends their studies voluntarily or is required to suspend their studies, on grounds of fitness, shall be entitled to apply to re-register to re-commence their studies at the end of the agreed period of absence. In such circumstances, advice on the timing and conditions of return to study will be determined by the relevant Academic Department, in consultation with the multi-disciplinary team which is composed of persons qualified to advise on the particular context, subject to availability of the relevant Programme and its requirements, and the student having met any other conditions set. If the module or course is not running at the time the relevant Academic Department will provide guidance about the recommencement of the module/course/programme, or alternative modules. Return to Study procedures shall apply. (See Appendix Eight).

7. Record Keeping, Data Protection, Confidentiality

It is good practice for staff to keep brief notes of any interactions with students where there has been guidance or decisions in relation to personal issues, and to inform the student that you are making a record of the encounter. This should apply in particular for students causing concern.

The record should be written and dated as soon as possible after the interaction with the student. In addition to names and dates, it should state the nature of the interaction and any action taken or advice given. If appropriate, it should also state whether or not the student gave consent for further action. Normally a copy should be provided to the student.

Confidentiality and security of notes should be maintained in accordance with the principles of the Data Protection Acts 1988 - 2003 as amended. Any records held by respective departments/unit should be kept for a minimum period of five years and then destroyed. All records are subject to the Freedom of Information Acts.

Once a Level 1, 2 or 3 Response of these procedures have been invoked a Note of Concern (Appendix Two) must be raised and retained by the HoD/HoF, or the Registrar as appropriate. In addition to the Note of Concern, for Levels 2 and 3 responses, a written record of all multi-disciplinary case review meetings and Fitness to Continue in Study Panel Review meetings shall be raised and retained by the Registrar.

APPENDIX ONE: EXAMPLES OF CIRCUMSTANCES OF CONCERN AS TO A STUDENT'S FITNESS TO STUDY

The following are examples of such circumstances where there may be concern as to a student's support needs and fitness to continue in study. This list is not exhaustive. Each circumstance should be considered on its own merits.

- The student recognises that there is an issue of concern and discloses this to a member of the Institute staff.
- 3rd party reports of concern are disclosed. For example these 3rd parties may be family members, classmates, flatmates, student support services staff, lecturers or other Institute staff, work or research placement supervisors or even on occasions, members of the public.
- The concerns may be around a student's
 - Wellbeing, appearance, social-withdrawal, mood, physical health or welfare
 - Unexplained deterioration in academic performance
 - Behaviour which is very unusual or inappropriate
 - Behaviour putting themselves or anyone else at risk
 - Behaviour which is significantly distressing to others
 - Behaviour which is impacting significantly on the learning, working or living experience of others

The word 'behaviour' is intended to include behaviour which is face-to-face and in public as well as expressed written or on-line communications in print or via social media, text messaging or other electronic means. All behaviour which appears to be a breach of the student regulations, may be considered under the various regulations and as a disciplinary matter.

APPENDIX TWO: NOTE OF CONCERN

Level 1 2 3 (circle appropriate)

Note of Concern as to a Student's Support needs and/or Fitness to Continue in Study

Student Name:

Student Number:

Address:

Date of Birth:

Gender:

Telephone/Contact Details:

Mobile Phone:

Home Phone:

Email:

Concern raised by:

Relationship to the student (role/context):

Brief factual description of the concern:

Specific examples/observations are particularly helpful

Comments/Observations of Academic/Admin/Support Staff/Others:

Record observations, with specific examples where available, of staff/others, other than the person who first reported concern. This can include observations/comments made by appropriate professional support services/academic mentors/welfare staff

Student Comments/Observations:

The student should be invited to record his/her comments/observations on the concerns and the support plan/follow-up arrangements.

Agreed action points:**Agreed Action Plan**

This may include details of any supports recommended/arranged, as well as agreed outcomes that are desirable and limits of acceptable interactions/behaviour, where appropriate.

Review Date:**Important Note: (If Leave of Absence or Withdrawal is being considered)**

It is important to consider all possible financial implications of a leave of absence or withdrawal from your degree programme. There may be financial implications for your registration/tuition fees or grant if or when you return to third level at a later date. Further detailed advice can be obtained from the Office of Academic Affairs.

Declaration:

I understand the nature of the concern(s) raised by the Institute, as has been explained to me and outlined in this document and the possible impact/consequences that this/these concern(s) may have upon my own fitness to continue in study.

I also understand the impact that this/these concern(s) may have upon the community of fellow students and staff who are working and studying at the Institute 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 Institute will need to consider taking appropriate or remedial actions, or referral as my situation will require.

I understand and consent to information surrounding my fitness to continue in study being shared with other relevant services within the Institute. A copy of this Action Plan will therefore be submitted to the Head of Department/Faculty and/or Registrar and (*insert other specific*) and other staff as deemed appropriate

I am aware that this Note of Concern will be retained by any relevant unit of Student Services, such as the Access Service, the Student Health Centre, the Student Counselling Service.

While I understand that the Institute has a duty of care to provide reasonable supports to me, I am responsible for my own health, wellbeing and actions and it is my responsibility to be fit to continue in study

I agree to this case being reviewed (*insert x days/weeks or months time*).

Signed: (Student)

Signed: (Head of Department/Registrar)

Dated:

APPENDIX THREE: LEVEL 2 RESPONSE: MULTIDISCIPLINARY CASE REVIEW

1 Purpose

A multi-disciplinary case review meeting shall be convened by the Registrar in consultation with the Head of Department/Faculty once a Level 2 Response is invoked under this Fitness to Continue in Study Procedure. The purpose of this meeting is:

- 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 Registrar determine if escalation to a Level 3 Response is required

2 Attendees at/Submissions to the Multidisciplinary Case Review

The decision as to who should attend or who should submit material to a multidisciplinary case review meeting will be made by the Registrar, in consultation with the HoD/HoF, on a case by case basis.

Chair Registrar or Registrar's nominee

Attendees drawn from:-

- HoD/HoF 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/family member/or student representative 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 one of two named officers of the

Institute (1 male, 1 female) provides advice and attends the meeting to assist and advise them. These officers to be nominated by the Registrar.

(Attendance Desirable)

- A student with a disability also has the right to be accompanied by a support worker as appropriate to their needs. **(Attendance Desirable)**
- Individual(s) who reported the concern, as per the Note of Concern.

(Attendance Desirable)

- Members of IADT staff from other student services. e.g. Student Health Centre, Student Counselling Service, relevant Access Office staff. **(Attendance Desirable)**
- Students' Union Welfare Officer. **(Attendance Desirable)**
- Others. Occasionally external expertise or advice may be required.

(Attendance as needed)

- Secretarial Support for the Case Review: Provided by the Office of the Registrar

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.

3 Conducting a Multidisciplinary Team (MDT) Case Review

The student will normally be effectively informed 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 multidisciplinary team case review meeting is an opportunity to develop a co-ordinated response that best meets the reasonable support needs of students. As 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. As indicated in section 3 of the procedure, the outcomes possible from a Multidisciplinary Case Review are

- a) Close the Note of Concern if no further action is deemed necessary following 3 above

Or

- b) Support a student who wishes to voluntarily withdraw/take leave of absence from studies on grounds of fitness at this stage without the need to proceed to a Level 3 Response. It is intended that **all** students who voluntarily withdraw or take leave of absence from IADT on grounds of fitness should have been considered under a level 2 response of this Procedure.

Or

- c) Escalate and request that Level 3 Response be invoked because of concerns that the student's Fitness to Continue in Study needs to be formally considered and determined.

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 Registrar.

A formal note of the case review meeting is taken and held by the Registrar (see Appendix Two: Note of Concern). This Note of Concern is to be shared with the Head of Faculty, and Head of Department and others as deemed appropriate by the Registrar. The Note of Concern and a copy of the outcome should be furnished to the student as soon as reasonably practicable. The effectiveness of the measures taken are then reviewed at a follow-up Multi-disciplinary Case Review meeting, the time interval and date to be set by the Registrar. 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 HoD/HoF, **or**
- there is a sufficient level of concern at the first Multi-disciplinary Case Review meeting, **or**
- the concerns persist/are not remitted sufficiently at a subsequent Multidisciplinary Case Review meeting

the Registrar shall invoke a Level 3 Response and convene a Fitness to Continue in Study Panel.

APPENDIX FOUR: LEVEL 3 RESPONSE: FITNESS TO CONTINUE IN STUDY PANEL REVIEW

1 Purpose

A Level 3 Response shall be invoked by the Registrar in consultation with the HoD/HoF and result in the convening of a Fitness to Continue in Study Panel Review to determine a student's fitness to continue in study.

2 Membership of a Fitness to Continue in Study Panel

The Fitness to Continue in Study Panel shall be convened as and when necessary by the Registrar. The panel shall be constituted as follows:

- The Registrar (Chair)
- The HoD/HoF
- The SU President or Nominee
- Other relevant individuals in relation to the particular case as agreed by the Registrar

3 Conducting a Fitness to Continue in Study Panel Review

The student will normally be effectively informed 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 or any existing active Notes of Concern. 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. The Fitness to Continue in Study Panel shall consider existing active Notes of Concern, (or raise a New Note of Concern if none exists), and amend or record the Note raised to show it as a Level 3 Note of Concern. (See Appendix Two.)

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 worker 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 Institute'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 if the members of the Panel cannot reach a unanimous decision. As stated in section 4 of the procedure the outcomes possible following a Fitness to Continue in Study Panel Review are:

- I. The Registrar requires the student to suspend their studies for an agreed period and until any other conditions for return are met

OR

- II. The Student is Fit to Continue in Study subject to an action plan (as per level 2 Response)

A copy of any outcome reached shall be sent to the student as soon as reasonably practicable.

APPENDIX FIVE: TEMPORARY SUSPENSION

Where it appears in the opinion of the Registrar that there are grounds for concerns about a student's Fitness to Continue in Study, then he/she, having sought such advice as he/she deems appropriate, shall be entitled to suspend a student on the following basis:-

- 1 That suspension is temporary and necessary to protect the Institute community and that on balance, the Registrar is of a view that the duty of care owed to others is overriding in the particular circumstances.
- 2 A suspension may be verbal and to take effect as the Registrar deems appropriate and shall be confirmed in writing as soon as is practicable.
- 3 That any such suspension is reviewed by the Registrar, in consultation with any appropriate parties, at least fortnightly thereafter. The Registrar will ensure that all concerned parties are kept informed of the duration of the temporary suspension.
- 4 That suspension shall not be regarded as an indication as to whether or not the grounds for concern is proven.
- 5 That suspension may be limited to certain premises, placements or Institute activities or modules of studies.
- 6 That every reasonable effort is made to continue to support the student's academic studies so that, in so far as possible, the student is not disadvantaged academically. In the case of suspension due to mental health, continuation of support for the student's academic studies during the temporary suspension may not be possible.
- 7 That suspension shall be for no longer than the time necessary for a matter to have been considered and decided upon under this Fitness to Continue in Study policy or for an appeal to have been heard and decided upon.
- 8 In cases of suspension due to mental health issues, the suspension may be for a longer period and in such cases should be reviewed by the Registrar in consultation with the appropriate parties and all concerned parties should be kept informed.

- 9 That this power shall be exercised with caution and with due regard to natural justice and fair procedures.
- 10 That the Registrar shall be accountable to the Academic Council in respect of the exercise of his/her power of suspension.
- 11 Where the Registrar exercises the power of suspension, he/she shall, as soon as practicable, notify the HoD and/or Head of Faculty and shall call a meeting of the Fitness to Continue in Study Panel Review soon as practicable from the date of the suspension.

APPENDIX SIX: CONSTITUTION OF APPEALS COMMITTEE

- 1 The Academic Council shall establish a Fitness to Continue in Study Appeals Committee to consider any appeals arising from a decision of a Fitness to Continue in Study Review Panel.
- 2 The Appeal Committee shall comprise of five members who shall be nominees of the Academic Council (but not necessarily members of the Academic Council).
- 3 The panel shall include persons with both a teaching remit and a student support remit.
- 4 The quorum of the Appeal Committee for any meeting or hearing shall be 3 members.
- 5 The Appeal Committee shall hold office for a period of 3 years.
- 6 No member of the specific Fitness to Continue in Study Review Panel shall be a member of the specific Fitness to Continue in Study Appeals Committee.

APPENDIX SEVEN: APPEALS

- 1 A student may appeal the decision of the Registrar to require the student to take leave of absence from study for an agreed period, (as the outcome reached following a Fitness to Continue in Study Panel Review.)
- 2 Such appeals must in writing and lodged with the Chair of the Fitness to Continue in Study Appeals Committee within 5 working days from the date of the communication of a decision notification by the Fitness to Continue in Study Review Panel to the student. The appeal must state in sufficient detail the grounds of the appeal.
- 3 Where an Appeal is made in accordance with the above, then the decision which was made by the Fitness to Continue in Study Review Panel shall be deferred until the Appeal is determined. The student shall be permitted to continue in study pending outcome of the appeal and during this period of deferral. This provision for deferral does not apply in relation to a temporary suspension where in the opinion of the Registrar that suspension is, on balance, necessary, to protect the public and the duty of care owed to others is overriding in the particular circumstances.
- 4 On receipt of an Appeal, the Chair of the Appeals Committee shall as soon as practicable send notice of the Appeal to the Appeal Committee and to Fitness to Continue in Study Review Panel and request the Panel furnish to the Appeal Committee an accurate summary of the evidence and any submission tendered at the Panel review, including Notes of Concern from preceding Level 1 or Level 2 responses, the findings of the Fitness to Continue in Study Review Panel and the outcomes imposed on the student. The Chairperson of the Fitness to Continue in Study Review Panel, or his or her nominee, shall give this to the Appeals Committee so far as is practicable within ten (10) days of being so requested by the Chair of the Appeals Committee.
- 5 The Appeals Committee will, at its absolute discretion, consider the Appeal in such a manner it deems appropriate to the circumstances of the case, having regard to fairness and due process.

- 6 The Appeals Committee shall not be obliged to hear or accept further submissions from the student, whether written or oral, but if it decides to do so, the student must be notified in writing and that notification must specify the date, time and location for the making of any oral submission or the date for the delivery of written submissions which date, in either case, must not, except in exceptional circumstances, be earlier than ten (10) days or more than thirty (30) days from the date of such notification, unless stated otherwise.
- 7 The Appeals Committee shall have the power, should it see fit, to hold a fresh hearing into the matter.
- 8 The Appeals Committee shall determine the Appeal, and make whatever decision it considers appropriate in the circumstances on the balance of probabilities. The Appeals Committee shall have power to uphold, revoke or amend the decision of the Fitness to Continue in Study Review Panel in full or part. The Appeal Committee may direct the Fitness to Continue in Study Review Panel to reconsider the position further.
- 9 The decision of the Appeals Committee shall be final and binding and shall be reported to the Registrar as Secretary of Academic Council.

APPENDIX EIGHT: RETURN TO STUDY PROCEDURES

1 Return to Study Procedures

Not less than two (2) months prior to the end of the agreed period of absence the student will be issued with a letter of re-engagement by the relevant Academic Department and the Academic Administration and Student Affairs Manager will be issued with a copy of this letter. This letter may include conditions of re-engagement as defined by the Academic Department.

It is recommended that students returning after a leave of absence contact the Academic Department as soon as possible upon receipt of the letter of re-engagement to discuss the implications of returning to study, and if necessary ensure that any support is in place before recommencing their studies.

Failure on the part of the student to respond may lead to termination of studies.

The Head of the Academic Department and/or the Registrar may require any returning students to attend for medical examination at a medical practitioner of the Institute's choosing and s/he will only be allowed to return on the production of a report from such designated medical practitioner that the student is fully fit to return. Students who were required to take leave of absence following a prior Level 3 response and a Fitness to Continue in Study Panel Review, are required to attend a Multi-disciplinary Case-Review meeting no later than 4 weeks following their re-registration on return to study. This Multi-disciplinary Case Review meeting shall be convened by the Registrar as described under Level 2 Response (Appendix Three).

Students who voluntarily withdrew/took leave of absence on grounds of fitness at a prior Level 2 Response, shall be encouraged to attend a face-to-face meeting with the Registrar or his/her delegate to consider any ongoing concerns, and ongoing support needs.

APPENDIX NINE: USEFUL RESOURCES

UCC MINDS DVDs: Available in the IADT Library. These are very useful twin DVDs have been developed by the UCC Student Counselling and Development Department and are designed to help third level institutions identify and respond to stressed and at risk students. They contain many useful examples of ways to communicate more effectively with distressed and at risk students.

Name of Policy/Procedure/Charter/Handbook	Location
Student Handbooks	http://www.iadt.ie/en/CurrentStudents/StudentHandbook/
Quality Assurance Manual	http://www.iadt.ie/en/InformationAbout/IADTQualityManual/
Plagiarism, Policy and Procedures	http://www.iadt.ie/en/InformationAbout/TeachingandLearning/PlagiarismPolicy/
Learner Charter	http://www.iadt.ie/en/CurrentStudents/StudentHandbook/
Postgraduate Student Handbook	http://www.iadt.ie/en/CurrentStudents/StudentHandbook/
Procedures and Guidelines for Research Degrees	http://www.iadt.ie/en/Downloads/Thefile,3792,en.pdf
Equal Access, Participation and Lifelong Learning Policy	http://www.iadt.ie/en/InformationAbout/AccessSocialInclusion/AccessPolicy/
Examination Procedures (Some of the content of this document relates to internal and external examiner procedures and administrative procedures, and some to matters more immediately affecting students. It is produced in full for completeness.)	http://www.iadt.ie/en/Downloads/Thefile,3789,en.pdf
Learning, Teaching and Assessment Strategy	http://www.iadt.ie/en/InformationAbout/TeachingandLearning/LearningTeachingandAssessmentStrategy/
RPL Procedures	http://www.iadt.ie/en/ProspectiveStudents/HowtoApply/RecognitionofPriorLearningRPL/
Student Complaints Policy and Procedures	http://www.iadt.ie/en/Downloads/Thefile,3364,en.pdf
Ethics Policy	http://www.iadt.ie/en/Downloads/Thefile,3788,en.pdf
Acceptable / Appropriate Use of ICT Policy	http://www.iadt.ie/en/InformationServices/PoliciesProcedures/
General Institute Regulations 1	http://www.iadt.ie/en/CurrentStudents/ExamsAssessment/GeneralRegulations/
General Institute Regulations & Fire Prevention	http://www.iadt.ie/en/Downloads/Thefile,2708,en.pdf
Assessment Appeals Policy and Procedures	http://www.iadt.ie/en/CurrentStudents/ExamsAssessment/Appeals/
Safety Statement	http://www.iadt.ie/en/InformationAbout/Corporate/Health

Name of Policy/Procedure/Charter/Handbook	Location
	thSafety/Thefile,1014,en.pdf
Mutual Respect Policy	http://www.iadt.ie/en/Staff/HumanResourcesOffice/EmployeeGuidetoHRPoliciesandProcedures/
Withdrawal/deferral	http://www.iadt.ie/en/CurrentStudents/ExamsAssessment/LeaveofAbsenceWithdrawalsandDeferral/
Student Discipline Procedure	http://www.iadt.ie/en/studentdisciplineprocedure
General Complaints Procedures	http://www.iadt.ie/en/Downloads/Thefile,1933,en.pdf
Reasonable Accommodation Policy	http://www.iadt.ie/en/Downloads/Thefile,3572,en.pdf

ACTIONS ADVISED IN HELPING A STUDENT IN DISTRESS OR CRISIS



