



# LMH

Lady Margaret Hall

## FITNESS TO STUDY POLICY

<b>Name of Policy:</b>	Fitness to Study
<b>Scope of Policy:</b>	LMH Policy, in line with the University, for managing whether a student is medically fit to continue on their course or to return to study after a period of leave.
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<b>Applicable to:</b>	Undergraduates
<b>Approval Body:</b>	Governing Body
<b>Date of Approval:</b>	June 2023
<b>Date of Implementation:</b> (if different from date of approval)	October 2023
<b>Review Date:</b>	TBC



## **Fitness to Study Procedures (from MT 2023)**

***LMH adheres to the wider University's common framework for cases regarding fitness to study, i.e. where questions arise as to whether a student is medically fit to continue on their course or to return to study after a period of leave.***

[Statute XIII: Student Members: Other Provisions | Governance and Planning \(ox.ac.uk\)](#)

*LMH always tries to resolve fitness to study concerns by informal agreement with a student (see Stage 1 details below). Where students are unwilling to voluntarily suspend their studies when recommended, the Fitness to Study Procedures will be invoked.*

*Fitness to Study alerts include:*

- A significant deterioration in the apparent health or welfare of a student which may be evidenced by or which may impact on the student's ability to meet the reasonable academic requirements of their course of study; (for example, a persistent inability of a student to submit work or to attend tutorials, classes, lectures, seminars or meetings) or to participate in other normal aspects of the life of a student;
- A student's behaviour causing concern in relation to their own health, safety and welfare;
- A student's behaviour adversely affecting the learning environment or the health, safety and welfare of others.

### **1. The Procedures**

**1.1 You, the Student:** you will be given all necessary support to take an effective part in the procedures which will lead to the recommendations and decisions that are to be made regarding fitness to study. College will treat you with compassion and in a way that is fair and consistent.

The Senior Tutor is the nominated "responsible person" on behalf of LMH for the procedures described in this document. Please note that at any formal stage (details below in section 1.3) the Senior Tutor or any other colleague with significant prior involvement with the specific case will not take the lead.

### **1.2 Our Procedures:**

- easy to find, understand and follow;
- well advertised, with you (students) being reminded of the process at key points during your studies;
- inform you about the support that is to be provided to enable you to take an effective part and where you can find alternative advice and support;
- set out expectations clearly so that you understand what circumstances are likely to be considered and what sort of evidence you may need to provide which may include medical evidence;

- flexible and consider each case on its individual facts;
- explain what is likely to happen if the referral or request is accepted and what will happen if it is not;
- inform you how your case will be considered and how long it will normally take;
- Identify the procedure, forms and guidance;
- end with a written recommendation or decision with reasons being explained and sent to you;
- include a process for ensuring that recommendations and decisions are consistent;
- include a process for students who have been referred for study support several times and who may need extra support or advice;
- include a route to a decision-making panel where there are disagreements (this is described as an appeal route by the OIA); and
- include an internal process that helps to identify trends, good and consistent practice, quality assurance and training for staff in colleges who are involved.

### 1.3 Overview:

LMH's Fitness to Study Procedures consist of three stages:

**Stage 1: Informal Meeting: *informal resolution*** of the fitness to study concerns through discussion in College which may be repeated. This includes initial action by the College when concerns are first raised. The College will facilitate meetings with the student in an attempt to resolve the concerns through discussion and agreement, followed by a review period, a follow-up meeting and a written record of the agreement and the review.

LMH has a strong Wellbeing Team: <https://www.lmh.ox.ac.uk/wellbeing> In addition, academic Fellows, Tutors and Lecturers are always available for guidance and support on academic matters.

**Stage 2: Formal Case Review Meeting:** where prolonged or more serious concerns are identified the "responsible person" should arrange for a Formal Case Review Meeting to be held to which the student is invited;

**Stage 3: Referral to a Fitness to study Decision-Making Panel:** where the concerns remain unresolved or are too difficult to resolve by an informal meeting or at a Formal Case Review Meeting, the "responsible person" should make a referral to a Decision-Making Panel.

The three-stage process does not have to progress in sequence and is not intended to be prescriptive. It may be accelerated according to (a) the seriousness of the concerns or (b) the stage that has been reached in other procedures to manage the student's academic progress and/or health and welfare.

***\*Please seek informal advice about Fitness to Study from the Senior Tutor, the Academic Registrar, the Wellbeing Team\*.***