



CITY OF GLASGOW
COLLEGE

Fitness to Study Procedure: Student Guide

What is the purpose of the procedure?

The purpose of the procedure is to support students to continue with their studies or to provide a break in studies where a student's mental or physical health is having a negative impact on their own or their classmates learning.

Who does it apply to?

This policy applies to all Students.

What does it cover?

The procedure sets out the support process that should be put in place for students to help them with their studies. **There are 3 stages:**

Stage 1: Informal action

A member of your curriculum team will speak to you informally about concerns they have.

Their role is to:

- Help you stay on course with your studies.
- Signpost you to appropriate support services within the college.

- Set timescales for you to submit assessments and course work.
- Make an action plan with you.

They might ask you if you are under medical supervision and may ask if the college can speak to your health care professional. This knowledge can help them to set out an action plan for you.

Stage 2: Case Review

If curriculum staff do not see an improvement in you, they may move to stage 2 after 2-4 weeks. A Fitness to Study panel will be brought together.

The staff on the panel will normally be:

- Curriculum Head.
- A representative from Student Services, and;
- A representative from Equality, Diversity and Inclusion.

The panel will meet as quickly as possible and will:

- Tell you what the concerns are about your fitness to study.
- Listen to you to find out more about the situation from your viewpoint.
- Explain the possible outcomes of the panel meeting.

Stage 3: Formal Action: Fitness to Study

This stage will focus on whether or not you would need to take a temporary or permanent break from your studies.

Outcomes may include:

- Short suspension from your studies which is reviewed after 4 weeks.
- Suspension of studies with conditions for up

to 12 months. This means that you may have to provide medical evidence to show that you have accessed support.

- Permanent withdrawal from your course. This would happen if there is no prospect of you re-engaging with your course and is only used in the most serious cases.

What do I need to know?

- You may be asked to provide evidence to support you. This might be a letter from a health professional or support worker.
- You can bring a friend, family member or a representative from Student Services to the Case Review meeting.
- You may be temporarily suspended from college during Stage 2.
- Your funding payments will continue if you are suspended.
- You will not be asked to attend a Stage 3 meeting, but you can request to join.
- All decisions made at Stage 2 and 3 will be sent to you by email/letter.
- You can submit an appeal to the Vice Principal Student Experience up to 10 days after receiving a decision.

Who can I talk to?

You can talk to some key contacts if you need a bit of support or if you have any questions or concerns about what you are meant to do. Some of your key contacts would include:

- Your Curriculum Head, if you are unsure who that is you can go to the Student Gateway on your floor to find out.
- Student Advisors who are based on level 2 at City Campus and level 0 at Riverside Campus.

This is a short version of the Fitness to Study Procedure. If you would like to read the full procedure, [click here](#).

