



# Fitness to Study Policy

## London Campus

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## **Introduction**

ESCP Business School is committed to maintaining and preserving the physical and psychological wellbeing of all students and to meeting its legal duty to make reasonable adjustments to enable all students to engage with their studies and with the ESCP Business School's community. The School recognises that medical, psychological, behavioural or emotional problems or a student's circumstances may affect their fitness to study.

The term 'fitness to study' as used in this policy relates to the entire student experience and not just students' ability to engage with their studies. It also covers internships, work placements and mandatory field trips. It includes students' ability to meet reasonable social and behavioural requirements of the School without having a detrimental effect on their own health, safety, and welfare and/or education experience or on those of other students or members of staff.

Unless otherwise informed, the School assumes that its students can study both independently and in harmony with others and not conduct themselves in a way that has an adverse impact on those around them.

This document aims to give effect to these principles and obligations and provide a procedural framework through which possible concerns can be addressed.

In circumstances where it is believed that a student's behaviour presents an immediate risk to themselves or others, emergency services should be called by dialling 999. Security staff must also be notified so that emergency services can be directed to the right location.

## **Stage 1- Emerging /Initial concerns**

Any member of staff within the ESCP Business School may become aware of issues affecting a student's health, safety, wellbeing or behaviour. This could be a direct observation that is suggested by the reactions, general presentation or conduct of the student, or it may be reported by a third party.

In such a case, staff should encourage the student to use available support services offered by the School and recommend the student to contact the Academic Director for support. The Academic Director should advise relevant processes, for example, Leave of Absence, or Mitigating Circumstances.

The student should be asked to moderate their behaviour or seek external help if appropriate, with International SOS, the School's counselling service. Students can access the service directly by calling International SOS +44 (0)20 8762 8082 or through the Assistance App. If the student responds positively, there would be no further action needed. If the student fails to respond positively or refuses to cooperate, the Academic Director should contact the Director of Student and Academic Services Campus to discuss progression to stage 2 of the procedure.

## **Stage 2- Continuing concerns**

Where there are continuing concerns about a student's health, safety, wellbeing or behaviour, staff or the Academic Director should report it to the Director of Student and Academic Services.

The Director of Student and Academic Services will invite the student to attend an initial assessment with an appropriate student service or Programme Office team member. In this confidential assessment, issues faced by students will be discussed, and a mutually agreeable Action Plan will be developed. The Action Plan is intended to be supportive and the student will be advised of the possible consequences of not adhering to the Action Plan. This may include further discussion and the potential for referral to Stage 3 of the Fitness to Study Procedure. A copy of this Action Plan will be held in the student's record.

If the student's health, safety, wellbeing or behaviour continues to cause concern and/or fails to engage with an Action Plan, the matter will be escalated to Stage 3 of the procedure.

## **Stage 3 – Persistent or Significant Concerns**

Should the situation persist or the student's conduct, behaviour and/or health and wellbeing continue to cause concern, or when there are significant concerns (for example a student is sectioned under the Mental Health Act) then Director of Student and Academic Services can refer the matter to the 'Fitness to Study Panel' under stage 3 of this procedure. The Members of the Panel will usually be:

- UK Dean
- Director of Student and Academic Services
- Relevant Academic Director
- Any other member of staff deemed appropriate

The Panel may deem that the student's behaviour is putting health and safety, wellbeing or the academic progress of themselves and/or others at risk and will take action as appropriate. Such action may include (but are not limited to) one or more of the following outcomes:

- Support arrangements and/or reasonable adjustments to be put in place for the student.
- An extended action plan to be drawn up, where possible with the agreement of the student, setting out how the matter will be managed and any requirements to be placed on the student (for example, in respect of their future conduct or support they need to seek).
- Permit the student to continue on a part-time basis or to study by means of formal or informal distance learning with appropriate support.
- Permit the student to take a period of voluntary interruption.
- Exclude the student from School's premises for a stated period, with arrangements put in place to support their study as is reasonable, with or without conditions, for any subsequent return on to the premises
- Suspend the student from their programme of study for a stated period of time, with or without conditions, for any subsequent return to study.
- Expel the student from the School.

The outcome of the panel meeting will be notified to the student in writing together with reasons within seven working days.



## **Appeals**

Please refer to the Student Appeals Policy for full details.

## **Return to study**

All requests to return to study must be made by a student in writing to the UK Director of Student and Academic Services at [fmele@escp.eu](mailto:fmele@escp.eu)

The School will work collaboratively with the student in respect of any support arrangements put in place for their return to study. Before or on their return, the student will be invited to attend a Return to Study Meeting with the appropriate member(s) of staff (e.g. the academic director, Wellbeing Practitioner). An action plan will be drawn up to support the student's successful transition back to study at the Return to Study Meeting. The action plan will detail any conditions imposed and any support identified regarding the student's return. The action plan will include a timetable for any review meetings deemed necessary to assist the student's successful return to study. If conditions are attached, failure to comply will lead to further Fitness to Study procedures under Stage 3.

The process by which the outcome of a return to study request will be determined may vary according to the circumstances of the matter and the interests of fairness. Each student's case will vary depending on the context and specific circumstances. In each case, however, a return to study by a student will be dependent upon the student satisfying the Return to Study Panel that they are fit to study and that they have complied with any conditions placed upon their return.

Normally the student will be invited to attend the Return to Study Panel. The Panel will consider the request to return to study and may require the student to produce satisfactory medical and/or other evidence of his/her fitness to study. This may include for example a letter from recognised professionals who have sufficient knowledge of the student, the demands of higher education, and the student's intended programme of study in order to give an informed opinion.

The decision of the Return to Study Panel will be notified to the student in writing, with reasons, within five working days of the Panel's meeting. If the request is turned down, the letter will include information on the process of re-application for a return to study.