

## Annex 4

### Return to Study 5

Following a Fitness to Continue in Study Process, any student who is required to:

- withdraw
- who withdraws before there is an outcome
- who chooses to withdraw temporarily from study

will be subject to periodic review in the light of further developments or improvements in the student's wellbeing.

Following Level 2 of this process, if a student has:

- a) been required to withdraw
- b) has withdrawn voluntarily

their return to the University must be considered by a Panel comprising of:

- The Head of Student Affairs (or nominee)
- A representative from the University's Occupational Health Service
- A representative from the student's School

Where possible a 'withdrawal review date' will be agreed with the student and Occupational Health Service at the time of withdrawal.

- Prior to the Panel meeting, the student will be required to meet with the University's Occupational Health Service, to enable a report to be prepared for consideration by the Panel
- An examination by a specialist medical professional as directed by the Occupational Health Service may be required

**Return to Study Panel Meeting:**

- Student will be invited to attend the meeting
- The School must appoint a secretary for the panel to take minutes of key discussion points and outcome or determination
- The student may furnish written information for consideration by the Panel
- The student may be accompanied by another student, a member of staff of the University or, University Chaplaincy

**During the Return to Study meeting the Panel will:**

- Review the actions the student has taken to improve their situation and the support they have accessed
- Consider any support they would find helpful in ensuring a successful return to study, including a referral to the Disability and Wellbeing Team
- Appropriate information Sharing/GDPR

**Outcomes from Return to Study Panel meeting may include:**

- Recommend to the Head of School that the student's return to study be approved;
- Seek further medical information before considering any further action;
- Continue the student's temporary withdrawal and review student progress after a set period of time;
- Please note approval from the student's Head of School must be obtained before re-registration;

**Following the Return to Study Panel Meeting,**

- The student will be informed of the Panel decision in writing, **within 5 working days**
  - Any specific recommendations or suggestions about the support that has been recommended to enable their return to studies
- The student will also remain under the monitoring of the Student Disability and Wellbeing Team for the remainder of the academic session, subject to ongoing review.

The student may request a review of the Panel's decision by the Director of Academic and Student Affairs. This request should be submitted in writing.