

The Bader International Study Centre Policy

Fitness to Study/Students at Risk

Date created: 27/11/2018

Date revised: [Click to enter a date.](#)

POLICY

Category:	Student Related	
Name:	Fitness to Study/Students at Risk	
Approval:	BISC Senior Management Team and Queen's Vice-Provost and Dean of Student Affairs	
Responsibility:	BISC Vice-Provost an Executive Director: <i>Overall responsibility for the BISC policy and the authority to make key decisions regarding students at risk</i>	
	Queen's Vice-Provost and Dean of Student Affairs: <i>Responsibility and authority to make key decisions regarding a student's return to campus</i>	
	Provost: <i>Authority to make key decisions including approval of temporary suspensions upon recommendation of the VPED</i>	
Dates:	Approved:	Click to select the date that the policy was first approved.
	Last Revised:	Click to select the date the policy was last revised.

Definitions:	
Bader International Study Centre (BISC)	The United Kingdom (UK) campus of Queen's University Kingston, based at Herstmonceux Castle, East Sussex.
Assessment and Care Team (ACT)	The body to which situations involving students potentially at risk, but who are not deemed to be an immediate threat to themselves or others, are referred to determine an appropriate course of action.
ACT Coordinator:	The ACT Coordinator is responsible for the overall coordination of the ACT process. The Assistant Dean Support Services and Community Engagement, or designate, serves as the ACT coordinator.
Case Review Team (CRT)	The body to which situations involving students potentially at risk, but who are not deemed to be an immediate threat to themselves or others, are referred to determine an appropriate course of action.
Case Review Members	The CRT will include all or a subset of the following as may be appropriate to the specific circumstances under consideration: The Student and Enrolment Services Manager, or designate, the Deputy Academic Director, or designate, a representative from Student Wellness Services (Kingston campus), a senior member of BISC Student Services, and representatives from other units/departments, as appropriate (e.g. Queen's Student Affairs representative, Legal Counsel, BISC Counsellor or on-site General Practitioner).



CRT Coordinator:	The CRT Coordinator is responsible for the overall coordination of the CRT process. The coordinator, or designate, convenes meetings, manages internal communication, maintains records and follows-up on decisions of the team as required. The coordinator is also responsible for ensuring all CRT members are aware of, and respect, confidentiality and privacy legislation and resulting processes, including with respect to information sharing and document handling. The Student and Enrolment Services Manager or designate, serves as the CRT coordinator.
Fitness to Study	A student's ability to: <ul style="list-style-type: none"> • to commence a distinct course of academic study; • to continue with their current course of academic study; • to return to their current or another course of academic study; and • undertake the reasonable academic requirements of the course or programme.
Safeguarding Policy	The BISC policy that outlines its social, moral and legal responsibilities to protect and safeguard the welfare of children (defined in the UK as individuals under 18 years of age) and vulnerable adults with whom the BISC has contact.
Senior Management Team	The employees that have overall responsibility for the day to day management of the BISC. Members of the team include the Vice-Provost and Executive Director of the BISC, the Academic Director, the Enterprise Director, the Director of Finance and Assets and the Student and Enrolment Services Manager.
Student	A person enrolled at the BISC in a programme of study defined by Queen's University Academic Regulations.
Students at Risk	<ul style="list-style-type: none"> • Students who engage in one or more of the following behaviours are referred to as Students at Risk: • Behaviour that gives rise to reasonable concerns about a threat or risk to themselves, other people or property; • Behaviour that causes significant disruption to, or interference with, the educational process, or interferes significantly with the lawful and proper activities or functions of the BISC, its staff, and/or members of the university community, due to issues that may pertain to their mental or physical health; or • Behaviour that suggests an inability or unwillingness to manage serious health condition(s), even with accommodation(s) if required, resulting in the student's inability to engage in basic activities required to function in a university setting, or, failure to cooperate with the BISC's reasonable efforts to evaluate the impact of such health condition(s) on the student's ability to engage in basic activities required to function in a university setting.



POLICY

Purpose:

Having appropriate policies and procedures in place to quickly, effectively and compassionately respond to situations where a student's actions or behaviours present, or have potential to pose, risks or threats of violence or harm to self or others in the university community, is an essential aspect of maintaining a safe, supportive, and positive campus community.

The need to have appropriate policies and procedures in place to identify and respond to these difficult situations is recognized by the BISC. The Fitness to Study/Students at Risk Policy and Procedures provides an alternative to the non-academic misconduct process for responding to concerning behaviours that may be related to a health condition. The intention of this approach is to enhance the understanding of the contributing factors that may have caused the behavior and to ensure access to supports and treatment, and, where possible, provide the accommodation needed to allow students to continue their studies.

It should be noted that in certain circumstances, a student's actions may be addressed in the first instance by the Safeguarding Policy or by the Procedures under the Queen's University Student Code of Conduct 2016. Matters may be referred from one process to the other based on the specific circumstances.

Scope:

This policy applies to all registered students at the BISC. The Fitness to Study/Students at Risk Policy is a complementary document to the Student Code of Conduct and Safeguarding Policy and Procedures. Together, these documents establish a procedural framework that facilitates and supports a positive and safe environment for students at the BISC.

As appropriate, on the recommendation of the ACT coordinator a case may be referred to other offices or procedures including Students at Risk, Human Rights, Non-Academic Misconduct or Human Resources. If necessary, a case can be referred back to ACT should the situation change and concerning behaviours re-emerge.

Policy:

Guiding Principles

The BISC is committed to taking all reasonable steps to facilitate the success of its students. This policy is intended, where possible, to enable the BISC to:

- provide reasonable services and supports for students at risk and to encourage students to use these; and
- make reasonable efforts to support students at risk in ways that make it possible for them to continue their studies, where feasible.

Responsibilities



The Vice-Provost and Executive Director (VPED) of the BISC has overall responsibility for the Fitness to Study/Students at Risk Policy. The VPED and the Senior Management Team, on the recommendation of the Case Review Team (CRT), have the authority to make key decisions, regarding students at risk and may implement any of the actions noted in the Fitness to Study/Student at Risk Procedures with the exception of a Temporary Suspension. A recommendation by the CRT to impose a Temporary Suspension will be conveyed to the Provost and Vice-Principal (Academic), or designate. Only if the Provost and Vice-Principal (Academic), or designate, is in agreement with the recommendation, will a Temporary Suspension be imposed.

Confidentiality

Reports collected under this policy will be kept with strict confidence and will only be disclosed without consent in emergency or other urgent situations, and in these circumstances, will be disclosed on a need-to-know basis only.

The CRT will only share the identity of the person who makes the report with the individual being reported, if the reporter provides explicit permission to do so or if required by law or other university policies.

Responsibilities:	
Contact Officer(s):	Responsible for:
Student and Enrolment Services Manager	

Date for Next Review:	01/09/2021.
Related Documents:	<i>Fitness to Study Policy, BISC Safeguarding Policy, Student Code of Conduct, Academic Consideration for Students in Extenuating Circumstances (2016), Queen's Students at Risk Policy and Procedures, Queen's University Senate Policy on Student Appeals, Rights & Discrimination.</i>
Superseded by:	N/A.

