

SENATE REGULATION 11 (August 2014 onwards): Fitness to Study

Contents

A. Introduction.....	2
B. Temporary Exclusion and Suspension.....	3
C. Alternative University Processes	4
D. Procedure to be followed in the event of concerns about a student's Fitness to Study	5
E. Right of appeal	10
F. Returning to Study	11
APPENDIX A – Useful contacts	13
APPENDIX B – Delegation of powers relating to temporary suspension or exclusion of students	14

REMEMBER: Concerns about a student's health or well-being should be acted on promptly. Early intervention and support can minimise risk of further deterioration in health and well-being.

If there is any immediate concern for the safety or well-being of any person, this should be reported to Security immediately on (01895 2)66943 or, alternatively, the emergency services (dial 999).

A. Introduction

1. Brunel University London is committed to supporting and responding to student needs and to seeking to ensure a positive student experience which assists students to engage with their studies and with the Brunel community. The University seeks to maintain an enabling environment which is safe and conducive to teaching, learning and research, and the well-being of all.
2. There may be instances where a student's health or wellbeing causes the University concern regarding the student's fitness to study on a course, including within a placement, and/or as a member of the University community. This may arise where, for example, the University is concerned that:
 - a) a student poses a risk to his/her own health, safety and/or wellbeing and/or that of other persons;
 - b) the student's behaviour is or is at risk of negatively affecting the teaching, learning and/or experience of other students;
 - c) the student's behaviour is or is at risk of negatively affecting the day-to-day activities of the University and/or a placement provider..
3. This Regulation sets out how the University may respond to and manage situations where a student's fitness to study is a concern. In extreme cases the University may, in accordance with this Policy and Procedure, determine that a student is unfit to study with the result that his/her registration with the University may be suspended or terminated.
4. This Regulation applies to students throughout the period of their registration with the University irrespective of the mode or place of study. It applies to students on placements including those which are part of a sandwich course or a professional programme of study. It also applies to students formerly registered with the University who request a return to study.
5. In responding to and managing situations where a student's fitness to study is a concern, the University remains mindful of its duty of care and of its obligations under the Equality Act 2010 including in appropriate cases its duty to make reasonable adjustments. In dealing with matters the University also remains mindful of its obligations under the Data Protection Act 1998 and the University's Data Protection Policy http://www.brunel.ac.uk/_data/assets/pdf_file/0014/7430/DPpolicy08.pdf
6. In implementing this Regulation the University will ensure that it offers and encourages students to seek appropriate support from the outset, for example by referring students to the sources of support detailed at Appendix 1 or to external support such as a local GP or health care professional. In addition, any student being taken through this Procedure will be entitled to be accompanied and/or represented at any stage by a staff member, friend, relative, representative from the Student Union Advice and Representation Centre ("ARC"), health care professional or disability support worker.

7. When implementing this Regulation the University will work with the student concerned in a spirit of support and cooperation and will seek to reach a mutually agreeable outcome wherever possible. Each matter will be dealt with on the basis of its individual circumstances. Any decision reached about a student's fitness to study will be made wherever possible through an inclusive process involving the student and other individuals such as College or Department staff, health care professionals and University Services as appropriate in the circumstances.
8. What circumstances may give rise to concerns regarding a student's fitness to study will vary according to the particular facts of a matter. Examples may include (but are not limited to) knowledge of deterioration in a student's physical or mental health, changes in his/her appearance, or behaviour which suggests deterioration in mental or physical health.
9. Any member of staff to whom a concern about a student's fitness to study is reported, or who themselves has a concern, may wish to discuss those concerns with one or more of the student support services detailed in Appendix 1. In so doing, the member of staff will remain mindful of the confidential and sensitive nature of the matter being discussed.
10. Any member of staff who is in doubt about what to do in the event of a concern arising regarding a student's fitness to study should contact the Assistant Director, Student Services promptly on 01895 267045 or by e-mailing studentsupport@brunel.ac.uk who will consult with appropriate staff and determine what steps should be taken.
11. Whilst it envisages that such cases will be exceptional, the University reserves the right at any stage and Level of this Regulation to vary the process it follows in the interests of fairness and/or health and safety (for example, where it is concerned that the attendance of the student at a meeting/case conference or the provision of information to the student could result in harm being caused to the student, for example if the student is self-harming or the student is in hospital).
12. Should a student be unwilling or unable to play a part at any stage of the Procedure or to attend a meeting/case conference, the University may nonetheless follow the Procedure where it is reasonable to do so. In addition, the University will consider any request from a student to proceed with a meeting/case conference in his/her absence on the basis of written reports and/or a written statement from the student or his/her representative.
13. A student may be referred at any stage of the Procedures to the University's Occupational Health Physician for an assessment of his/her fitness to study. Any such referral will be made through the Assistant Director, Student Services.
14. Where in this Regulation reference is made to the Assistant Director, Student Services or to any other Head of Service, or to the Registrar and Director of Governance, Legal, Academic and Student Services (or equivalent officer) such references are to be read as including a reference to his/her nominee.

B. Temporary Exclusion and Suspension

15. Where the Vice-Chancellor, or his or her nominee, reasonably believes that there is a risk to the health, safety and/or wellbeing of a student and/or to other persons, and/or that the student's behaviour is or is at risk of negatively affecting the teaching, learning and/or experience of other students and/or the day-to-day activities of the University and/or a placement provider, that requires immediate action s/he may, in accordance with Council Ordinance 7E, determine one of the following outcomes pending the completion of any process under this Regulation:

- a) temporarily exclude the student from all or specified areas of the University and/or a placement and/or from using any of the University's facilities or services for a specified period as is reasonable in the circumstances of the matter;
- b) temporarily suspend the student from his/her studies and/or a placement for a specified period as is reasonable in the circumstances of the matter.

16. Where the Vice-Chancellor takes action in accordance with paragraph 15, s/he will review at regular intervals whether it is reasonable for the temporary exclusion or suspension to continue or whether it should be revoked, amended or extended. In addition, as part of his/her determination under paragraph 15, the Vice-Chancellor will consider whether in the circumstances of the particular case specific arrangements should be made, for example, to permit the student to take and/or submit any examinations and/or assessment.

17. Where the Vice-Chancellor temporarily excludes or suspends a student in accordance with paragraphs 15 and/or 16, the student will be notified in writing normally within 3 working days of the decision. The student may within 28 working days of the notification of the decision appeal against the decision on one or more of the grounds set out in paragraph 45 below. The student must submit any appeal in writing to the Registrar and Director of Governance, Legal, Academic and Student Services (or equivalent Officer) and the matter will be dealt with in accordance with section E below. Any Review Panel convened may come to one of the following decisions:

- a) dismiss the appeal in which case the suspension will continue, or
- b) uphold the appeal, in which case the suspension will be lifted, and the case will be referred to the Assistant Director, Student Services for consideration of what, if any, further steps may need to be taken to deal with the matter under this policy and procedure.

18. Any temporary exclusion or suspension made under paragraphs 15 and/or 16 is a neutral act and is not a determination under this Regulation regarding the student's fitness to study.

19. In all cases where the Vice-Chancellor takes action under paragraphs 15 and/or 16, his/her decision will be notified to Senate at its next meeting.

C. Alternative University Processes

20. This Regulation has been developed by the University as an alternative to its student rules of discipline and student disciplinary procedures set out in Senate Regulation 6 (http://www.brunel.ac.uk/_data/assets/pdf_file/0007/376387/SR6-August-2014-onwards.pdf) It is intended to be used in circumstances where, in light of concerns regarding a student's health and/or wellbeing, the University considers it inappropriate to deal with the matter as a disciplinary one.

21. This Policy and Procedure should not normally be used when determining issues of professional competence. Those issues should normally be dealt with in accordance with the appropriate approved Professional Suitability Procedures.

22. In addition, students who are resident in University accommodation are subject to its Residences Regulations (<http://www.brunel.ac.uk/life/accommodation/online-application-centre>).

23. There may be circumstances where it is appropriate for the University to invoke Senate Regulation 6 and/or Professional Suitability Procedures and/or its Residence Regulations notwithstanding that there are concerns about the student's health and/or wellbeing. If there is any uncertainty as to which University process should be implemented, advice should be sought promptly from the Assistant Director, Student Services.

D. Procedure to be followed in the event of concerns about a student's Fitness to Study

24. This Procedure has three levels, based on the level of concern perceived by the University:

- **Level 1** – initial concerns;
- **Level 2** – Ongoing and/or further concerns;
- **Level 3** – Serious, persistent and/or critical concerns.

25. The Procedure may be commenced at any of the Levels 1, 2 and 3 without any requirement for an earlier Level to have been commenced or exhausted. At which Level the Procedure is used will depend on factors such as the nature of the concern, the seriousness of any risk posed by the student, the student's perception of his/her behaviour and its implications, and the response of the student to any steps taken so far by the University to manage the situation.

Level 1- Initial concerns

26. Initial concerns regarding a student's fitness to study will normally be dealt with under Level 1.

27. Where an initial concern about a student's fitness to study is raised, an appropriate member of staff (for example, a tutor, supervisor or member of the Residence staff) ("the primary staff member") will arrange to speak (normally in person) in a supportive, sympathetic, and understanding manner with the student. The primary staff member may in appropriate circumstances arrange for another member(s) of staff to attend the meeting (for example, someone from the Counselling and Mental Wellbeing Service or Disability and Dyslexia Service) in order to provide support to the student. The primary staff member will indicate clearly to the student the nature of the concern raised and explain that the matter is being dealt with under Level 1 of this Procedure. The purpose of the meeting is to seek to consider the concern regarding the student's fitness to study and whether it can be managed at Level 1 or whether the matter should be dealt with at another Level. The student will be invited to respond to the concern and the primary staff member will seek to establish the student's perception of the concern. The primary staff member may speak with other relevant members of staff (for example from the student's Department, Residences, Student Services, or the Medical Centre) as is appropriate in order to deal with the matter.

28. If the primary staff member determines that the student's fitness to study is impaired or may become impaired, s/he may take such action as is appropriate in the circumstances, including but not limited to one or more of the following:

- a) decide that no action be taken;
- b) recommend that the student be referred to the University's Occupational Health Physician for a medical assessment of his/her fitness to study. If, in the

opinion of the University's Occupational Health Physician, the student is not fit to study then Level 3 may be initiated;

- c) put in place support arrangements and/or make reasonable adjustments for the student;
- d) draw up an action plan, where possible with the agreement of the student, setting out how the matter is to be dealt with and any conditions to be placed on the student (for example, in relation to his/her behaviour or in relation to support s/he should seek). The primary member of staff will notify the student that if any conditions set out in the action plan are not complied with, and/or if there is a continuation of the same or any additional concern, his/her fitness to study may be further assessed under Level 2 and/or 3;
- e) ensure that a date is arranged at which any action plan will be reviewed by the primary staff member and consideration given to whether there has been improvement or deterioration in the student's health or wellbeing, and if so, how his/her fitness to study may be affected. The primary staff member will following the review meeting determine whether the action plan should continue and, if so, whether it should be amended. The outcomes of the review meeting will be recorded in writing and communicated to the student;
- f) refer the matter to another Level;
- g) Recommend that the student take a period of voluntary abeyance.

29. The primary staff member will notify the student in writing, with reasons, of the decision and provide the student with a copy of any action plan normally within 5 working days of the meeting with the student. A written record of the meeting and a copy of any action plan will be sent to the Assistant Director, Student Services normally no more than 5 days after the meeting.

Level 2 – Ongoing and/or further concerns

30. Ongoing and/or further concerns regarding a student's fitness to study will normally be dealt with under Level 2.

31. The student will be invited to a meeting with the Assistant Director, Student Services or other appropriate Head of Service (for example, Head of Residences) to discuss the concern. The Head of Service may in appropriate circumstances arrange for another member(s) of staff to attend (for example, someone from the Counselling and Mental Wellbeing Service or Disability and Dyslexia Service) in order to provide support to the student. The Head of Service will normally inform the student in writing at least 48 hours prior to the meeting of the date, time and place of the meeting, the purpose of the meeting, the nature of the concern and that the matter is being dealt with under Level 2. Records of previous meetings under this Procedure and any action plan may be referred to at the meeting.

32. At the meeting the Head of Service will discuss the concern with the student. The purpose of the meeting is to consider the concern regarding the student's fitness to study and, if so, its extent and whether it can be managed at Level 2 or whether the matter should be dealt with at another Level. The student will be invited to respond to the concern and the Head of Service will seek to establish the student's perception of the concern. In order to deal with the matter the Head of Service may speak with other relevant members of staff (for

example from the appropriate College or Department, Residences or Student Services) and/or ask members of staff to be present at the meeting.

33. If following the meeting the Head of Service determines that the student's fitness to study is impaired or may become impaired, s/he may take such action as is appropriate in the circumstances, including but not limited to one or more of the following:

- a) decide that no action be taken;
- b) recommend that the student be referred to the University's Occupational Health Physician for a medical assessment of his/her fitness to study. If, in the opinion of the University's Occupational Health Physician, the student is not fit to study then Level 3 may be initiated;
- c) put in place support arrangements and/or make reasonable adjustments for the student;
- d) draw up an action plan, where possible with the agreement of the student, setting out how the matter is to be dealt with and any conditions to be placed on the student (for example, in relation to his/her behaviour or in relation to support that s/he should seek). The Head of Service will notify the student that if any conditions set out in the action plan are not complied with, and/or if there is a continuation of the same or any additional concern, his/her fitness to study may be further assessed under Level 3;
- e) ensure that a date is arranged at which any action plan will be reviewed by the Head of Service and consideration given to whether there has been improvement or deterioration in the student's health or wellbeing and, if so, how his/her fitness to study may be affected. The Head of Service will following the review meeting determine whether the action plan should continue and, if so, whether it should be amended. The outcomes of the review meeting will be recorded in writing and communicated to the student;
- f) refer the matter to another Level;
- g) recommend the student take a period of voluntary abeyance.

34. The Head of Service will notify the student in writing, with reasons, of the decision and provide the student with a copy of any action plan normally within 5 working days of the meeting with the student. A written record of the meeting and a copy of any action plan will be retained by the Assistant Director, Student Services (or sent to the Head of Service who dealt with the matter where different) normally no more than 5 working days after the meeting.

Level 3 – Serious, persistent, and/or critical concerns

35. Serious, persistent and/or critical concerns about an individual's fitness to study will normally be dealt with under Level 3.

36. The particular process to be followed in dealing with a matter under Level 3 will be at the discretion of the Assistant Director, Student Services and will depend upon the circumstances of the matter (for example, the seriousness of any health problem of the student and the extent of any risk posed). However, the student will normally be invited to a meeting with the Assistant Director, Student Services. The Assistant Director, Student Services will normally inform the student in writing at least 48 hours prior to the meeting of

the date, time and place of the meeting, the purpose of the meeting, the nature of the concern and that the matter is being dealt with under Level 3. Records of previous meetings under this Procedure and any action plan may be referred to at the meeting. The student will be requested to notify the University in advance of the meeting whether or not they will be attending and the identity and role of any person(s) who will be accompanying and/or representing them at the meeting.

37. The Assistant Director, Student Services may in appropriate circumstances arrange for another member(s) of staff to attend the meeting (for example, someone from a University Service or the student's Department) in order to provide support to the student.

38. At the meeting the Assistant Director, Student Services will discuss the concern with the student. The purpose of the meeting is to consider the concern regarding the student's fitness to study and whether and how it may be managed by the University or whether the student's registration should be suspended or terminated. The student will be invited to respond to the concern and the Assistant Director, Student Services will seek to establish the student's perception of the concern. In order to deal with the matter the Assistant Director, Student Services may speak with other relevant members of staff (for example from the appropriate Department, Residences or Student Services) and/or ask other members of staff to be present at the meeting. The Assistant Director, Student Services may call for the production of documents (for example medical reports) if appropriate.

39. Additionally, a case conference will normally be called by the Assistant Director, Student Services to discuss the matter and any potential courses of action. The case conference will comprise the Assistant Director, Student Services (who will act as Chair) and, as is appropriate in the circumstances and at the discretion of the Assistant Director, Student Services, other relevant members of staff such as a representative from the student's Department and from any Service such as the Counselling and Mental Wellbeing Service, the Disability and Dyslexia Service or Security. Relevant external professionals (for example psychiatrist, GP, health care professional, probation officer) may also be invited to attend. Provision may also be made for the production of written reports (for example medical reports). Although the student may be invited to attend the case conference, it is not expected that this would normally be the case. A case conference may be held prior and/or following any meeting with the student.

40. The meeting and/or case conference may consider options for the management of the matter dependant on the individual circumstances of the case and make recommendations to the Assistant Director, Student Services. Recommendations may include, but are not limited to, one or more of the following, that:

- a) no action is taken in the matter;
- b) the matter is referred to an earlier level to be dealt with;
- c) support arrangements are put in place and/or reasonable adjustments made for the student;
- d) the student be referred to the University's Occupational Health Physician for a medical assessment of his/her fitness to study and the matter be subject to further consideration under Level 3 in light of his/her opinion;
- e) the student be withdrawn from a placement;
- f) the student be permitted to continue on his/her course, or on an alternative course, with or without conditions being placed on his/her continued

attendance (for example in relation to his/her behaviour) and/or support being put in place for the student and/or an action plan being drawn up. Any action plan will wherever possible be drawn up with the agreement of the student and will set out how the matter is to be dealt with and any conditions to be placed on the student (for example, in relation to his/her behaviour or in relation to support s/he should seek). The Assistant Director, Student Services will notify the student that if any conditions placed on his/her attendance and/or set out in the action plan are not complied with, and/or if there is a continuation of the same or any additional concern, his/her fitness to study may be further assessed under Level 3;

- g) ensure that a date is arranged at which any action plan will be reviewed by the Assistant Director, Student Services and consideration given to whether there has been improvement or deterioration in the student's health or wellbeing and, if so, how his/her fitness to study may be affected. The Assistant Director, Student Services will following the review meeting determine whether the action plan should continue and, if so, whether it should be amended. The outcomes of the review meeting will be recorded in writing and communicated to the student;
- h) the student be permitted to continue on a part-time basis with any appropriate support being put in place;
- i) the student take a period of voluntary abeyance;
- j) a recommendation be made to the Vice-Chancellor, or his or her nominee, pursuant to Council Ordinance 7E that the student be suspended, excluded or expelled, with or without conditions regarding any return to study.

41. It is for the Assistant Director, Student Services (taking into account all relevant circumstances including those discussed at the meeting and at any case conference and in light of any professional opinion provided to him/her as part of the consideration of the matter under Level 3) to determine whether a student's fitness to study is impaired, or may become impaired, and what outcome there should be under Level 3. In determining outcomes the Assistant Director, Student Services is not limited to the outcomes set out in paragraph 40.

42. The decision and outcome of the Assistant Director, Student Services will be notified to the student in writing, with reasons, together with a copy of any action plan normally within 5 working days of the decision. If appropriate, a copy of the decision and the action plan will be sent to other relevant members of staff, for example the Head of Residences or Tutor. A written record of the meeting and any case conference and a copy of any action plan will be retained by the Head of Student Services.

43. Where the Vice-Chancellor considers a recommendation under Level 3 regarding the student in accordance with Council Ordinance 7E, the student will be notified in writing of the Vice-Chancellor's decision, with reasons, normally within 3 working days of the decision. In all cases where the Vice-Chancellor considers a matter in accordance with Council Ordinance 7E, his/her decision shall be notified to Senate at its next meeting.

44. The student may within 28 working days of the date of notification of the decision of the Assistant Director, Student Services and any decision of the Vice-Chancellor, whichever is the latest, request an appeal of the decision(s) by a Fitness to Study Review Panel in accordance with section E below.

E. Right of appeal

45. A student may within 28 working days of the date of notification of the decision of the Assistant Director, Student Services and any decision of the Vice-Chancellor under Level 3, whichever is the latest, or decision under Section B temporarily to exclude or suspend him/her request an appeal of the decision(s) by a Fitness to Study Review Panel on one or more of the following grounds only, that:

- a) there has been procedural irregularity;
- b) there was prejudice or bias on the part of the decision maker;
- c) the decision of the Assistant Director, Student Services and/or the Vice-Chancellor is unreasonable and/or disproportionate;
- d) new material evidence has become available which was not previously reasonably available during the Level 3 process.

46. Any request for an appeal must set out the grounds for appeal and must be submitted in writing to the Registrar and Director of Governance, Legal, Academic and Student Services (or equivalent Officer). The Registrar and Director of Governance, Legal, Academic and Student Services (or equivalent Officer) will consider, normally within 10 working days of receipt, the request for appeal and will determine whether or not sufficient grounds are disclosed:

- a) if no sufficient grounds are disclosed, the Registrar and Director of Governance, Legal, Academic and Student Services (or equivalent Officer) will inform the student of this in writing normally within 12 working days of receipt of the request for appeal;
- b) if sufficient grounds are disclosed, the Registrar and Director of Governance, Legal, Academic and Student Services (or equivalent Officer) will inform the student in writing normally within 12 working days of receipt of the request for appeal and will invite the student to submit detailed written submissions in support of the appeal. The Registrar and Director of Governance, Legal, Academic and Student Services (or equivalent Officer) will assemble a Review Panel.

47. In considering a request for an appeal, the Registrar and Director of Governance, Legal, Academic and Student Services (or equivalent Officer) may for good cause, for example if the student is in hospital, extend the time period in which the student may request an appeal.

48. A Review Panel will consist of three members of Senate, one of whom will be a student. One of the academic members of the Review Panel will be appointed as Chair. No member of Senate directly involved in the matter under consideration may be appointed to the Review Panel.

49. The Chair of the Review Panel will determine the process to be followed for dealing with the appeal in light of the circumstances of the matter (for example, if the student has a mental health problem, the extent of the problem and whether the student may find a formal review meeting unduly stressful). However, the Review Panel will normally invite the student to meet in person with it to discuss the appeal. In order to deal with the appeal, the Review Panel may also invite to appear before it (at the same time as the student or separately) any other person who the Review Panel considers appropriate according to the circumstances of

the case (for example members of staff involved in the matter previously or with the student generally or external professionals such as medical professionals). Alternatively or in addition the Review Panel may ask for written evidence to be submitted by such individuals.

50. The Review Panel will be provided with copies of the decision being appealed together with any submissions provided by the student in support of the appeal and any other relevant papers relating to the matter (for example in connection with the Level 3 process or in the form of medical reports previously submitted in respect of the student). Such documentation will be circulated to the Review Panel and copied to the student normally not less than 5 working days before the meeting.

51. Where the Review Panel wishes to meet with the student, the student will be informed of the date, time and location of the meeting normally not less than 10 working days in advance of the meeting.

52. The Review Panel will deliberate in private.

53. (This paragraph does not apply to section B appeals) Following its deliberations, the Review Panel may come to one of the following decisions:

- a) dismiss the appeal;
- b) overturn the decision(s) being appealed and refer the matter back to the Assistant Director, Student Services under Level 3 for reconsideration;
- c) overturn the decision(s) being appealed and refer the matter to a new Head of Service to consider the case afresh under Level 3.

54. The Registrar and Director of Governance, Legal, Academic and Student Services (or equivalent Officer) will ensure that a record is kept of the proceedings of the Review Panel.

55. The decision of the Review Panel, with reasons, will be notified to the student in writing by the Registrar and Director of Governance, Legal, Academic and Student Services (or equivalent Officer) normally within five working days of the Review meeting. The decision of the Review Panel is final. If in the opinion of the student the matter remains unresolved, he/she may apply to the Office of the Independent Adjudicator for Higher Education.

F. Returning to Study

56. The University is committed to assisting students to return to study where a return to study is appropriate and to supporting students in such a return. A return to study will be dependent upon the student satisfying the Assistant Director, Student Services in accordance with this Procedure that s/he is fit to study and satisfying any conditions attached to his/her return. The Assistant Director, Student Services may reasonably require the student to produce satisfactory medical and/or other evidence of his/her fitness to study (for example from the University Occupational Health Physician, psychiatrist, GP or mental health support worker).

57. A student should notify the Assistant Director, Student Services in writing of any request to return to study. The particular process to be followed in dealing with a request by a student to return to study under this Policy and Procedure will be at the discretion of the Assistant Director, Student Services and will depend upon the circumstances of the matter (for example, the seriousness of any mental health problem of the student and the extent of

any risk posed). However, the Assistant Director, Student Services will normally invite the student to meet with him/her to discuss the matter in person.

58. The decision to permit a return to study will be made by the Assistant Director, Student Services in consultation with relevant staff and/or external professionals including, if practicable and appropriate, the original members of any case conference held under Level 3. In making a decision, the Assistant Director, Student Services will consider whether the student is fit to study and whether s/he has complied with any conditions previously imposed on any return to study and with any relevant academic regulations. If the Assistant Director, Student Services determines that the student is fit to study and may return, s/he may attach conditions to the student's return such as those relating to the student's behaviour or support that s/he should seek.

59. In addition, in reaching a decision the Assistant Director, Student Services will consider, in consultation with appropriate members of staff such as those from the Disability and Dyslexia or Counselling and Mental Wellbeing Services, the student's support needs including whether reasonable adjustments need to be made in relation to any return to study. The Assistant Director, Student Services will be responsible for ensuring that arrangements are put in place for providing support identified for a student returning to study and for that support to be reviewed at such intervals as is appropriate in the circumstances.

60. The decision of the Assistant Director, Student Services, with reasons, will be notified to the student in writing normally within 14 working days of the student's written request to return to study.

61. The decision of the Assistant Director, Student Services is final.

APPENDIX A – Useful contacts

Service	Telephone	Website
The Advice and Representation Centre (ARC) of the Union of Brunel Students	01895 269169	http://brunelstudents.com/advice/
Big White Wall		http://register.bigwhitewall.com/ (free for Brunel Students)
Brunel Counselling and Mental Wellbeing Service	01895 267045	http://www.brunel.ac.uk/life/welfare/counselling-service
Chaplaincy	01895 266459	http://www.brunel.ac.uk/life/welfare/faith-and-religion/chaplains
The Disability and Dyslexia Service (DDS)	01895 267045	http://www.brunel.ac.uk/life/welfare/dis
Medical Centre	01895 266904	http://www.brunel.ac.uk/life/welfare/medical-centre
Security	01895 255786	https://intra.brunel.ac.uk/s/operations/safety/Pages/default.aspx
Student Services	01895 267045	http://www.brunel.ac.uk/life/welfare

APPENDIX B – Delegation of powers relating to temporary suspension or exclusion of students

The arrangements for the delegation of powers of the Vice-Chancellor as set out in this Regulation shall be:

Paragraph	Action	Action normally taken by	Deputy in the non-availability of normal action-taker	In the non-availability of either normal action-taker or deputy
15	Temporary suspension or exclusion	Vice-Provost and Dean of the student's College	Provost	Another Vice-Provost who is not also the Dean of the student's College
40(j)	Recommendation to suspend, exclude or expel	Provost	A Vice-Provost who is not also a Dean	Another Vice-Provost who is not also a Dean

(Updated February 2019)