

If and when a problem arises, steps taken are seen to be limited to those necessary to protect the best interests of the postgraduate student, and other members of the College community, and to ensure a consistent and sensitive approach to managing situations.

The Graduate Tutors (in collaboration with the Tutorial Advisers) initiate the procedure when serious concerns for a postgraduate student are raised, thus allowing for issues to be detected and addressed in a structured manner as early as possible.

Shared concerns in the relevant Faculty, Departments or the Board of Graduate Studies or in different sections of the College can be formally collated by the use of this process.

The problem-solving approach is objective-oriented, allowing a postgraduate student to focus on agreed actions geared to achievable aims, which are clearly documented and come from a supportive perspective rather than a disciplinary one.

Background knowledge

In advance of this policy being initiated there are other support services in the College and the University to which postgraduate students may be directed by the Graduate Tutors, Tutorial Advisers or other support staff, if it is felt that this may be of benefit.

Postgraduate students with a mental or physical health difficulty:

are strongly advised to consult all relevant support services available in the College and University, and in particular the College nurse, the University Counselling Service, the University Mental Health Advisor, their General Practitioner, the Dis3(y)3(8F1 12 (y)3(Me)8/F5 12 Tf1 0 0 1 95.544 377.59 Tm0 g0 G[)]TÆ

disciplinary procedure.

If concerns are raised whilst a postgraduate student is on authorised study away from Cambridge (e.g. is on a year abroad, has leave to work away, or is on a placement) the College will discuss with the other institution and the University Department, where appropriate, alternative arrangements that might address any concerns.

It is only natural that parents/guardians will be concerned for the welfare of their children. It must be noted, however, that unless a postgraduate student is still legally a child (i.e. they are not yet 18 years old), parents/guardians may only become involved in the procedures described here with the express written consent of the postgraduate student. Such consent should be communicated to the Senior Tutor. If such consent has been given, then a parent/ guardian may, for instance, accompany the postgraduate student to a Case Review Group meeting (see Section 4) as their chosen representative.

Circumstances under which a postgraduate student's fitness to study may be brought into question

A postgraduate student's fitness to study may be brought into question as a result of a wide range of circumstances. These include (but are not restricted to) the following:

Serious concerns about the postgraduate student emerge from a third party (e.g. friend, other student, department, placement provider, member of the public, medical professional etc.), which indicate that there is a need to address their fitness to study.

The postgraduate student has told a member of the College that he/she has a problem and/or has provided information, which indicates that there is a need to address their fitness to study.

The postgraduate student's disposition is such that it indicates that there may be a need to address an underlying problem because their behaviour is causing problems to themselves or others, for example if they have demonstrated mood swings, shown signs of depression or become withdrawn.

Behaviour that would otherwise be dealt with as a disciplinary matter but it is considered that the behaviour may be the result of an underlying physical or mental health problem.

The postgraduate student's academic performance or persistent behaviour is not acceptable and this is thought to be the result of an underlying physical or mental health problem.

If tutorial, academic or support staff have concerns regarding a postgraduate student's fitness to study they should discuss this with one of the Graduate Tutors in the first instance. If one or both of the Graduate Tutors have concerns regarding a postgraduate student's fitness to study, they will encourage the postgraduate student in question to meet with a Tutorial Adviser. The Graduate Tutor and Tutorial Adviser will then confer and decide how to proceed. The Graduate Tutor and/or the Tutorial Adviser could seek the help of the University support services, in particular the University Mental Health Advisor as a first point of contact if

appropriate, and consider implementing Stage 1 of the Procedure.

This Fitness to Study Procedure has three stages depending on the perceived level of risk, the severity of the problem and the postgraduate student's engagement with efforts to respond to it. When a member of College raises concerns, the relevant member of College staff (usually the Graduate Tutor) has a duty to investigate and initiate this policy as part of their wider duty of care to College members.

Stage 1 – Informal Action by the College

Should preliminary action in terms of support and guidance be unsuccessful, the designated member of College staff should approach the postgraduate student and explain to them, in a supportive and understanding manner, that concerns about their fitness to study have emerged. This would ordinarily be the Graduate Tutor but might be a Tutorial Adviser, the College Nurse, or other member of the pastoral support team. Should the Graduate Tutor, Tutorial Adviser or other member of staff require advice or guidance on this they should contact the Senior Tutor.

The postgraduate student should be made aware of the precise nature of the behaviour that has caused these concerns to be raised. Normally the Graduate Tutor and the Tutorial Adviser involved in the initial discussion (see Section 2.1 – hereinafter the applicable Tutorial Adviser) will attempt to resolve the matter by informal discussions with the postgraduate student. The postgraduate student should be given the opportunity to explain their own views on the matter, and be encouraged to think about using one or more of the support services offered by the University. It may also be appropriate to look in-ed(6)-.54(w)4(/F2 155leW*nBTo)-2(e)-3(xp r0 0

University and/or the postgraduate student should be documented for the benefit of the College, the University and the postgraduate student, but should be kept confidential. Copies of documents are to be kept by the Graduate Office and the postgraduate student. A letter setting out what has been agreed should be given to the postgraduate student. At this stage the postgraduate student's Supervisor(s) and/or Course Director will not be informed of the problem, the process or the resolution.

If a postgraduate student is unable or unwilling to co-operate with the above process or modify their behaviour, they should be informed that more formal action under Stage 2 of this Procedure may be considered appropriate and that if this Stage of the Procedure is initiated t

the nature and extent of any medical condition from which the postgraduate student may be suffering;
the postgraduate student's prognosis;
the extent to which it may affect his/her fitness to study and manage the demands of postgraduate student life;
any impact it may have or risk it may pose to others;
whether any additional steps should be taken by the College, in light of the medical condition, to enable the postgraduate student to study effectively;
whether the postgraduate student will be receiving any ongoing medical treatment or support.

The postgraduate student will be asked to authorise full disclosure to the College of the results of any medical examination. The College recognises that any such information disclosed will constitute "sensitive data" for the purposes of the Data Protection Act 1998 and will be handled, processed and stored accordingly. Should the postgraduate student refuse to undertake a medical examination, or disclose results, the College may continue this procedure based on the information already in its possession.

The postgraduate student will be given at least 7 working days' notice of the convening of a Case Review Group and informed of the purpose of the meeting. This period may be shortened in emergency situations on the advice of the Senior Tutor and the Graduate Tutor. The postgraduate student will also be provided with any documents that will be considered by the Group, and asked to provide any documentation they may wish the Group to consider, in good time for the meeting.

The postgraduate student may be accompanied at the meeting by a representative from the MCR or Cambridge University Students' Union, a fellow student, or other adviser. A support worker, if required may also accompany disabled students. The postgraduate student should notify the Senior Tutor at least 24 hours in advance of the meeting if they are to be accompanied and by whom.

difficulties remain.

appropriate), the Chair of the relevant Degree Committee, the University's International Student Team and to any support services who have been involved with the postgraduate student.

If a decision by the College would require alteration to a student's standing for an examination, the College should consult the Student Registry – Karen Morris (Karen.Morris@admin.cam.ac.uk) (for qualifications under the remit of the Applications Committee) or Kerri Gardiner (Kerri.Gardiner@admin.cam.ac.uk) (for qualifications which are the responsibility of the Board of Graduate Studies).

Return to Study

After a break in study, the postgraduate student may make a request to the College for permission to return into residence. This request should be made at the same time as the postgraduate student requests reinstatement on their course of study through the Board of Graduate Studies. This may involve reapplying for a student visa.

To this end, the Senior Tutor, in consultation with the Graduate Tutor and relevant organisations such as the University Counselling Service, the University Mental Health Advisor, the Disability Resource Centre etc., will identify the issues of concern that the College may have in respect of the postgraduate student's fitness to study.

In order to apply to return to study, the postgraduate student needs to arrange for a signed statement from an appropriate medical professional to be sent directly to the Graduate Tutor at the College and also to the relevant University authority indicating that he/she is now fit to manage the demands of returning to study at the University of Cambridge.

The postgraduate student will only be permitted to return if, after receiving medical advice, the College and relevant University authority are satisfied that the individual is fit to study and able to comply with any conditions imposed on their return.

In cases where the College has any continuing concerns about the individual's fitness to study, it may require a second medical opinion. In this case a postgraduate student may be asked to submit themselves for medical examinations by doctors/specialists, nominated by the College, at the College's expense to allow the situation to be properly evaluated.

In any case, where a postgraduate student returns to study following the implementation of the Fitness to Study Procedure, the College should hold an initial meeting with the postgraduate student to discuss what support measures need to be put into place for the postgraduate student's return and establish a return to study plan. This initial meeting should include the Senior Tutor, the Graduate Tutor, a Tutorial Adviser and, where relevant, the Director of Studies. At this meeting it may be decided that there should be regular review meetings with the postgraduate student that can be used to monitor and support a return to

study plan. If so, the postgraduate student must provide their continued cooperation in this respect and such review meetings may continue for part or all of their remaining time at College.

There should be a written record of what is agreed for the return to study plan and a copy given

Appendix

Crisis Situations

It is possible that a postgraduate student may pose such an extreme risk to themselves and/or others that they require emergency assistance outside these procedures.

In a situation where it is believed that a postgraduate student's behaviour presents an immediate risk to themselves or others, the Emergency Services should be contacted by dialling 999.

The College Porters' Lodge should be informed.

This should be followed up as soon as possible by notifying the Senior Tutor and the Graduate Tutor of the details of the incident and action taken.

The person witnessing the postgraduate student's behaviour should not leave the scene until they have briefed the Emergency Services, bearing in mind the primary necessity to ensure their own safety.

The Porters' Lodge will keep a record of the action taken by the Emergency Services and pass this on to the Senior Tutor and the Graduate Tutor. The Senior Tutor (or nominee) will ensure that contact is made at the appropriate level of detail with the postgraduate student, the Graduate Tutor and, as appropriate, the Tutorial Adviser involved, the Director of Studies, Course Director and principal Research Supervisor, and that suitable arrangements are made with regard to follow-up.