

## **Gonville and Caius College**

### **Fitness to Study – College Procedures Notice for Students**

Situations arise when for a variety of reasons, health, personal or family problems, a student may be having difficulties studying. In the majority of cases the student affected will ask for help from the various sources available in College and University and the problem will be adequately addressed and the student can continue with their studies or make the decision, with their advisers, to take time out to resolve the situation.

There are occasions however when a student may be unable to fully appreciate the impact that their problems are having on themselves or those around them that they regularly come into contact with. In some circumstances they may be very resistant to advice or to support or is unaware of support available in Cambridge.

In these circumstances it is important that there are clear and transparent procedures to help resolve these problems, in the interest of the individual student, but also of their colleagues and College and University staff the student interacts with.

A Fitness to Study Procedure has therefore been developed to address these situations and is designed to try and achieve a resolution of the issues that are interfering with the student's ability to study effectively and to take full advantage of all aspects of University life. The aim of the procedure is to ensure that a student is fully and appropriately supported while taking into account the needs and rights of all members of the University. It is not a disciplinary procedure but inevitably has to have a formal structure if it is to operate fairly and effectively.

In essence the procedure has three stages.

1. An informal stage that it is hoped will resolve issues in the majority of cases by mutual consent.
2. A second more formal stage involving a Case Review Group, where it is hoped that problems can be worked out and a plan of support and guidance decided upon for the individual student, with their agreement.
3. A third stage Review Panel to consider situations where arrangements agreed by the Review Group have broken down or where there are serious concerns for the health and safety of the student concerned or for other members of the College or University Community. The aim is still to reach a mutually agreed resolution of the situation but there are circumstances where there has to be an ability to put a stop, albeit temporarily, to a situation which is damaging to all concerned.