



Fitness to Study Policy & Procedures

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1. Purpose

The purpose of this policy is to ensure that all students at EuroPolytech Academy are able to engage productively and safely in their studies, and that the Academy can provide appropriate support where concerns arise about a student's wellbeing, behaviour, or ability to participate in learning activities.

This policy aims to:

- Safeguard the health, safety, and wellbeing of students and staff.
- Provide a fair and transparent framework for responding to concerns about a student's fitness to study.
- Ensure students are offered appropriate support before formal measures are taken.
- Uphold the integrity and standards of EuroPolytech Academy and its awarding bodies.

2. Scope

This policy applies to:

- All students enrolled on EuroPolytech programmes (Levels 3–7, vocational and professional).
- All modes of study (classroom-based, blended, and distance learning).
- Situations where concerns are raised about a student's health, behaviour, or ability to engage safely and effectively in their programme of study.

3. Policy Statement

EuroPolytech Academy is committed to supporting students to achieve their potential. However, there may be instances where a student's physical health, mental health, behaviour, or other circumstances raise serious concerns about their ability to continue studying.

In such cases, the Academy will:

- Act promptly and sensitively.
- Balance the needs of the individual with the wellbeing of the wider learning community.
- Ensure decisions are evidence-based, transparent, and consistent.
- Comply with relevant legislation and awarding body regulations.

4. Grounds for Concern

A student's fitness to study may be questioned if there are:

- **Health Concerns:** Serious physical or mental health difficulties impacting learning or safety.
- **Behavioural Concerns:** Repeated disruptive, aggressive, or unsafe behaviour.
- **Academic Concerns:** Persistent inability to meet attendance, participation, or assessment requirements due to underlying issues.
- **Safety Concerns:** Risks posed to the student's own welfare or to others in the Academy community.

5. Stages if the Fitness to Study Procedure

Stage 1: Informal Resolution

- Concern raised by tutor, staff member, or peer.
- Initial discussion with the student to explore issues and support needs.
- Referral to support services (e.g., counselling, academic skills, student support officer).
- Monitoring period agreed.

Stage 2: Formal Review

- If concerns persist, a formal review is initiated by the Programme Leader.
- The student is invited to a meeting with relevant staff to discuss concerns.
- An action plan is drawn up (e.g., medical assessment, reduced study load, counselling).
- Outcomes are documented and reviewed within a set timeframe.

Stage 3: Fitness to Study Panel

- Convened if the action plan fails or concerns are serious.
- Panel includes: Academic Director (chair), Programme Leader, Student Support Officer, and (where appropriate) an external adviser.
- The student may be accompanied by a friend, family member, or representative.
- Panel considers evidence (medical reports, academic records, staff observations).
- Possible outcomes:
- Continue study with conditions.

- Temporary suspension/interruption of study.
- Withdrawal on health/fitness grounds.
- Decision is communicated in writing within 10 working days.

Stage 4: Appeal

- The student may appeal against the Panel's decision in line with the **EuroPolytech Appeals Policy** related to the relevant awarding body.
- Appeals are considered by the Academic Board, whose decision is final.

6. Confidentiality and Record Keeping

- All proceedings are confidential and handled in compliance with GDPR.
- Records are maintained securely in the student's file.
- Only staff with a legitimate need to know will have access to information.

7. Monitoring and Review

- Cases will be monitored by the Quality and Standards Committee.
- An annual report on Fitness to Study cases will be reviewed to identify patterns and inform staff training.
- This policy will be reviewed annually to ensure compliance with awarding body and regulatory requirements.

8. Policy Availability

- This policy will be available on the EuroPolytech website and student handbook.
- Staff will be trained in its application through induction and annual refresher sessions.

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