

Annex 1 – Recommended Timeline

Stage	Details	Timeline (all days are working days)
1	Referral from SAR/ Faculty/ Academic/ Security to Welfare lead	
	Support offered	Ongoing
2	Referral to Welfare Case Lead	
	Meeting with Faculty ADA/APSE/other for information gathering.	5 days from point of referral
	Review by University Legal Team (if required)	7 days from point of referral
	Convene Case Review Discussion Team	21 days from point of referral
	Notice to Student	10 days
	Stage 2 action plan created for the Student and/or	5 days
	Voluntary Interruption	For period to be agreed up to 1 year (to be reviewed before re-registration)
	Review of action plan	Weekly/ biweekly/ monthly as agreed for a fixed period of time up to six months.
3	Referral to Welfare Case Lead	
	Convene Support to Student Panel	21 days from point of referral
	Notice to Student	14 days
	Stage 2 action plan created for the Student or	7 days
	Suspension or	For a period up to 1 year (to be reviewed before re-registration)
	Letter of withdrawal to be received by the Student	5 days
		Review of action plan
4	Appeal by the Student	Within 10 days of notification of outcome
	Convene Support to Study Appeal Panel	14 days from point of appeal
	Notice to Student	5 days
	Final outcome and CoP to Student	5 days

Annex 2

Signs which may cause Staff to consider engaging a Student with the Support to Study Procedure.

(This list is not exhaustive)

- Lack of engagement with study (poor attendance, lack of communication with Staff, non-submission of assessments);
- Poor or declining academic performance;
- Behaviour or disposition which may indicate a Student needs additional support, such as:
- Mood swings or unusual behaviour (e.g. aggressive, withdrawn, distressed, irritable);
- Apparent signs of ill health (e.g. dramatic weight loss or gain, ongoing lack of personal hygiene and care);
- Withdrawal from social, cultural or sporting activities once considered important;
- Lethargy or signs of lack of sleep;
- Obvious signs of substance/ alcohol misuse;
- Information about specific episodes (e.g. self-harm/suicidal thoughts or attempts);
- Inappropriate behaviour (e.g. inappropriate touching, invading personal space, excessive, unexpected and prolonged laughter, uncharacteristically bad language such as swearing);
- Disruption to the teaching and learning activities of other Students, including placements;
- Unreasonable demands being placed on Staff or other Students;
- Persistent behaviour which is unacceptable;
- Self-referral where the Student advises a member of the University of difficulties they are experiencing;
- Concerns emerge through a third party outside the University;

AND it seems likely or possible that the above signs are caused by a physical, mental or emotional issue.

Note:

The above concerns could also be an indication of a Student being at risk e.g. PREVENT and other statutory bodies may be involved.