

Student Support Review Guidance for Students	
How and when should the regulations be used?	<p>The Student Support Review Regulations can help students:</p> <ul style="list-style-type: none"> • Raise a concern about the well-being of a peer • Explain the process if you are the subject of a concern • Direct you to sources of help & support <p>Concerns should be acted on promptly, as early intervention and support can result in better outcomes and may avoid the situation becoming more complex.</p>
Does this apply to all student groups?	The policy includes all undergraduate, postgraduate taught, postgraduate research and students in full time and part time study on the University campuses and/or placements.
What are the triggers for use of the Student Support Review Regulations?	<p>There are a wide range of circumstances for the Student Support Review Regulations being initiated. This includes, but is not limited to, reports resulting from:</p> <ul style="list-style-type: none"> • Peers – serious concerns about the student emerge from a third party (eg. a housemate, friend, colleague, placement provider, member of the public, medical professional) which indicate that there is a need to question their fitness to study • University staff – A staff member has identified that either the student’s academic performance or physical behaviour is a cause for concern and is thought to be the result of an underlying physical or mental health problem • Self-disclosure – the student has told a member of the University that they have a problem that indicates they need further support
Who can you contact for help and support?	<p>Generally, if you are in doubt and need advice, contact Enabling Services: Building 37, Highfield Campus (Tel: +44 (0)23 8059 7726)</p> <p>You can also access free and independent help from The Advice Centre throughout the process. Advice Centre staff can help before, during and after any meetings. Including:</p> <ul style="list-style-type: none"> • Helping you to prepare for a Student Support Review meeting • Accompanying and supporting you on the day • Offering advice and guidance following an outcome <p>You can book an adviser appointment by ringing 02380 592085 or visiting The Advice Centre upstairs in Building 40.</p>

<p>How to prepare for a Student Support Review meeting?</p>	<p>While it is common to focus on the meeting itself, it is helpful to think about anything you would like to share on the day.</p> <p>You may wish to consider the following</p> <p><i>How have things been?</i> This might include:</p> <ul style="list-style-type: none"> • Your studies • Availability of the right advice & support (may include submitting any relevant letters/documentation) • Your health & wellbeing <p><i>How are you now?</i> This might include:</p> <ul style="list-style-type: none"> • Have there been any recent changes? • Current challenges? • What is helping at the moment? <p><i>What about next steps?</i> This might include:</p> <ul style="list-style-type: none"> • Further support (academic, practical, wellbeing) • Your plans regarding upcoming work • Taking time out from study • Regular review meetings
<p>Before the meeting</p>	<p>While it's natural to feel apprehensive beforehand, the meeting is an opportunity to both provide an update and to voice any concerns you may have. It is a chance to let the university know how things have been, what has helped and what may be of help in the future.</p> <p>You can access help prior to the meeting from both the Students' Union Advice Centre and Enabling Services (see contact details above). An advisor from the Advice Centre can accompany you on the day.</p>
<p>What can you expect during the meeting?</p>	<p>An example running order for the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Welcome and introductions 2. Purpose of Student Support Review meeting. 3. Opportunity for student to advise if they wish to suspend 4. Faculty outlines concerns 5. Student Life, Enabling or Residences outline concerns 6. Student to update the panel on their current situation and what treatment/support is in place, or actions they are taking to manage their health. Also opportunity to make the panel aware of what the student's view of the situation is. 7. Discussion around options and actions that need to be taken. 8. Opportunity for any additional questions 9. Meeting to conclude – the student will receive the notes, decision and action plan within 10 working days.

Who will be at the meeting?	A representative from Student Services and the Faculty should always be present at the meeting.
What happens next?	<p>There are a number of possible outcomes from the Student Support Review:</p> <ul style="list-style-type: none"> • Students may suspend their studies • Students may continue their studies with an agreed programme of support outlined in an Action Plan • The Action Plan may include elements such as but not limited to <p><u>Support from Faculty</u></p> <ul style="list-style-type: none"> - Establishing a timetable for work required, taking into account upcoming activities and deadlines - Setting up a check-in process to monitor progress - Support with paperwork eg Special Considerations - Agreeing on involvement of other staff eg Personal Academic Tutor <p><u>Support from Enabling Services</u></p> <ul style="list-style-type: none"> - Exploring coping strategies - Exploring further appropriate support available eg First Support, Study Skills - Setting up a check-in process to monitor progress
What happens if you are not satisfied with the decision making process undertaken by the Student Support Review procedure and wish to contest the decision?	You can appeal the decision using the Student Support Review Appeals Process. Please see the Student Support Review Regulations in the University Calendar. The Students' Union Advice Centre can help you with this.
Return to Study	<p>When your period of suspension is coming to an end, you should make contact with your Faculty initially to advise them that you wish to return, and they will contact Enabling Services to agree a Return to Study meeting date.</p> <p>If you have any medical evidence or supporting information about your health and returning to study please send details to Enabling and your Faculty.</p> <p>You will then be invited to a Return to Study meeting; representatives from both Enabling Services and the Faculty will also attend.</p> <ol style="list-style-type: none"> 1. Welcome and introductions 2. Purpose of Student Support Return to Study meeting. 3. Student to update the meeting on their current situation and what treatment/support is in place, or actions they are taking to manage their health. 4. Discussion around options and actions that need to be taken in order to return. 5. Opportunity for any additional questions 6. Meeting to conclude

	<p>Enabling Services will lead on drawing up a Return to Study Plan in consultation with the student and the relevant academic lead. The plan will include:</p> <ul style="list-style-type: none"> • Details of the specific study-related support needs of the student in returning to education • Any short term support that is reasonably required • Details of involvement with external agencies • Any longer term support or adjustments that are reasonably required • A risk management plan that takes into account experiences that led to the student suspending initially <p>Once the plan has been drawn up, a date for a review meeting(s) will also be agreed with Enabling and the Faculty to ensure that the plan is in place, actions have been taken and that any difficulties are highlighted and discussed.</p> <p>You should have ownership of the plan and managing your return but Enabling Services will monitor this at specific time points agreed at the meeting and laid out in the plan.</p>
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