

## General Regulations relating to Student Fitness to Practise

These Regulations relate to students following Programmes specified in the accompanying Procedural Notes. In these cases, the University has a responsibility (and in some instances a statutory obligation) to ensure that students are fit to practise in the relevant profession and that they meet or are likely to meet the requirements of the relevant professional body.

1. Any concerns about a student (which might become the subject of proceedings under these Regulations) shall be reported to the Head of Department.
2. Matters which may give rise for concern may include any health condition, behaviour or attitude which may affect the student's fitness to practise in the relevant profession.

### INITIAL INVESTIGATION

Reference in these Regulations to the Pro-Vice-Chancellor means the Pro-Vice-Chancellor of the relevant Faculty and includes any person authorised to act on their behalf.

3. On receipt of information regarding any areas of concern, the Head of Department will instigate a preliminary investigation into the matter. The student will be informed in writing of the concerns and will be given the opportunity to make representations in person or in writing.
4. Following the initial investigation, the Head of Department may decide to:-
  - (a) take no further action under these Regulations;
  - (b) suspend the student in accordance with Regulation 5;
  - (c) make a recommendation that the case is considered by the Faculty Fitness to Practise Committee.

### SUSPENSION OF STUDENTS

5. Pending the completion of proceedings under these Regulations, the Head of Department may, with the agreement of the Pro-Vice-Chancellor, suspend the student from studies on the programme, any practice components or from both studies and practice components, and may include other requirements within the terms of the suspension. The Head of Department shall notify the student in writing of the terms of the suspension.
6. The Pro-Vice-Chancellor may take action under this Regulation only to protect the University community in general or a particular member or members of that community or members of the public and shall limit the scope of any suspension to that which is, in their opinion, necessary to achieve that object.
7. The Pro-Vice-Chancellor shall review any suspension every four weeks in the light of any developments and any representations made by or on behalf of the student.

### PROCEDURE WHEN MATTER REFERRED TO A FITNESS TO PRACTISE COMMITTEE

8. There shall be a Faculty Fitness to Practise Committee which shall consist of:-
  - (a) the Pro-Vice-Chancellor or nominated representative;
  - (b) one member of the academic staff from the Department in which the student is registered who shall normally be registered with the relevant professional regulatory body;
  - (c) one member of academic staff from another Faculty or a member of academic staff from another University or other relevant institution or body.
9. The student shall be given at least fourteen days notice in writing of the date upon which the Committee will meet. If the student fails to attend the hearing, the Committee may proceed in the absence of the student if it is satisfied that due notice of the meeting has been given or may adjourn to a later date.
10. The hearing shall be in private. The student may attend and be accompanied at the hearing by a friend or representative, whether legally qualified or not. The representative may speak and act on behalf of the student.
11. The Committee shall have power:-
  - (a) to decide that the grounds for concern are not made out, in which case the Committee may recommend the removal of any suspension imposed under Regulation 5;
  - (b) to permit the student to continue with the programme, either unconditionally or subject to such requirements pertaining to the programme as may be imposed;
  - (c) to suspend the studies of the student for a specified time;
  - (d) to require the student to repeat a specified part or parts of the programme;
  - (e) to require any other action considered appropriate by the Committee to enable the student's successful completion of the remainder of the programme;
  - (f) to exclude the student from further study on a programme leading to a professional qualification but permit registration for an alternative programme;
  - (g) to exclude the student from further study in the Faculty.
12. The despatch of a letter to a student's address last notified to the Student Services Department shall fulfil any requirements of giving notice or information to the student under these Regulations.
13. A student who has been excluded from attendance at lectures, classes and examinations in any Faculty may register in another Faculty only with the permission of the latter Faculty.

**RIGHT OF APPEAL**

14. The Director of Student Services shall notify the student of the decision and of the effect of this Regulation. A student may appeal against a decision of the Committee upon one or more of the following grounds:-

- (a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
- (b) that material of which the student could not reasonably have been expected to have been aware of at the time of the initial decision casts substantial doubt upon the appropriateness of that decision;
- (c) that the initial decision was manifestly unreasonable.

15. Notice of appeal, specifying which of the grounds listed in the preceding Regulation is relied upon, shall be given to the Director of Student Services within 14 days of the date of the letter of notification to the student of the decision. The Director of Student Services shall refer the appeal to the Appeals Committee of the Senate.

16. The Appeals Committee may confirm, vary or quash the original decision and may exercise any of the powers conferred on the Faculty Fitness to Practise Committee by the foregoing Regulations.

17. The Director of Student Services shall notify the student of the decision of the Appeals Committee.

18. Reference in these Regulations to the Director of Student Services includes any person authorised to act on their behalf.