

**Guidance to Accompany the Code of Practice on Health, Wellbeing and Fitness to Study**

1. A report of a concern about a student's health, wellbeing and fitness to study may be received from a member of Staff, a Student, a member of the public, or the Police.
2. All reports of concerns about students should normally be reported in writing. A report form is available and should be used where possible.
3. Concerns should be submitted to the relevant area as set out below:
  - Concerns from School Staff or Students relating to observations from lectures, seminars, lab sessions and other similar/academic sessions should be submitted to the nominated staff member(s) in the Principal Academic Unit (PAU). The PAUs should publicise where the reports should be submitted.
  - Concerns from Accommodation Staff or Students relating to observations from living with the Student, should be submitted to the relevant Village Operations Manager and Customer Services Manager.
  - Concerns from Staff in other areas e.g. University of Birmingham Sports and Fitness Centre, the Library, other University areas that are not covered by Accommodation or the PAU and Students relating to observations from these areas, should be submitted to the Student Wellbeing Officer based in Student Support.
4. Some examples of circumstances that may give rise to a concern about a Student's health and wellbeing include:
  - Deterioration in a Student's physical or mental health;
  - Changes in a Student's appearance, or behaviour, which suggests a deterioration in their mental or physical health;
  - A pattern of behaviour or communication which appears irrational or extremely inconsistent;
  - A pattern of unreasonable demands which appear irrational, inappropriate or inconsistent.
5. The Primary Person would consider the concern report and ensure that any necessary action is taken. The Primary Person would be expected to take any action in a timely manner. It is recommended that any level 1 meeting would be arranged to take place within 10 University working days of receipt of the concern, where possible
6. Staff from Student Support and Student Conduct can be contacted for further advice and guidance.
7. It is recognised that there may be some instances where a PAU has concerns about a student which have been prompted by various factors including lack of attendance. When considering whether to use this Code Of Practice or the Code of Practice on Student Academic Engagement the PAU need to consider that whilst the Code of Practice on Health Wellbeing and Fitness to Study can be initiated at any level depending on the perceived level of risk, the procedure for the Code of Practice on Student Academic Engagement must



be commenced at the first level, so it is important that any initial meeting to assess the concerns and determine the appropriate procedure be held in a timely manner to allow the student to understand the concern and take appropriate action where possible.

8. If the Primary Person is unsure about the severity of the concerns or which Code of Practice to use, they should contact the Assistant Director of Student Services (Student Support), the Student Wellbeing Officer or Student Conduct for advice.
9. Normally where there are ongoing concerns about a student, it would be expected that the level one process be used prior to invoking a higher level. This may mean that where the Primary Person is a member of staff who has had regular interaction with a student they would need to specifically mention to the student that this Code of Practice is being used when highlighting the concerns to the student.
10. Where the Primary Person has a concern that needs to be referred as a level 2 or level 3, they should email the details (preferably using the concern report form) to:  
[healthwellbeingandfitnessstudy@contacts.bham.ac.uk](mailto:healthwellbeingandfitnessstudy@contacts.bham.ac.uk)
10. Where there are concerns about serious immediate risk to a Student and/or others, the procedure for imposing an immediate suspension should be considered in the first instance.
11. Where the Assistant Director of Student Services (Student Support) agrees that the matter should be dealt with at a higher level, the appropriate case conference or Academic Registrar Advisory Panel will be organised by Student Conduct.
12. When a decision is being made about a student's return to study the Principal Academic Unit will be consulted in relation to any academic or programme-related factors when considering the Student's return to the University, for example, if the Student has missed a significant amount of the programme and/or the programme has changed during the period of suspension, it may be appropriate for the Student to return to an earlier stage of the programme.