



FITNESS TO RESIDE PROCEDURE

Date	Purpose of Issue/Description of Change	Equality Impact Assessment Completed
March 2019	Initial issue	March 2019

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Governance and Compliance	Director of Commercial Services	Accommodation, Sport, Conference and Catering (ASCC) Task Group	May 2019

FITNESS TO RESIDE PROCEDURE

Policy Details	Information Provided by Policy Writer
Policy Title:	Fitness to Reside Procedure
Brief Description:	This Procedure applies to students who are causing significant concern and/or presenting a risk of harm to themselves or others within University managed accommodation
Policy status:	Active
Approved by:	Accommodation, Sport, Conference and Catering (ASCC) Task Group.
Policy Officer:	Head of Governance and Compliance
Senior Responsible Officer:	Director of Commercial Services
Effective from:	September 2019

	<p>How is the policy's sustainability monitored?</p>	<p>Student Services, Student Union, Governance and Compliance Office</p> <p>Governance and Compliance, Student Services, Disability Services, Students' Union</p>
<p>Welsh Language Version:</p>	<p>TO FOLLOW – Provide a link to the Welsh language version (and vice versa for the policy in Cymraeg to the English version)</p>	
<p>Keywords:</p>	<p>Halls, residences, accommodation, students.</p>	

Voluntary interruption of study on health and other grounds. Such cases should be considered under the Procedure for Approving Interruption of Studies (Procedure 07).

Students who are in debt. Such cases should be considered under the relevant procedures for dealing with debtors.

Matters that would otherwise be considered under the University 'Fitness to Study' Procedure.

4. The University has a duty of care to respond appropriately where there are substantial concerns relating to a student's health, wellbeing or behaviour, and the impact that may have upon the individual and/or other members of the University community.
5. This procedure describes the support available where a student's behaviours, actions or

invoking the Procedure at any of the three levels

staying at a level, or

progressing through the levels, should the cause for concern not be remedied by recommended and agreed actions.

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14. Students should be involved in the manam

student continues to be fit to reside. A copy of the form should also be sent to the Head of Residential Life for reporting and monitoring purposes.

20. Students should be informed that if the concerns continue, any additional cause for concern arise, or they refuse or are unable to engage in the process, this could result in their fitness to reside being further considered by moving to Stage 2.
21. It is important to make more than one contact with the student at Stage 1. Where there is no response to contact or the level of concern is increased, the member of staff should seek advice from the Head Warden or Head of Residential Life. This may also

27. If an action plan cannot be agreed at Stage 2, then the case must move to Stage 3.
28. A report of the meeting and its outcomes will be recorded by the Head Warden or Head

Exceptional personal circumstances that relate to the Panel's decision. The appellant must explain why such personal circumstances were not made known to the Panel before its meeting. Where a student could have reported exceptional circumstances to the Panel prior to its meeting, but did not do so, those circumstances cannot subsequently be cited as grounds for appeal.

41. The Pro Vice-Chancellor (Students) will investigate the concerns in any manner that is deemed appropriate in order to gather full and relevant information before making a judgement on the appeal. The Pro Vice-Chancellor's (Students) judgement will normally be issued within 10 working days of the date when an appeal is received, and will be communicated to the student in writing.

42. The Pro Vice-Chancellor (Students) may reach one of the following conclusions:

That the appeal is not upheld. The Pro Vice-Chancellor (Students) will write to the appellant to inform them that the appeal was not upheld and that the University's procedures have been concluded.

That the appeal is upheld. The Pro Vice-Chancellor (Students) will arrange for a Fitness to Reside Panel, with different members to the original Panel, to consider the case. The Pro Vice-Chancellor (Students) will identify the grounds upon which the appeal was upheld.

43. Appeals against the decision of a reconvened Fitness to Reside Panel will not normally be permitted.

44. In accordance with the Higher Education Act 2004, the Office of the Independent Adjudicator for Higher Education (the OIA) has been designated by the National Assembly for Wales from 1 January 2005 as the operator of an independent scheme in Wales for the review of student complaints. When the Fitness to Reside Procedure has been completed, a student ETOq4icBT/F2 12 Tf1 0 0 1 84.984 305.33 Tm0 g0 G[As]-3(s)-3(e)-3(m

46. All of the above will be monitored by College and School, and by gender, ethnicity, disability, age, religion/belief and sexual orientation where possible, to ensure fair and consistent application of the Procedure.
47. The Halls Team will collect this data and will raise any issues that arise directly with Colleges and Schools, or with the Governance and Compliance Office, as appropriate.

Reporting a Concern

48. To report