

SE6: Format and Membership of the Case Review panel (Fitness to Study)

1.1 The membership of a Case Review Panel shall, normally, comprise the following;

- A Chair: an appropriate senior member of staff
- Staff representatives
- External representation (as appropriate)
- An officer of the Students' Union.

Note that the number of staff representatives would depend on the individual case, and would always be the minimum number of individuals considered necessary to provide the necessary input to support the student. Typically, this would range between 3 and 5 individuals, but membership could be increased if this was considered appropriate. The proceedings will be recorded by a person acting as Secretary to the Case Review Panel.

1.2 At least one other member of staff and, where possible, the Chair will not have had any previous involvement with the particular case or any association with the student involved. The other members of staff will be selected based on their knowledge of the student's case and/or their knowledge and experience of particular physical and mental health problems. Care will be taken that membership of the Case Review Panel will be appropriately balanced.

1.3 It is possible to use staff from the wider UWTSD Group or use appropriate external panel members.

1.4 The officer of the Students' Union acting as a member of the Disciplinary Panel will not be able to represent any party during any stage of the Fitness to Study process.

1.5 The panel can seek support from other external advisers.

1.6 The exact format of the Case Review Panel may vary depending on the circumstances of the case. All parties will be informed of the format of the meeting, normally not less than ten clear working days prior to the meeting of the panel.

1.7 The format of the Case Review Panel will normally be as follows:

- Case Review Panel members meet separately without the student or the Case Officer present to consider evidence and matters of process;
- The student and any accompanying person will join the meeting;
- The Case Officer will join the meeting and outline the cause for concern and findings of the investigation;
- The Case Review Panel may question the Case Officer;

- The student will be asked to give his/her views in relation to the cause for concern raised and findings of the investigation;
- The Case Review Panel may question the student. There will also be an opportunity for the student to ask any question;
- Any witnesses will join the meeting and be asked to make a statement in relation to the cause for concern;
- The Case Review Panel may question any witnesses;
- Any witnesses will leave the meeting;
- The Case Officer will be asked to make a final statement;
- The student will be asked to make a final statement;
- The student (and any accompanying person) and Case Officer will be asked to withdraw to allow the Case Review Panel to consider its decision.
- The student (and any accompanying person) and the Case Officer shall be invited to re-enter and the Chair shall inform them verbally of the decision of the Panel. The student will be able to present additional representation about the decision.

- 1.8 Although witnesses may be part of the process, it is normally expected that all witnesses are consulted as part of the investigative process as outlined in the Fitness to Study Policy so that at the Case Review meeting all evidence is available to the panel to consider the case in detail. Where witnesses are involved all parties will be informed of the names of the witnesses attending prior the meeting of the panel. All parties will be asked whether they intend to call witnesses to the panel meeting.
- 1.9 Meetings will be able to be held bilingually. This can be requested by all parties.
- 1.10 All relevant parties will be informed formally in writing of the outcome of the case within five clear working days of the date of the Case Review Panel.