#

## Health, Wellbeing and Fitness to Study

## Policy and Procedure - Referral to Level 2

**CONFIDENTIAL**

This proforma should be completed by the **Lead person at Level 1** (normally the Personal Academic Tutor) to recommend referral to level 2 of the Health, Wellbeing and Fitness to Study Policy, where there is continued and on-going concern following level 1, or when there is significant concern about a student’s health, wellbeing, behaviours, safety and/or ability to study where a response from the University is required.

Information about the Health, Wellbeing and Fitness to Study Policy and Procedure is available on the Student Casework website, [Fitness to Study](https://www.bradford.ac.uk/academic-misconduct-appeals-and-student-complaints/fitness-to-study/)

Please attach the latest Level 1 action plan with the referral form.

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| **Student Details:** |
| Full Name: |  |
| UB Number: |  |
| Programme and Stage:(eg BA Social Care, Stage 3) |  |
| **Referral** |  |
| Reason for Referral: |  |
| Case Referred by: | **Level 1 Lead** |
| Service Lead(s) supporting Student: | **Disability Services Representative -**  |
| **Brief Summary of Case:** |
| **Timeline of events:** |
| **Case Referral agreed by:** | **Associate Dean Learning and Teaching or Head of School** **In consultation with Student Casework Manager, Stevanna Francis** |
| **Date referral agreed:** |  |
| NB * A student must be given at least 5 working days’ notice of a meeting.
* Documentation to be considered will be provided to the panel members and the student at least 5 working days in advance of the meeting.
* Consent for disclosure of medical reports **must** be given by the student and will be shared with the panel.
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Please attach the most recent Level 1 Action Plan which will inform the level 2 panel meeting and list any additional evidence you are providing:

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| **Item No** | **Description** |
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