



JESUS COLLEGE
CAMBRIDGE

Fitness to Study Policy & Procedure for Jesus College Postgraduate Students

Introduction

The purpose of this document is to set out the policy and procedures, which the College follows when there are concerns about the fitness to study of one of its postgraduate students.

For the purposes of this document ‘fitness to study’ means not only fitness to engage in academic study but also fitness to take full advantage of all aspects of university life.

The document outlines the steps to be taken by the College when there is concern that a postgraduate student’s behaviour or health has the potential to disrupt or threaten the welfare or academic progress of the postgraduate student himself or herself or of others in the academic community.

Decisions made concerning a postgraduate student’s fitness to study are made through a collective supportive process, after appropriate consultation and after consideration of the postgraduate student’s ability to study, learn effectively and complete his/her course successfully.

The procedures described below do not take precedence over the relevant provisions of the College’s Statutes and Regulations or, where applicable, the University’s Statutes and Ordinances. Nor do they override the relevant provisions and decisions of the Faculty or Department in which the postgraduate student is studying.

As a general rule, this policy and procedure are only intended for use in cases in which the behaviour, disruption or risk presented by the postgraduate student is perceived to be of a serious or potentially serious nature. Where possible the Graduate Tutors, the tutorial advisory system and other student support services should be used as the first port of call, prior to taking any formal action.

What are its benefits?

Having this policy and procedure set out enables postgraduate students to have a document they can refer to, providing them with a clear understanding of their full responsibilities and expectations related to their commitment to study and life within the College community.

If and when a problem arises, steps taken are seen to be limited to those necessary to protect the best interests of the postgraduate student, and other members of the College community, and to ensure a consistent and sensitive approach to managing situations.

The Graduate Tutors (in collaboration with the Tutorial Advisers) initiate the procedure when serious concerns for a postgraduate student are raised, thus allowing for issues to be detected and addressed in a structured manner as early as possible.

Shared concerns in the relevant Faculty, Departments or the Board of Graduate Studies or in different sections of the College can be formally collated by the use of this process.

The problem-solving approach is objective-oriented, allowing a postgraduate student to focus on agreed actions geared to achievable aims, which are clearly documented and come from a supportive perspective rather than a disciplinary one.

Background knowledge

In advance of this policy being initiated there are other support services in the College and the University to which postgraduate students may be directed by the Graduate Tutors, Tutorial Advisers or other support staff, if it is felt that this may be of benefit.

Postgraduate students with a mental or physical health difficulty:

- are strongly advised to consult all relevant support services available in the College and University, and in particular the College nurse, the University Counselling Service, the University Mental Health Advisor, their General Practitioner, the Disability Resource Centre; but the first port of call should be a Tutorial Adviser.
- are strongly encouraged to speak to a Tutorial Adviser, the Graduate Tutor or another appropriate member of staff in the College about the difficulty and any related problems that they may be experiencing.

Early intervention in postgraduate student health/behaviour and recommendations for support can avoid a crisis situation. (For crisis situations see the Appendix.) Advice available from Tutorial Advisers and in the self-help leaflets from the University Counselling Service (www.counselling.cam.ac.uk/selfhelp) will be useful, as may be advice from one or more of the following:

- University Mental Health Advisor
- University Counselling Service: www.counselling.cam.ac.uk
- The College Counsellor
- The College Nurse
- Student Advice Service: www.studentadvice.cam.ac.uk
- Graduate Union: www.gradunion.cam.ac.uk/support-and-advice/welfare
- Disability Resource Centre: www.disability.admin.cam.ac.uk
- Occupational Health: www.oh.admin.cam.ac.uk

- Adult Eating Disorder Service: www.cpft.nhs.uk/aeds
- Drinksense: www.drinksense.org
- CAMEO: www.cameo.nhs.uk
- Alcoholics Anonymous: www.alcoholics-anonymous.org.uk
- Cocaine Anonymous: www.cauk.org.uk

Fitness to Study Policy & Procedure

Purpose and Scope of the Policy & Procedure

Whilst at university, all students, both postgraduate and undergraduate, should be able to live, study and perform to the best of their ability in a safe and comfortable environment. The reality of College and University life means that postgraduate students not only work but also live in close proximity to each other, and whilst many postgraduate students find studying and living in such an environment easy and enjoyable, others can find it more challenging.

The term 'fitness to study' as used in this document relates to the entire postgraduate student experience, and not just a postgraduate student's ability to engage with their studies. For example, unless it is informed otherwise, the College expects its postgraduate students to be able to live in harmony with others, and not conduct themselves in a way which has an adverse impact on those around them. This procedure is not designed to address academic performance issues (which should be dealt with under the normal academic assessment and monitoring procedures) except where poor academic performance is resulting from a fitness to study issue.

In order to maintain and enhance the College community, postgraduate students need to conform to certain standards of behaviour. However, it is recognised that the cause of concern regarding fitness to study may include issues relating to a postgraduate student's health and general well-being, where disciplinary action may not be appropriate. The College and University have disciplinary mechanisms in place to deal with postgraduate students whose behaviour falls outside acceptable standards - see the College and University Regulations: <https://jnet.jesus.cam.ac.uk/governance/collegeregulations.xml>
www.admin.cam.ac.uk/univ/so/2015/chapter02-section19.html

A postgraduate student's fitness to study may be questioned if health problems are disrupting their own studies or the studies of others, or result in unreasonable demands being placed on staff or other students. The College has a duty of care to its community and is bound by health and safety legislation and the Equality Act, which means that it is obliged to take action if a postgraduate student presents a risk to themselves or to others.

The level of risk to himself/herself, other students or others posed by a postgraduate student will be measured by the use of a risk assessment process, which should be used throughout the procedure to provide a consistent means of assessing the risk to the postgraduate student, other individuals and the institution. This process will be led by the Senior Tutor in close collaboration with the Graduate Tutor and health professionals. Even when no risk is involved, the fact that a postgraduate student has a problem does not in itself justify or excuse inappropriate behaviour.

Once this procedure has been used (at any of the three stages) the behaviour observed will normally be considered under this procedure rather than under a

disciplinary procedure.

If concerns are raised whilst a postgraduate student is on authorised study away from Cambridge (e.g. is on a year abroad, has leave to work away, or is on a placement) the College will discuss with the other institution and the University Department, where appropriate, alternative arrangements that might address any concerns.

It is only natural that parents/guardians will be concerned for the welfare of their children. It must be noted, however, that unless a postgraduate student is still legally a child (i.e. they are not yet 18 years old), parents/guardians may only become involved in the procedures described here with the express written consent of the postgraduate student. Such consent should be communicated to the Senior Tutor. If such consent has been given, then a parent/ guardian may, for instance, accompany the postgraduate student to a Case Review Group meeting (see Section 4) as their chosen representative.

Circumstances under which a postgraduate student's fitness to study may be brought into question

A postgraduate student's fitness to study may be brought into question as a result of a wide range of circumstances. These include (but are not restricted to) the following:

- Serious concerns about the postgraduate student emerge from a third party (e.g. friend, other student, department, placement provider, member of the public, medical professional etc.), which indicate that there is a need to address their fitness to study.
- The postgraduate student has told a member of the College that he/she has a problem and/or has provided information, which indicates that there is a need to address their fitness to study.
- The postgraduate student's disposition is such that it indicates that there may be a need to address an underlying problem because their behaviour is causing problems to themselves or others, for example if they have demonstrated mood swings, shown signs of depression or become withdrawn.
- Behaviour that would otherwise be dealt with as a disciplinary matter but it is considered that the behaviour may be the result of an underlying physical or mental health problem.
- The postgraduate student's academic performance or persistent behaviour is not acceptable and this is thought to be the result of an underlying physical or mental health problem.

If tutorial, academic or support staff have concerns regarding a postgraduate student's fitness to study they should discuss this with one of the Graduate Tutors in the first instance. If one or both of the Graduate Tutors have concerns regarding a postgraduate student's fitness to study, they will encourage the postgraduate student in question to meet with a Tutorial Adviser. The Graduate Tutor and Tutorial Adviser will then confer and decide how to proceed. The Graduate Tutor and/or the Tutorial Adviser could seek the help of the University support services, in particular the University Mental Health Advisor as a first point of contact if

appropriate, and consider implementing Stage 1 of the Procedure. This Fitness to Study Procedure has three stages depending on the perceived level of risk, the severity of the problem and the postgraduate student's engagement with efforts to respond to it. When a member of College raises concerns, the relevant member of College staff (usually the Graduate Tutor) has a duty to investigate and initiate this policy as part of their wider duty of care to College members.

Stage 1 - Informal Action by the College

Should preliminary action in terms of support and guidance be unsuccessful, the designated member of College staff should approach the postgraduate student and explain to them, in a supportive and understanding manner, that concerns about their fitness to study have emerged. This would ordinarily be the Graduate Tutor but might be a Tutorial Adviser, the College Nurse, or other member of the pastoral support team. Should the Graduate Tutor, Tutorial Adviser or other member of staff require advice or guidance on this they should contact the Senior Tutor.

The postgraduate student should be made aware of the precise nature of the behaviour that has caused these concerns to be raised. Normally the Graduate Tutor and the Tutorial Adviser involved in the initial discussion (see Section 2.1 - hereinafter the applicable Tutorial Adviser) will attempt to resolve the matter by informal discussions with the postgraduate student. The postgraduate student should be given the opportunity to explain their own views on the matter, and be encouraged to think about using one or more of the support services offered by the University. It may also be appropriate to look into the possibility of applying academic or other support arrangements to enable the postgraduate student to study effectively.

It is hoped that, in most cases, issues can be resolved at this level, and that the postgraduate student will respond positively, co-operating fully with the process and taking advantage of the support available. It may be necessary to obtain independent corroboration as to whether support offered is being taken up. The responsibility for providing this will lie with the postgraduate student.

A review period should be determined by agreement between the Graduate Tutor, the applicable Tutorial Adviser, the Director of Studies (if applicable) and the postgraduate student to allow the postgraduate student to consider their own behaviour and seek advice from the support services available.

At the end of this period a meeting should be held to discuss any steps taken by the postgraduate student to address the concerns. If the concerns have been addressed satisfactorily, this will be noted. Further meetings may be scheduled to continue to monitor the situation/progress and help ensure that continued support is provided to the postgraduate student to enable them to study effectively. If, however, the concerns have not been addressed, a further review period may be agreed, or the case will move to the next stage of the policy.

The informal discussions, advice and any undertakings made by the College or

University and/or the postgraduate student should be documented for the benefit of the College, the University and the postgraduate student, but should be kept confidential. Copies of documents are to be kept by the Graduate Office and the postgraduate student. A letter setting out what has been agreed should be given to the postgraduate student. At this stage the postgraduate student's Supervisor(s) and/or Course Director will not be informed of the problem, the process or the resolution.

If a postgraduate student is unable or unwilling to co-operate with the above process or modify their behaviour, they should be informed that more formal action under Stage 2 of this Procedure may be considered appropriate and that if this Stage of the Procedure is initiated then their Supervisor(s) and/or Course Director will be informed.

Stage 2 - Case Review Group

If the action taken under Stage 1 has not been successful, or it is felt that the case is too serious to be dealt with informally, Stage 2 of the procedure can be invoked.

A meeting of a Case Review Group shall be convened by the Senior Tutor, made up of the Senior Tutor, the Graduate Tutor and the applicable Tutorial Adviser and to include if relevant and appropriate: the Director of Studies, if applicable; the Course Director, if applicable; the College Nurse or another member of the College support staff. The postgraduate student may be accompanied to this meeting by a student or other friend or representative if they so wish. Representatives such as the University Mental Health Advisor or a member of the Disability Resource Centre may also attend for information and advice if felt appropriate by the Senior Tutor.

The Graduate Tutor will inform the principal Research Supervisor and/or the Course Director about the College's concerns and the nature of the case review, and will obtain, where it was felt appropriate, the written opinion of the principal Research Supervisor and/or the Course Director of the postgraduate student's progress and performance and any concerns that might relate to the case review.

In both the Stage 2 and Stage 3 processes the Graduate Tutor (or exceptionally the applicable Tutorial Adviser) should be the point of contact with the postgraduate student and should ensure that the Senior Tutor is kept informed of all communications. The Senior Tutor should be the main point of contact with all other agencies and individuals and should keep records of the whole process. The Senior Tutor should appoint a deputy if unavailable to act at any stage.

Before the meeting, a medical assessment may be sought from a qualified practitioner familiar with the Cambridge University system and the spectrum of postgraduate student difficulties or from the University Occupational Health Service. The postgraduate student will be encouraged to consent to this, as it will ultimately enable the College to address the postgraduate student's difficulties in the most effective manner possible and make an accurate assessment of risk. The medical assessment will be used to determine the following matters:

- the nature and extent of any medical condition from which the postgraduate student may be suffering;
- the postgraduate student's prognosis;
- the extent to which it may affect his/her fitness to study and manage the demands of postgraduate student life;
- any impact it may have or risk it may pose to others;
- whether any additional steps should be taken by the College, in light of the medical condition, to enable the postgraduate student to study effectively;
- whether the postgraduate student will be receiving any ongoing medical treatment or support.

The postgraduate student will be asked to authorise full disclosure to the College of the results of any medical examination. The College recognises that any such information disclosed will constitute "sensitive data" for the purposes of the Data Protection Act 1998 and will be handled, processed and stored accordingly. Should the postgraduate student refuse to undertake a medical examination, or disclose results, the College may continue this procedure based on the information already in its possession.

The postgraduate student will be given at least 7 working days' notice of the convening of a Case Review Group and informed of the purpose of the meeting. This period may be shortened in emergency situations on the advice of the Senior Tutor and the Graduate Tutor. The postgraduate student will also be provided with any documents that will be considered by the Group, and asked to provide any documentation they may wish the Group to consider, in good time for the meeting.

The postgraduate student may be accompanied at the meeting by a representative from the MCR or Cambridge University Students' Union, a fellow student, or other adviser. A support worker, if required may also accompany disabled students. The postgraduate student should notify the Senior Tutor at least 24 hours in advance of the meeting if they are to be accompanied and by whom.

The purpose of the meeting will be to ensure that:

- the postgraduate student is made fully aware of the nature of the concerns that have been raised;
- the postgraduate student's views are heard and taken account of and the best way to proceed is agreed upon;
- the postgraduate student is fully aware of the possible outcomes if difficulties remain.

The Case Review Group will order its proceedings at its own discretion and may call witnesses, including Student Services staff working with the postgraduate student, and institute enquiries to assist its deliberations.

The Case Review Group may decide:

(a) that no further action is required;

or (b) to formally monitor the postgraduate student's progress for a specified

period of time.

In this case an action plan will be agreed with the postgraduate student, outlining any steps which the postgraduate student will need to take and/or any support to be provided to the postgraduate student, to address the concerns identified.

Regular review meetings with the postgraduate student will need to be arranged with a nominated member of College staff, to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the postgraduate student to study effectively is being provided.

The postgraduate student will also need to be informed of the consequences of any breaches of the action plan, which will normally involve their fitness to study being considered under Stage 3 of this Procedure.

or (c) to recommend that special academic arrangements or support are put in place. Such recommendations should be agreed with the postgraduate student's Director of Studies (if relevant), the principal Research Supervisor and/or Course Director (as appropriate) and by the postgraduate student and approved by the relevant University authority. In cases where there is no Course Director for the programme of study being followed by the postgraduate student, the Graduate Tutor will take responsibility for ensuring that these recommendations are approved by the relevant University authority.

The postgraduate student will be informed that unless these arrangements remedy the concerns to the College's satisfaction, their fitness to study may be considered under Stage 3 of this Procedure.

or (d) with the consent of the postgraduate student, to agree that their studies be suspended for a period of time with appropriate application to the relevant University authority.

or (e) to refer the case to the appropriate senior member of the College, to be considered under Stage 3 of this Procedure.

This will only be appropriate in the most serious of cases, where, for example, evidence of a serious risk to either the health and safety of the postgraduate student or others has been identified, and it is thought that suspension, exclusion or expulsion of the postgraduate student from the College may be the appropriate course of action, or where a particular course of action has been recommended but the postgraduate student does not agree.

The decision of the Case Review Group, together with a concise record of the meeting, should be sent to the postgraduate student within 7 working days from the date of the meeting, and a copy kept on the postgraduate student's personal file. A copy of this documentation should be sent to the postgraduate student's Department and to their principal Research Supervisor, Course Director and Director of Studies (as appropriate).

Stage 3 - College Review Panel

This stage of the Procedure will only be implemented following a referral from a Stage 2 Case Review Group, or if in the opinion of the Senior Tutor (having consulted the Graduate Tutor and others as appropriate) initial concerns are raised which are sufficiently serious as to warrant the consideration of the postgraduate student's suspension, exclusion or expulsion (e.g. if they pose a potential threat to the health and safety of themselves or others, or a disruption to the working of the institution).

As a first step in this stage the Senior Tutor in consultation with the Graduate Tutor shall consider whether interim suspension of the postgraduate student pending further action is appropriate, including from College accommodation.

The Senior Tutor shall then convene a Review Panel, which shall be chaired by a senior member of the College (appointed by the College Council) with no previous involvement in the case. The Review Panel will normally comprise the Chair, the Senior Tutor, the Graduate Tutor, the applicable Tutorial Adviser and another senior member of the College, in addition to the Chair, who is not a member of the Fellows Panel and has had no previous connection with the postgraduate student.

The Chair will fix a date for a formal meeting of the College Review Panel to hear the case and invite the postgraduate student to attend to discuss the concerns and all relevant issues. A member of the College Tutorial Office staff will act as Secretary to the Panel.

Wherever possible the postgraduate student will be given at least 7 working days' notice of the meeting of the College Review Panel. The postgraduate student will be informed of the purpose of the hearing. The postgraduate student will also be provided with copies of any documents to be considered at the meeting, and asked to provide in good time for the meeting any documentation he/she may wish the Panel to consider. In serious cases the College may temporarily suspend a postgraduate student's membership of the College, including sending them out of residence, pending a meeting of the Review Panel. In such cases, the visa status of an international postgraduate student is then compromised and the University's International Student Team would need to be informed immediately.

The postgraduate student may be accompanied at the meeting by a representative from the Graduate Union or Cambridge University Students' Union, a fellow student or other adviser. Disabled students may also be accompanied by a support worker where required. The postgraduate student should notify the Senior Tutor at least 24 hours in advance of the meeting if they are to be accompanied and by whom.

The purpose of the meeting will be to consider the evidence available, including the postgraduate student's perception of these concerns and to reach an appropriate decision, action plan or other outcome. Written documentation will be requested from the postgraduate student's principal Research Supervisor and/or

Course Director (as appropriate) providing relevant evidence to the Panel.

The Review Panel will order its proceedings at its discretion and may call witnesses, including Student Services staff working with the student, in particular the University Mental Health Advisor, and institute enquiries to assist its deliberations, which may include requesting further medical assessments of the postgraduate student's fitness to study.

It will also consider any previous risk assessments.

The Chair of the Review Panel will ensure that all parties have access to all documents.

The decision it arrives at shall be confirmed by the Chair of the Review Panel having obtained a collective decision from members of the Panel.

The postgraduate student shall be notified in writing of the decision, with reasons, within 14 working days of the meeting of the College Review Panel. It is advisable that the decision is communicated in such a way that support is available to the postgraduate student at the time, preferably from the Senior Tutor, the Graduate Tutor, or the applicable Tutorial Adviser. The postgraduate student's principal Research Supervisor or Course Director or Director of Studies (as appropriate) and Department and the Board of Graduate Studies will be informed of the decision.

The decision may include one or more of the following:

- To formally monitor the postgraduate student's progress for a specified period of time. In this case the Review Panel will provide the postgraduate student with an agreed action plan, outlining any steps which the postgraduate student will need to take and/or any support to be provided to the postgraduate student to address the concerns identified.
- Regular review meetings with the postgraduate student will need to be arranged with a nominated member of staff (to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the postgraduate student to study effectively is being provided). The postgraduate student will also need to be informed of the consequences of any breaches of the action plan.
- That, following consultation with the relevant academic Department, and subject to the approval of the relevant University authority, special academic arrangements are put in place - or an interruption of studies is agreed. The postgraduate student will be informed of the consequences should these arrangements fail to remedy the concerns identified to the College's satisfaction.
- To recommend that the College exercises its statutory power to suspend or exclude the postgraduate student.
- Any other action considered to be appropriate and proportionate.

Any recommendation regarding suspension or exclusion from the College should be communicated by the Graduate Tutor to the University, the postgraduate student's principal Research Supervisor, Course Director and Director of Studies (as

appropriate), the Chair of the relevant Degree Committee, the University's International Student Team and to any support services who have been involved with the postgraduate student.

If a decision by the College would require alteration to a student's standing for an examination, the College should consult the Student Registry - Karen Morris (Karen.Morris@admin.cam.ac.uk) (for qualifications under the remit of the Applications Committee) or Kerri Gardiner (Kerri.Gardiner@admin.cam.ac.uk) (for qualifications which are the responsibility of the Board of Graduate Studies).

Return to Study

After a break in study, the postgraduate student may make a request to the College for permission to return into residence. This request should be made at the same time as the postgraduate student requests reinstatement on their course of study through the Board of Graduate Studies. This may involve reapplying for a student visa.

To this end, the Senior Tutor, in consultation with the Graduate Tutor and relevant organisations such as the University Counselling Service, the University Mental Health Advisor, the Disability Resource Centre etc., will identify the issues of concern that the College may have in respect of the postgraduate student's fitness to study.

In order to apply to return to study, the postgraduate student needs to arrange for a signed statement from an appropriate medical professional to be sent directly to the Graduate Tutor at the College and also to the relevant University authority indicating that he/she is now fit to manage the demands of returning to study at the University of Cambridge.

The postgraduate student will only be permitted to return if, after receiving medical advice, the College and relevant University authority are satisfied that the individual is fit to study and able to comply with any conditions imposed on their return.

In cases where the College has any continuing concerns about the individual's fitness to study, it may require a second medical opinion. In this case a postgraduate student may be asked to submit themselves for medical examinations by doctors/specialists, nominated by the College, at the College's expense to allow the situation to be properly evaluated.

In any case, where a postgraduate student returns to study following the implementation of the Fitness to Study Procedure, the College should hold an initial meeting with the postgraduate student to discuss what support measures need to be put into place for the postgraduate student's return and establish a return to study plan. This initial meeting should include the Senior Tutor, the Graduate Tutor, a Tutorial Adviser and, where relevant, the Director of Studies. At this meeting it may be decided that there should be regular review meetings with the postgraduate student that can be used to monitor and support a return to

study plan. If so, the postgraduate student must provide their continued cooperation in this respect and such review meetings may continue for part or all of their remaining time at College.

There should be a written record of what is agreed for the return to study plan and a copy given to the postgraduate student.

The Graduate Tutor should ensure that, where appropriate, a copy of the plan is sent to the relevant support agencies, who have agreed to help implement the plan, and that any necessary support from agencies external to the College is put in place. The principal Research Supervisor, Course Director and Director of Studies (as appropriate) need to be advised of the agreed plan.

The Graduate Tutor should make arrangements for monitoring that the support plan is being delivered and accepted.

Right of Appeal

If the postgraduate student is not satisfied with any decision made in accordance with the Fitness to Study Procedure, they should follow the College's Complaints Procedure within 14 days of the receipt of a letter outlining that decision, at any stage in the proceedings.

General Matters

The College will take account of any relevant legislation, such as the Data Protection Act, the Mental Health Act, the Human Rights Act, the Equality Act 2010 and the general rights and expectations of a postgraduate student of confidentiality. In cases where Stages 2 or 3 of the Fitness to Study Procedure have been invoked, the Chair will make a decision about whether the postgraduate student's emergency contact should be informed, and discuss with the postgraduate student whether any statutory services should be contacted.

The College acknowledges that as a result of implementing this Procedure it will receive personal sensitive data and data of a confidential nature pertaining to the postgraduate student and other third parties, and shall ensure that all such data is handled, processed and stored accordingly. The information held on record relating to the Fitness to Study Procedure will not be released to any third party other than as indicated in this document, without the express written permission of the postgraduate student.

Appendix

Crisis Situations

It is possible that a postgraduate student may pose such an extreme risk to themselves and/or others that they require emergency assistance outside these procedures.

In a situation where it is believed that a postgraduate student's behaviour presents an immediate risk to themselves or others, the Emergency Services should be contacted by dialling 999.

The College Porters' Lodge should be informed.

This should be followed up as soon as possible by notifying the Senior Tutor and the Graduate Tutor of the details of the incident and action taken.

The person witnessing the postgraduate student's behaviour should not leave the scene until they have briefed the Emergency Services, bearing in mind the primary necessity to ensure their own safety.

The Porters' Lodge will keep a record of the action taken by the Emergency Services and pass this on to the Senior Tutor and the Graduate Tutor. The Senior Tutor (or nominee) will ensure that contact is made at the appropriate level of detail with the postgraduate student, the Graduate Tutor and, as appropriate, the Tutorial Adviser involved, the Director of Studies, Course Director and principal Research Supervisor, and that suitable arrangements are made with regard to follow-up.

In the case of clinical medical and veterinary students, incidents should be reported by the Graduate Tutor to the Medical and Veterinary Progress Panel (Secretary: David Robinson, email: dr445@medschl.cam.ac.uk) for advice as to whether there might be Fitness to Practise issues to consider.