**FITNESS TO STUDY POLICY – V2.0**

**APPENDIX B**

**LEVEL 1 RESPONSE – LOCAL INTERVENTION**

**A level 1 response should be invoked if a student has come to staff’s attention and there is concern that a more formal response is required. This level of response involves staff members from the School meeting formally with the student to discuss their support needs.**

**The panel should include:**

* **Head of School**
* **Chairperson of Programme (Chair)**
* **Personal Tutor / Year Head (if relevant)**
* **Supervisor (if relevant)**
* **Student Support Officer from SS&D**
* Other relevant individuals in relation to the particular case as agreed by the Chairperson and Head of School

**Documentation is held by the Head of School in accordance with GDPR guidelines until such time as the student has graduated from the University.**