

STUDENT HEALTH ASSESSMENT AND LEAVE GUIDELINES

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These Guidelines assist staff to implement the Student Health Assessment and Leave Policy. The Guidelines can be used where there is concern that a student has a serious health condition which may adversely impact on their study, behaviour or on the academic, business or social activities of the University.

In accordance with the policy principles staff are required to:

1. Support students to manage their health condition
2. Protect the confidentiality of information about students
3. Observe the rights of students
4. Inform students of decisions that may affect them and provide opportunities to them to respond at all stages of the process.

The circumstances in which this policy may be applied will vary according to the individual student’s situation. There are no expectations that members of staff will make judgements about students’ health status. Further advice about the application of the Policy should be sought from the Executive Officer of the Early Intervention Group (EIG).

1. RESPONDING TO REPORTS ABOUT A STUDENT’S WELFARE OR BEHAVIOURS WHICH MAY BE THE RESULT OF A SERIOUS HEALTH CONDITION

Responsibility:

- a. Head of School or nominee

a) Reporting

Any member of staff (including affiliates of the University) who is concerned about the welfare or behaviour of a student may first discuss their concerns with the Head of School or nominee. Before the Head of School or nominee can respond, they must receive a written report. Should the person reporting the concern also have an identified role under this policy (e.g. relevant Head of School), the person should discuss their concerns with the Deputy Head or Postgraduate Coordinator, as appropriate, who would then take on responsibility for making enquiries.

In those instances where direct reports are made to the EIG, Heads of School will be contacted.

b) Head of School or nominee makes enquiries

Following receipt of a written report, the Head of School or nominee must as soon as practicable and within two (2) business days:

- i. Seek any further information from the person reporting their concerns.
- ii. Seek further information from other staff or from student support or other services, as required.
- iii. Check the Central Student Health Assessment and Leave Register.
- iv. Check with other relevant central registers (such as the Student Misconduct Register) and liaise with the relevant contact officer.
- v. Consult, as necessary, with the EIG
<http://www.adelaide.edu.au/student/behaviour/>.

The Head of School or nominee must consider whether the report requires further action. Where no further action is taken, the Head of School or nominee will inform the person making the report.

c) Head of School or nominee meets with the student

Having considered that the report requires further action, the Head of School or nominee must within three (3) business days request a meeting with the student (who may be accompanied by a support person) to further enquire about the grounds and circumstances of the report. The Head of School or nominee must provide the student with an opportunity to respond to the concerns and take that response into account before taking any further action. If the Head of School receives no response from the student within five (5) business days of the request being sent, the issue should be referred directly to the EIG.

d) Head of School or nominee considers all information

The Head of School or nominee must consider all the information provided, and the student's response, before formal referral to the EIG. This consideration should take into account the following options:

- i. No further action is required and the report does not need to be pursued or formally referred to the EIG. Both the student and the person making the report must be advised that no further action will be taken.
- ii. A referral to student support services (for example, the Disability Service or the Student Counselling Service).
- iii. The student intends to take a break from study by independently deferring or amending their enrolment. The student should be referred to Student Care, the International Student Centre or the Graduate Centre, as appropriate, for advice on matters such as retrospective withdrawal, and in the case of research students, Leave of Absence provisions. The student should also be advised if a period of leave might have an impact on the progress required to meet a professional qualification.
- iv. The assessment highlights serious behavioural, welfare or underlying health concerns which may:
 - a) Pose a risk to the student or other students or staff members, or
 - b) Result in repeated behaviour that adversely impacts on other students

The matter is then formally referred to the EIG for assessment and management (section 2).

- v. Serious conduct issues have been highlighted which may constitute misconduct under the Student Misconduct Rules. Referral to procedures under these rules should be considered.

- vi. An academic progress issue has been highlighted. Referral to the Unsatisfactory Academic Progress by Coursework Student Policy or, for research students, to the unsatisfactory academic progress procedures outlined in the Research Student Handbook.

2. INITIATE STUDENT HEALTH ASSESSMENT AND LEAVE PROCESS

Responsibility:

- a. Head of School or nominee

For formal referral to the EIG under section 1d (iv) of these Guidelines, the Head of School must contact the Executive Officer, EIG, or delegate. The Executive Officer or delegate should be provided with all relevant documentation, and will make appropriate arrangements in consultation with the Convenor, EIG, or delegate to administer the Student Health Assessment and Leave Policy.

3. ASSESS REFERRAL FOR STUDENT LEAVE DUE TO A SERIOUS HEALTH CONDITION

Responsibility:

- a. Convenor: EIG
- b. Executive Officer: EIG

EIG will assess the Student Health Assessment and Leave referral in accordance with the Policy and EIG Terms of Reference. Where the EIG does not endorse leave under the Student Health Assessment and Leave policy the referrer and student will be notified.

4. ENDORSE AND NOTIFY STUDENT OF LEAVE, INCLUDING CONDITIONS FOR RETURN TO STUDY

Responsibility:

- a. Convenor: EIG
- b. Relevant Executive Dean
- c. Executive Officer: EIG

a) EIG endorses leave

Where the EIG determines that leave is appropriate, the Convenor or delegate, in consultation with the relevant Executive Dean must prepare a notification to the student, outlining:

- i. A specified term of absence (reflecting an enrolment period or detailing catch-up provisions [if necessary]).
- ii. Date agreed for the recommencement of study.
- iii. Date agreed for confirmation of return from leave.
- iv. Confirmation of any amendments made by the University to enrolment status, including retrospective withdrawals from any courses, and remission or refund of paid tuition fees
- v. For international students, notification will be sent to the International Student Centre (for ESOS reporting purposes).
- vi. For higher degree by research students, notification will be sent to the Adelaide Graduate Centre.
- vii. Any return to study conditions following the leave.

b) Conditions for return to study

The EIG must communicate with the student and be satisfied that the student has had an opportunity to comment on the conditions that are required to be satisfied before the student can return to study.

EIG recommends that the notification be issued by relevant Executive Dean to the student in writing. A copy of the notification should be provided to the Head of School and in the case of international students the period of leave must be reported to the International Student Centre (re ESOS).

A record will be made on the Central Student Health Assessment and Leave Register, and the Executive Officer will ensure that the necessary University administrative measures have been taken (e.g. amendments to enrolment status, fee remissions or refunds).

5. STUDENT APPEAL OF HEALTH ASSESSMENT AND LEAVE NOTIFICATION

Responsibility:

- a. Student Policies and Appeals Officer

A student can appeal the determination using [Stage 3: Appeals, Student Grievance Resolution Process](#). The student's enrolment will continue during this process, but conditions may be imposed as deemed necessary by the EIG.

6. MANAGING STUDENT'S RETURN TO STUDY

Responsibility:

- a. Convenor: EIG
- b. Executive Officer: EIG

a) Arrangements for a student to return to study

Prior to the agreed date for the confirmation of return to study, the Executive Officer will advise the Convenor, EIG or delegate that written confirmation to the student of any agreements or undertakings is required (section 4.1).

b) EIG reviews conditions for return to study

The EIG must assess the conditions agreed for return to study taking into account conditions which should support the capacity for the student to safely recommence study.

c) Following assessment of the conditions, the EIG or delegate can:

- i. Notify the student of agreement to return to study.
- ii. Renegotiate the conditions for return to study with the student.
- iii. Refer to Student Misconduct tribunal where appropriate, in accordance with the Student Misconduct Rules.
- iv. Communicate with the student and be satisfied that the student has had an opportunity to comment on any renegotiated conditions set.

7. RECORD KEEPING

Responsibility:

- a. Executive Officer: EIG

The Executive Officer will ensure that all processes are appropriately documented in accordance with the [University Records Policy](#). The Executive Officer will also ensure that the Central Register of Student Health Assessment and Leave is accurate and up to date.

DEFINITIONS

Disability has the same meaning as in section 4(1) of the *Disability Discrimination Act 1992 (Cth)* and includes physical, psychological and psychiatric conditions and injuries and ongoing medical conditions or behaviour that is a symptom or manifestation of the disability.

Disruptive Behaviour is behaviour that endangers, harasses, threatens or causes emotional disturbance to a person or persons involved with the University (students, staff and any others engaged in activities conducted by the University). This includes behaviour that disrupts the

academic and general activities conducted by or on behalf of the University. The behaviour may constitute misconduct as defined in Chapter 3 of the University Statutes and in the Student Misconduct Rule.

Early Intervention Group (EIG) is a group convened by Student Services and Administration to co-ordinate timely interventions in the event of behavioural incidents involving students. Interventions may include referring a student to an appropriate health professional for assessment and advice on the application of involuntary leave.

Health Assessment is a formal written assessment made by a Registered Medical Practitioner for the purpose of this policy and intended to provide the Early Intervention Group with a professional assessment of any risks to the welfare and safety of any person.

Leave means leave of absence from the University taken by a student under the policy.

Period of leave will be for a duration proposed by a medical practitioner but for the purposes of this policy will not be less than seven (7) business days and not longer than 1 year. Students requiring extended leave should consider their enrolment status during the period of absence required.

Registered medical practitioner means a person registered with a professional body to provide a specialist medical or mental health service and/or opinion.

Return to study means the time when a student's active enrolment status will recommence in accordance with the policy.

Serious health condition includes a health condition, including mental health conditions or disability that adversely impacts on a student's capacity to successfully progress in a course of study or results in repeated behaviour that adversely impacts on other students or staff.

Show Cause Notifications are issued to students deemed to be at risk of Unsatisfactory Academic Progress (under the Unsatisfactory Academic Progress Policy).

Staff of the University means all academic and professional staff including contractors or titleholders of the University.

Student as defined in the University Statutes (Chapter 3, section 2.2)

The University includes the campuses, facilities, operations, resources, residences and services of the University of Adelaide.

Written communication required under this policy may include an email to the student's University email account and/or correspondence to the postal address listed on the student's University record.

Relevant University policies and procedures

Early Intervention Group <http://www.adelaide.edu.au/student/behaviour/members/>

Research Student Handbook <http://www.adelaide.edu.au/graduatecentre/handbook/>

Modified Arrangements for Coursework Assessment Policy

<http://www.adelaide.edu.au/policies/3303/>

Privacy Policy and Privacy Management Plan <http://www.adelaide.edu.au/policies/62/>

Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy

<http://www.adelaide.edu.au/policies/64/>

Student Misconduct Rules <http://www.adelaide.edu.au/policies/33/>

Student Grievance Resolution Process <http://www.adelaide.edu.au/student/grievance/>

University Records Policy <http://www.adelaide.edu.au/policies/606/>

Unsatisfactory Academic Progress by Coursework <http://www.adelaide.edu.au/policies/1803/>

Relevant University resources

Mental Health Awareness: Responding to Students (MHARTS)

http://www.adelaide.edu.au/counselling_centre/staff/mharts/

UniThrive <http://www.adelaide.edu.au/uni-thrive/>

Disability Service <http://www.adelaide.edu.au/disability/>

Counselling Service http://www.adelaide.edu.au/counselling_centre/

Student Care – Education and Welfare Officers <http://www.aau.org.au/>

Relevant legislation

[Disability Discrimination Act 1992 \(Cth\)](#)

[Equal Opportunity Act 1984 \(SA\)](#)

[Privacy Act 1988 \(Cth\)](#)

[Mental Health Act 2009 \(SA\)](#)