

WITHDRAWAL FOR NON-ENGAGEMENT WITH OCCUPATIONAL HEALTH

Health and Social Care students – professional requirements

1. All students on health and social care courses are required to engage with the Occupational Health Service in order to be medically cleared to attend placement.
2. The [Student Attendance and Engagement Policy](#) indicates in point 14 that Regulation 10 of the [Standard Assessment Regulations](#): withdrawal for non-engagement can be instigated if engagement is deemed to be unsatisfactory.
3. Students are initially contacted with a date for their first medical appointment with OH. If a student doesn't attend, they are given a rescheduled date.
4. Where students fail to attend two medical appointments with OH in order to be cleared for placement in a timely fashion, then the process of withdrawal for non-engagement can commence.
5. The Professional Issues Team in Student Policy and Compliance are responsible for facilitating the process.

Step 1 – Formal Warning

Send formal warning email to student and include opportunity to meet with SSA to discuss any issues - template email in Annex A.

Deadline date set for engagement/withdrawal to be actioned – 10 working days from date of email.

Record on notes section of Placement Clearance tracker.

Copy Course Leader, Level Lead and SSA into formal warning email to student.

If student contacts SSA following receipt of formal warning, SSA to inform Professional Issues Team of student circumstances preventing engagement with mandatory training. If student engages, WNE process stops.

Step 2 – Recommendation for withdrawal

Check whether student has been in contact with SSA since receiving the formal warning.

Send recommendation for withdrawal to Head of Department for approval – template form in Annex B.

HoD (or appropriate nominee who is impartial to the case) either approves or rejects the recommendation using checklist in Annex C.

Record on notes section of Placement Clearance tracker.

Step 3 – Withdrawal

Send approval of withdrawal to Academic Administration.

Withdrawal actioned on SITS.

Withdrawal confirmation email sent to student. Copy to Course Leader and Level Lead.

Annex A – Formal Warning template email

Subject: Concerns regarding your engagement: Formal Warning

Dear xxxx

I am contacting you about concerns regarding your engagement with the mandatory professional requirements of your course. The details of those concerns are set out below.

[insert details of unsatisfactory engagement here – include dates of emails sent to student (initial instruction and reminders)]

This email constitutes a formal warning in accordance with Regulation 10 of the [Standard Assessment Regulations](#).

Failure to engage in professional mandatory requirements of your course by [insert date], will mean that you are unable to attend placement and will therefore be withdrawn from your course.

Withdrawal from your course could mean:

- you will stop receiving grant/loan payments from your funding body and may be required to pay back funding already received;
- you may need to check your accommodation contract to understand your obligations and whether there is an early termination clause;
- you may not be permitted to re-join Sheffield Hallam University for a set period of time, on this course or any other;
- you may be restricted in the amount of student financial support available for you to continue on a University course;
- if you are an international student attending on a Tier 4 visa, the University will withdraw its sponsorship of your visa and you will be required to leave the UK.

If you are experiencing any unavoidable circumstances which are impacting on your ability to engage with this requirement, it is important that you arrange to meet with a [Student Support Adviser](#) as soon as possible and before the deadline date specified above to discuss these. The University is committed to supporting students and there are a number of options that we can discuss with you as to how we can help mitigate the impact of these circumstances on your ability to engage.

Should you wish, you can also receive free, confidential and impartial advice and support from the Students' Union Advice Service, telephone number 0114 225 4148 or email advicecentre@shu.ac.uk.

If there is anything within this email which you are unsure about, please do get in touch with me.

Yours sincerely

Cc Course Leader, Level Lead, Student Support Adviser

Annex B – recommendation to Head of Department

SHEFFIELD HALLAM UNIVERSITY

Student Report Form – Recommendation for withdrawal

Student Name:	
Student Number:	
Course Title:	
Level of Study:	

I am recommending the above student for withdrawal under Regulation 10 of the [Standard Assessment Regulations](#) 'Withdrawal for non-engagement'.

I have attached to this report form:

- Copy of email informing student of requirement to attend OH medical appointment.
- Copies of emails reminding student of requirement.
- Formal warning sent to student on [insert date].
- Copy of meeting notes from Student Support Adviser (if applicable).

I confirm that this process has been undertaken in accordance with the procedure outlined in Regulation 10 of the [Standard Assessment Regulations](#) 'Withdrawal for non-engagement'

Date:

Name:.....

Action taken by the Head of Department

Accept/ Reject recommendation (delete as applicable)

If recommendation is rejected, please state reasons and requested next steps below:

Annex C – checklist for Head of Department considering recommendation to withdraw a student

When you receive a recommendation to withdraw a student, the following should be considered before you deem a student to be withdrawn.

		Yes/No
1.	Do you have evidence of non-engagement with mandatory requirements for the course?	
2.	Have reasonable steps been taken to communicate with the student?	
3.	Do you have evidence that the student has been contacted asking if they have any personal circumstances to take into account?	
4.	Has the student been sent a Formal Warning email?	
5.	Has the student been given an opportunity to attend a meeting to discuss non-engagement?	
6.	If a meeting took place, do you have the notes of the meeting?	
7.	Has the student presented any extenuating circumstances to account for non-engagement?	
8.	Are you satisfied that due process has taken place and that the student should be deemed to be withdrawn?	

Annex D – withdrawal notification to student – template email

Subject: IMPORTANT: Withdrawal from the University

Dear xxxx

I have received a recommendation that you are withdrawn from your course due to your failure to engage with professional mandatory requirements of your course which means you are unable to attend placement.

A formal warning issued to you on [insert date] did make clear that failure to address this could lead to withdrawal from your course.

You have therefore been reported to me as Head of Department with the recommendation that you should be withdrawn from your course of study. I have considered your case in full and confirm that I have approved the withdrawal, in accordance with Regulation 10 of the [Standard Assessment Regulations](#).

This withdrawal means that you will no longer have access to any University facilities and should you have possession of any materials owned by the Learning Centre, please return these at the earliest opportunity. You should also return your Student ID card to Main Reception, Sheffield Hallam University, Howard Street, Sheffield, S1 1WB.

INSERT FOLLOWING PARAGRAPH FOR TIER 4 STUDENTS ONLY

In accordance with its requirements as a Tier 4 Sponsor, the University will report details of your withdrawal to UK Visas and Immigration (UKVI) and will cease to sponsor your visa. Your Tier 4 visa will now be subject to curtailment by UKVI, so you should make arrangements to leave the UK as soon as possible.

Please note that you have the right to appeal against this decision. The [Appeals Policy and Procedure](#) outlines the grounds upon which you can appeal. An appeal form AA1 must be submitted by email attachment to appealsandcomplaints@shu.ac.uk within 10 working days of the date of this letter. I would remind you that you can receive free and independent advice from the [Students' Union Advice Centre](#).

I am very sorry that it has been necessary to take this action.

Yours sincerely

Head of Department

cc Course Leader, Level Lead