

FITNESS TO STUDY PROCEDURE

Purpose

This procedure establishes the framework for supporting the wellbeing of students whose mental or physical health conditions may impact their fitness to study and/or their ability to engage safely and appropriately in classes, activities, and interactions within the Monash College environment, while also managing associated behavioural risks to ensure the safety and wellbeing of the broader College community.

Scope

This procedure applies to:

- All Monash College (the College) staff and students involved with fitness to study activities.
- International Partners who are required to comply with College policies under the Third-Party Arrangement between the College and Partners.
- Cases where a student's physical health, mental health, or psychological disorders impact their wellbeing and ability to study successfully, and when available support services are insufficient and not covered by other Monash College processes.

Fitness to study refers to a student's ability to participate in College programs safely, effectively, and without putting themselves or others at risk. It encompasses the student's physical and mental health and their capacity to meet the academic and behavioural expectations of the College environment.

This procedure defines and distinguishes conditional enrolment, suspension, and exclusion for safety reasons to be separate to other processes, such as Academic Progress Committees (APC).

Under this procedure, the College may refer matters to the University for consultation, advice, and/or final determination based on a student's enrolment status.

Procedure

1. Step 1: Identifying and reporting at-risk behaviour

The management of fitness to study cases follows a structured process:

- *Step 1: Identifying and reporting at-risk behaviour*
- *Step 2: Review and investigation of a report*
- *Step 3: Referral to Fitness to Study Advisory Group*

Ref	Process Steps	Responsibility
1.1	<p>Staff must report concerns about student fitness to study in the following circumstances:</p> <ul style="list-style-type: none"> • When a student's behaviour raises concern about their fitness to study that requires support beyond the available support services, this must be reported to the campus safety team. • Any health-related incident involving a student is documented in the Safety and Risk Analysis Hub (S.A.R.A.H). • When College staff or medical, psychological, or counselling service providers on College premises or premises connected with the College form an opinion (as described in section 1.2) regarding a student, they must report both the opinion and its grounds to the campus safety team as soon as possible. 	All staff
1.2	<p>When evaluating a student's condition or behaviour, the opinion is that:</p> <p>For individuals with confidentiality obligations (such as healthcare providers, counsellors, or other professionals bound by confidentiality):</p>	Relevant staff

Ref	Process Steps	Responsibility
	<ul style="list-style-type: none"> Determine if the student presents a serious risk to the health or safety of any person, including themselves; This requirement must be met before confidential information can be disclosed. <p>For other individuals (College staff without confidentiality obligations):</p> <ul style="list-style-type: none"> Determine if the student presents a serious risk to the health or safety of any person, including themselves, or to the College property. 	
1.3	Upon receiving a report, the campus safety team must notify the relevant <i>case coordinator</i> . All incidents must be reported to the case coordinator within 24 hours of when the reporting staff member first became aware of the situation.	Campus Safety Team

2. Emergency provisions

Ref	Process Steps	Responsibility
2.1	<p>Any significant and immediate risks to the health and safety of any member of the Monash College community, due to the student's mental and/or physical health, may result in emergency provisions and escalation to the Director, Student and Academic Services (or equivalent) or nominee.</p> <p>Director, Student and Academic Services is appointed by the Executive Director, Education to make an interim decision to suspend, exclude or refuse admission or enrolment. Where appropriate, the Director, Student and Academic Services may consult with the Executive Director, Education before an interim decision is made.</p>	Relevant staff (including Security Services) or Case Coordinator
2.2	<p>If the Director, Student and Academic Services believes it is reasonably necessary to make an interim decision (as specified in section 2.5) to protect the health or safety of any person (including the student concerned) or the College property, they have the authority to do so.</p> <p>For applicable cases, the Director, Student and Academic Services may consult with the University's Student Conduct and Complaints team for further consideration.</p>	Director, Student and Academic Services (or equivalent) or nominee in consultation with Security Services
2.3	<p>Before making an interim decision and if time permits, the Director, Student and Academic Services may take any or all of the following actions:</p> <ul style="list-style-type: none"> obtain a report on the student from a doctor, a psychologist, and/or the College counselling, security or campus safety team, as appropriate to the circumstances; consult with at least one senior member of the academic staff of the relevant program, such as Program Director (or equivalent) or nominee. This ensures that the decision is informed by academic input and considers the academic perspective regarding the student's situation or fitness to study; make enquiries and inform themselves in any manner that they think fit; invite the student concerned to attend a meeting. 	Director, Student and Academic Services (or equivalent) or nominee
2.4	If a student fails to comply with conditions imposed under sections 3 and 4 of this procedure, the Director, Student and Academic Services may make an interim decision as outlined in section 2.5.	Director, Student and Academic Services (or equivalent) or nominee

2.5	<p>Possible interim decisions:</p> <ul style="list-style-type: none"> ● In the case of a student: <ul style="list-style-type: none"> ○ temporarily suspend them, for a specified period, from pursuing any program or unit of study in the College; or ○ suspend them from the College; or ○ exclude them from the College. ● In the case of any other person, refuse to admit or readmit a person to a program or to enrol to or re-enrol a person in a unit of study or program on the College or a specified period or until the case coordinator otherwise determines; and ● In the case of a student or any other person, withdraw the permission for them to attend the whole of any part of the College precinct. 	Director, Student and Academic Services (or equivalent) or nominee
2.5.1	<p>If the student is (temporarily) suspended, excluded or refused enrolment or re-enrolment as outlined in section 2.5, the student remains a College student until a final decision is made by the Fitness to Study Advisory Group (refer to section 4 of the procedure). During this time, the student:</p> <ul style="list-style-type: none"> ● is prohibited from pursuing any program or unit of study; ● must not be present at Monash College premises (in whole or in part, as specified in the staff's direction); and ● must not engage in any academic and non-academic activities without written consent from the Director, Student and Academic Services (or equivalent) or nominee, including: <ul style="list-style-type: none"> ○ Attend any lecture, tutorial, or other classes; ○ Submit any work for assessment; ○ Gain any credit towards a program or unit of study. 	Students
2.6	<p>The Director, Student and Academic Services may, at any time, at their own initiative, at the direction of the Executive Director, Education following receipt of a notice, or on the application of the student, reconsider the interim decision and may:</p> <ul style="list-style-type: none"> ● vary or remove any term or condition of the interim decision or impose a new condition on the interim decision; ● affirm the interim decision; or ● revoke the interim decision. <p>The reconsideration may be triggered by various factors, including new information, a change in circumstances, or a review of the original decision's appropriateness.</p>	Director, Student and Academic Services (or equivalent) or nominee
2.7	<p>In reconsidering an interim decision under section 2.6, the Director, Student and Academic Services:</p> <ul style="list-style-type: none"> ● must consider whether the interim decision continues to be reasonably necessary to protect the health or safety of any person (including the student concerned) or the property of the College; ● must consider any submission made by the student on the matter; and ● may make enquiries and inform themselves in any manner that they think fit. 	Director, Student and Academic Services (or equivalent) or nominee
2.8	<p>An interim decision by the Director, Student and Academic Services under this procedure remains in force until it expires, is revoked or is replaced by the final decision of the Fitness to Study Advisory Group.</p>	Director, Student and Academic Services (or equivalent) or nominee
2.9	<p>An interim decision under this procedure may have effect with respect to all courses of study and units of study in the College.</p>	Director, Student and Academic Services (or equivalent) or nominee
2.10	<p>Monash College must send a written notice of the decision to the student within five working days of making an interim decision. The notice must include:</p> <ul style="list-style-type: none"> ● The decision and its rationale; ● A referral to the fitness advisory group to make a final determination; and/or 	Director, Student and Academic Services (or equivalent) or nominee

	<ul style="list-style-type: none"> A referral to a decision maker under the Student General Misconduct Procedure when alleged misconduct would be more appropriately addressed through that procedure. <p>Ensure a copy of the notice is provided to the Executive Director, Education.</p>	
2.11	If an incident is deemed serious behavioural in nature, the relevant team (i.e., Safer Community Unit, Counselling, or Student Welfare) must be notified. This team will be responsible for managing the response, including liaising with Security Services and/or emergency services as required. Refer to section 3 of this procedure for further details.	Director, Student and Academic Services (or equivalent) or nominee

3. Step 2: Review and investigation of the reports

Ref	Process Steps	Responsibility
Appointment of a Case Coordinator		
3.1	<p>Appoint at least one senior staff member as a case coordinator to support the implementation of this procedure.</p> <p>Where appropriate, the Executive Director, Education also has the authority to appoint a Case Coordinator.</p>	Director, Student and Academic Services (or equivalent) or nominee
Initial review and assessment		
3.2	Upon receiving a report or referral of potential fitness to study case, assess the case to determine its severity and identify any additional evidence needed. This may include attempts to make contact with the student within 24 hours of receiving the referral.	Case Coordinator (or equivalent) or nominee
3.3	<p>Identify any immediate risks associated with the student's behaviour to themselves and others, and take appropriate steps to address these risks. Actions may include:</p> <ul style="list-style-type: none"> pausing a student's participation in specified classes or professional placements; restricting participation in other College activities; and/or limiting the student's access to campus. <p>These measures remain in effect pending the outcome of the fitness to study process.</p> <p>Identify any immediate risks associated with the student's behaviour to the student and others and take appropriate steps to address the risk, which may involve pausing a student's participation in specified classes or professional placements, and other College activities, restricting the student's access to campus, pending the outcome of the fitness to study process.</p> <p>Any cases involving immediate risks to the health and safety of the concerned student and the College community will be escalated to the Director, Student and Academic Services (or equivalent) or delegate.</p> <p>Further details are specified in Section 2, Emergency Provisions of this procedure.</p>	Case Coordinator (or equivalent) or nominee
3.5	<p>Assessment criteria</p> <p>Consider the following when making the initial decision:</p> <ul style="list-style-type: none"> The nature, severity, specificity and duration of the risk; The presence of or any threat of violence or threats by the student to harm themselves or another person; Any previous relevant incidents involving the student; The personal circumstances of the student; and 	Case Coordinator (or equivalent) or nominee

	<ul style="list-style-type: none"> Any other circumstances or information that may impact the assessment. 	
3.4	<p>The initial decision may include:</p> <ul style="list-style-type: none"> dismissing the report based on insufficient evidence and taking no further action; referring to another College process (such as, Student General Misconduct, Student Academic Progress, or Student Complaints Procedures); investigating the report and either: <ul style="list-style-type: none"> making a determination whether to impose conditional enrolment; or referring to the Fitness to Study Advisory Group referring the report to another case coordinator for investigation and determination; referring directly to the Fitness to Study Advisory Group. 	Case Coordinator (or equivalent) or nominee
3.4.1	<p>The case coordinator must send written notice of the decision to the student within five working days of making the initial decision. The notice must include:</p> <ul style="list-style-type: none"> The decision and its rationale; Where applicable, any required information including: <ul style="list-style-type: none"> A description of the form of evidence required and the type of person to obtain the evidence from (e.g., a doctor specialising in a particular area or a psychologist or provider of a behavioural change program); Any requirement as to how recent the evidence must be; A statement of the issues to be addressed in the evidence; The date or dates by which the evidence must be provided to the College. A referral to the fitness advisory group to make a final determination; and/or A referral to a decision maker under the Student General Misconduct Procedure when alleged misconduct would be more appropriately addressed through that procedure. 	
3.5	Declare any conflict of interest and not be involved in any concurrent welfare services related to the case. Any case involving a conflict of interest must be assigned to a nominee of the Case Coordinator.	Case Coordinator (or equivalent) or nominee
Investigation		
3.6	Once the matter has been referred for investigation, the process may include interviewing the person who submitted the report, speaking with any witnesses and gathering additional evidence where appropriate. This could involve obtaining feedback from relevant teaching staff to understand any classroom behaviours or issues.	Case Coordinator (or equivalent) or nominee
3.7	Consider the student's perception of their mental or physical health, their ability to self-manage conditions (such as panic attacks or medication use), and their response to any steps taken by Monash College to manage the situation.	Case Coordinator (or equivalent) or nominee
3.8	Invite the student to present further relevant information, such as medical or other professional reports. All medical certificates or letters provided in support of a medical condition or a mental health condition must be issued by health professionals registered with AHPRA or registered with an equivalent regulatory body in international partner delivery sites, unless specified otherwise.	Case Coordinator (or equivalent) or nominee
3.9	Where appropriate, refer students to Safer Community Unit (SCU) for a forensic mental health and behavioural assessment. As part of this process, SCU may arrange a meeting with the student to discuss their situation and gather relevant information.	Monash University Safer Community Unit

	<p>Upon completion of the forensic assessment, SCU will:</p> <ul style="list-style-type: none"> • provide recommendations on necessary treatment, intermission options, or support services; • recommend return-to-study conditions, where appropriate; • facilitate students' safe and supported re-engagement with the College; • make evidence-based, reasonable, and defensible decisions regarding student engagement and risk management. 	
3.9.1	If the student refuses to meet with the SCU assessor, the College will consider this non-compliant with staff direction and College policies and procedures, according to the Student Code of Conduct and Student General Misconduct Procedure.	Case Coordinator (or equivalent) or nominee
3.10	<p>At the conclusion of an investigation, the Case Coordinator or nominee will:</p> <ul style="list-style-type: none"> • dismiss the report based on insufficient evidence and take no further action; or • refer to the Director, Student and Academic Services and relevant Program Director to impose conditions on the student's admission to a program, enrolment or re-enrolment in a unit or program; or • refer the report to the Fitness to Study Advisory Group if the student presents a serious risk, the matter is complex in nature, or the student fails to comply with a condition. Refer to section 4 for further details. 	Case Coordinator (or equivalent) or nominee
3.10.1	Before imposing conditional enrolment, the Director, Student and Academic Services may, where applicable, consult with the University's Student Conduct and Complaints team for further consideration.	Director, Student and Academic Services (or equivalent) or nominee
3.11	<p>Conditional Enrolment</p> <ul style="list-style-type: none"> • If the decision makers are reasonably satisfied that the student does not present a serious risk, they may allow the student to remain admitted to the program, or to enrol or re-enrol in a unit or program, with or without conditions. • If the decision makers determine that the student presents a risk to the health or safety of any person (including the student concerned), or the property of the College, any existing conditions on the student's admission, enrolment, or re-enrolment will remain in place unless varied or revoked (see Section 4). • Any conditions imposed under this procedure do not prevent the decision makers from exercising any other power they have with respect to admission, enrolment or re-enrolment. • The decision makers may vary or revoke a condition imposed on the student's admission, enrolment or re-enrolment. 	Director, Student and Academic Services and/or Program Director (or equivalent) or nominee
3.11.1	<p>Examples of conditional enrolment include but are not limited to:</p> <ul style="list-style-type: none"> • ongoing support by a qualified health professional and/or careful monitoring by a senior academic or program staff member; • providing behavioural guidance with an imposed review period. • placing the student on <i>mandatory leave</i> (leave of absence); • withdrawing the student from, or refusing approval for the student to attend placements, fieldwork, or other Monash College activities. 	Director, Student and Academic Services and/or Program Director (or equivalent) or nominee
3.12	Before referring to the Fitness to Study Advisory Group, consult with the Academic Processes and Policy, Learning Skills Advisor and Student Administration teams to obtain any information related to their study at the College.	Case Coordinator (or equivalent) or nominee
3.13	Where relevant, notify another area of the College about a pending or concluded investigation on a strictly need-to-know basis.	Case Coordinator (or equivalent) or nominee

3.14	Send written notice of the decision to the student within five working days of making the final decision. The notice must include: <ul style="list-style-type: none"> • The decision and its rationale; • A referral to the fitness advisory group to make a final determination; and/or • A referral to a decision maker under the Student General Misconduct Procedure when alleged misconduct would be more appropriately addressed through that procedure. 	Case Coordinator (or equivalent) or nominee
3.15	Where conditions imposed or maintained under this procedure have not met or required reports fail to comply with specified requirements specified by Director, Student and Academic Services and/or Program Director (or equivalent) or nominee, the case coordinator may escalate the matter to the Fitness to Study Advisory Group for final determination. Until the final decision is made, the Director, Student and Academic Services may make an interim decision as outlined in section 2.	Case Coordinator (or equivalent) or nominee

4. Step 3: Referral to Fitness to Study Advisory Group

The following matters must be referred to the Fitness to Study Advisory Group for final determination:

- Consideration of interim decisions;
- Assessment of cases involving serious risk or those that are complex in nature; and/or
- Non-compliance by a student with conditional enrolments imposed under this procedure.

Ref	Process Steps	Responsibility
4.1	Appoint a fitness advisory group of College staff with expertise in student health, equity and disability, wellbeing and support.	Director, Student and Academic Services or nominee
4.2	The group provides advice to College staff on reasonable adjustments to studies and appropriate ways for the College to respond to and support students.	Fitness to Study Advisory Group
4.3	A fitness advisory group must consist of the following members: <ul style="list-style-type: none"> • Chair: The Director, Student and Academic Services (or equivalent) or nominee; and • Academic Representative: A senior academic staff member from the relevant program, or for Fitness to Study Advisory Groups convened at an international partner location, an academic staff member based at that location. This may include: <ul style="list-style-type: none"> ○ English Language Programs: Senior Academic Program Manager or Program Leader (or equivalent) or nominee. ○ Foundation Program: Senior Academic Program Manager or Discipline Leader (or equivalent) or nominee. ○ Diploma Program: Senior Academic Program Manager or Team Leader (or equivalent) or nominee. • Support Service Representative: A staff member from the College's Counselling or Wellbeing teams. 	Fitness to Study Advisory Group
4.4	In any particular case, a fitness advisory group may include one or more additional members co-opted by the panel. The panel may at any time remove a co-opted member from the fitness advisory group.	Fitness to Study Advisory Group
4.5	A fitness advisory group must not include a member who, in the opinion of the officer responsible for the appointment of the fitness to advisory group, is affected by actual bias or a reasonable apprehension of bias.	Fitness to Study Advisory Group
Provision of an opportunity to respond		
4.6	Before a fitness advisory group makes a determination in respect of a person:	Fitness to Study Advisory Group

	<ul style="list-style-type: none"> It must provide the person with a reasonable opportunity to submit written evidence for consideration by the panel; and It may request the person to attend the Group meeting. <p>If the person attends the meeting with the fitness advisory group, the person must be accompanied and assisted by a member of staff or student of the College or by any other person approved by the panel. However, they cannot represent or advocate for the student, as their role is strictly to act as an observer.</p>	
4.7	<p>Role of a support person</p> <p>The support person must:</p> <ul style="list-style-type: none"> remain silent during the meeting, not communicate with the student, and not participate in the discussion. <p>If the support person engages in any activity beyond their role as a passive observer, the Committee has the authority to:</p> <ul style="list-style-type: none"> ask the support person to leave the meeting, or close the meeting and reschedule it for another day. 	Support person
Decision-making criteria		
4.8	<p>A fitness advisory group may:</p> <ul style="list-style-type: none"> make such inquiries and consult such persons as it thinks fit; and require persons with specific knowledge of the conduct or health of the person to report to, or consult with, it; and Where it is considered relevant, request the person to undergo one or more medical examinations or psychological assessments by a person or persons nominated by the chair. Any external referral to obtain a medical practitioner's opinion or advice may be at the student's own expense. 	Fitness to Study Advisory Group
4.8.1	Before making a determination, the Director, Student and Academic Services may, where applicable, consult with the University's Student Conduct and Complaints team for further consideration.	Chair of Fitness to Study Advisory Group
4.9	If the student refuses to agree with a request specified in section 4.8, this may be taken into account by the fitness advisory group in considering the case.	Fitness to Study Advisory Group
4.10	A member of staff of the College or a person who provides medical, psychological or counselling services on the premises of the College or on premises connected with the College must answer questions and provide information as required by the fitness advisory group.	Fitness to Study Advisory Group
4.11	<p>If a member of staff of the College or a medical professional as mentioned in section 4.10 is subject to confidentiality obligations, section 4.10 applies only:</p> <ul style="list-style-type: none"> If the staff or a medical professional had formed the opinion that the student concerned presents a serious and imminent risk to the health or safety of a person; and To questions and information concerning the student and that risk. 	Fitness to Study Advisory Group
Possible Outcomes		
4.12	<p>A fitness advisory group may make one or more of the following determinations:</p> <ul style="list-style-type: none"> Regarding interim arrangements: <ul style="list-style-type: none"> Vary or remove any condition of a decision made under the interim arrangement; Affirm a decision made under the interim arrangement, with or without varying the conditions; Remove a decision made under the interim arrangement with or without conditions. Regarding student enrolment status: 	Fitness to Study Advisory Group

	<ul style="list-style-type: none"> ○ Allow the student to continue to study, subject to review under specified conditions (refer to section 3.11), such as ongoing support by a qualified health professional and/or careful monitoring by a senior academic or program staff member. ○ Place the student on mandatory leave; ○ Suspend the student; ○ Recommend excluding a current student from the College, which requires approval from the relevant Program Director or nominee (or equivalent), and/or Executive Director, Education where appropriate. ● Regarding re-enrolment: <ul style="list-style-type: none"> ○ Set conditions for re-enrolment following suspensions or exclusions: ○ Require students to present evidence of having met these conditions before re-enrolment is permitted. ○ Refuse the re-enrolment request. <p>The Group may make its decision via circular resolution, as students have already had the opportunity to respond in writing or in person during the investigation process.</p>	
4.13	<p>Report outcomes of suspension or exclusions to:</p> <ul style="list-style-type: none"> ● Student Administration to place any relevant encumbrance on student re-enrolment; ● Academic Processes and Policy team to manage academic and related processes. 	Fitness to Study Advisory Group
4.15	<p>The fitness advisory group may inform any member of staff of the College of their decision and of relevant information in support of the decision if they consider it necessary to do so for the protection of the health or safety of any person or the property of the College.</p>	Fitness to Study Advisory Group
4.16	<p>If conditions are imposed or maintained under this procedure, the fitness advisory group may:</p> <ul style="list-style-type: none"> ● require the student to report to the case coordinator at interim specified timeframes on their compliance with the conditions; and ● If professional assistance is a condition, the student must make arrangements for the professional to provide regular reports to the case coordinator according to a specified schedule. 	Fitness to Study Advisory Group
4.17	<p>Where conditions imposed or maintained under section this procedure have not met or submitted reports fail to comply with specified requirements specified by the Fitness to Study Advisory Group, the matter will be escalated to the Fitness to Study Advisory Group, the relevant Program Director, and/or, where applicable, the Executive Director, Education or their nominee for a final determination. Until this final decision is made, the Director, Student and Academic Services may make an interim decision as outlined in section 2.</p>	Case Coordinator (or equivalent) or nominee Fitness to Study Advisory Group
4.19	<p>Within 7 working days after making a final decision, the case coordinator must:</p> <ul style="list-style-type: none"> ● send the written notice to the student via student email address; ● ensure the notice includes a statement of the decision and the reasons for it; and ● provide a copy of that notice to the relevant Program Director or nominee (or equivalent) and the chair of the fitness advisory group. ● notify another area of the College about the outcome on a strictly need-to-know basis. 	Fitness to Study Advisory Group
Officers that may act for Program Directors or Fitness to Study Advisory Group		

4.20	The Executive Director, Education may exercise all the functions, powers and duties of a Director, Student and Academic Services, Program Director or Fitness to Study Advisory Group under this procedure.	Executive Director, Education
Return-to-study conditions		
4.21	<p>Where a student is deemed <i>unfit to study</i>, they must provide a medical report issued by an AHPRA <i>registered health professional</i>, where appropriate, before requesting to re-enrol into their program.</p> <p>The report must confirm that the student is fit to study. This assessment must be submitted at least 21 calendar days prior to the intended return-to-study date.</p> <p>If the report is dated more than 40 calendar days prior to the return-to-study date, the student must also provide a new certificate issued no more than 14 calendar days prior to re-enrolment which confirms that they are fit to study.</p>	Students
4.22	Upon receipt of a student's return-to-study request and supporting documentation, notify the Director, Student and Academic Services (or equivalent) or nominee.	Student Administration
4.23	<p>The Fitness to Study Advisory Group will be reconvened to assess the application for return to study.</p> <p>Where possible, the Advisory Group will include the same members who participated in the original assessment as they are familiar with the case.</p> <p>Where appropriate, the Advisory Group may refer the matter to the Safer Community Unit (SCU) for a forensic mental health and behavioural assessment. As part of this process, SCU may arrange a meeting with the student to determine whether the return-to-study conditions have been met.</p> <p>Based on its assessment, the Fitness to Study Advisory Group may recommend one of the following:</p> <ul style="list-style-type: none"> • support the re-enrolment of the student. • support the re-enrolment with recommendations of additional conditions to be met by the student. • Recommend the student apply for an additional period of leave of absence. • refuse the student's re-enrolment request. 	Fitness to Study Advisory Group
4.23.1	The final decision on whether a student may re-enrol will be made by the Director, Student and Academic Services, the relevant Program Director, and/or the Executive Director, Education where applicable.	Director, Student and Academic Services and/or Program Director (or equivalent) or nominee
4.24	Notify the student and Student Administration team of the return-to-study request.	Director, Student and Academic Services

5. Effect of decision

Ref	Process Steps	Responsibility
5.1	If a decision maker appointed in the Student General Misconduct Procedure and Student Academic Integrity Procedure makes a decision that conflicts with a decision made under this procedure, the decision made within this procedure takes precedence.	Relevant staff
5.2	<p>If permitted by Health Privacy Principle 2 of the Health Records Act 2001 (which governs when health information can be shared), the College must notify either:</p> <ul style="list-style-type: none"> • An immediate family member of the person involved (as defined in the Act); or 	Case Coordinator or nominee (or equivalent)

	<ul style="list-style-type: none"> A registered health professional who is providing medical advice or treatment to the student. <p>Exceptions apply to students under the age of 18, outcomes must be communicated to their registered parent, guardian, or caregiver via the Guardianship Service or Welfare team.</p>	
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6. Appeals

Ref	Process Steps	Responsibility
6.1	Students who have received an outcome of the fitness to study process may appeal against the outcome applied to them.	Students
6.2	<p>Any student who is dissatisfied with the outcome of the fitness advisory group may lodge an appeal under any of the following circumstances (refer to the Student Complaint Policy and Procedure):</p> <ul style="list-style-type: none"> new or additional relevant information or evidence not previously available or considered at the time of the decision making; and/or procedural irregularity. <p>The appeal must be submitted within 20 working days from the date of the outcome letter.</p>	Students
6.3	<p>The student remains enrolled during the appeal period. They must adhere to conditions during this process, including applicable interim decisions.</p> <p>The student remains enrolled during the appeal period and must comply with any conditions in place, including applicable interim decisions.</p>	Students
6.4	A student does not have the right to appeal against the decision of the Director, Student & Academic Services held under emergency provisions as described in Section 2, Emergency Provisions.	Students

7. Annual report

Ref	Process Steps	Responsibility
7.1	Director, Student and Academic Services is responsible for operational affairs of the College and must annually provide a report to the Executive Director, Education on decisions made under this procedure.	Director, Student and Academic Services

Definitions

Case coordinator	U18 Guardianship, Student Welfare Teams, or a nominee of the Director, Student and Academic Services (or equivalent) may be appointed as Case Coordinators. Where appropriate, the Executive Director, Education also has the authority to appoint a Case Coordinator.
Fitness to Study Advisory Group	<p>A standing group of staff nominated by Monash College with experience in student health, disability, welfare or safety. The group provides advice to the case coordinator on reasonable adjustment to studies and appropriate ways for Monash College to respond to and support students with fitness to study issues.</p> <p>It will not make a diagnosis or provide advice on the management of a student's physical or mental health related condition.</p>
Mandatory leave	Approved leave of absence that has not been requested by the student and may include conditions that must be satisfied before the student can

	re-enrol in the program in which they were previously enrolled or in another program of study at Monash College.
Registered medical professional	A health practitioner registered to practice - registered with AHPRA. Monash College reserves the right to nominate an approved registered medical professional or Medical Centre on a case-by-case basis.
Unfit to study	<p>A student is assessed as being unable to continue in their studies for a deemed period of time due to concerns for the student's or others' wellbeing. A student may be unfit for study when one or more of the following applies:</p> <ul style="list-style-type: none"> • A student's behaviour poses a risk to their own health, safety and/or wellbeing. A student may be unfit for study when one or more of the following applies: <ul style="list-style-type: none"> ○ A student's behaviour poses a risk to their own health, safety and/or wellbeing and/or that of others. ○ The student is (or is at risk of) adversely affecting the teaching, learning and/or experience of other students. ○ The student is (or at risk of) adversely affecting the day-to-day activities of Monash College. ○ The student's health or behaviour prevents the student from successfully completing the course, unit or learning activity currently enrolled in or applied for; or ○ When Monash College receives information from an external service and on further investigation confirms that the student may be unfit for study.

Related Documents

Parent Policy	<i>Enrolment Policy</i>
Legislation and Standards	<u><i>Education Services for Overseas Students Act 2000 (Cth)</i></u> <u><i>Higher Education Standards Framework (Threshold Standards) 2021</i></u> <u><i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i></u>
Reference Policies, Procedures and Supporting Documentation	<i>Student Academic Integrity Procedure</i> <i>Student General Misconduct Procedure</i>

Version control and accountability table

Accountable Area	<i>Education</i>
Responsible Officer	<i>Executive Director, Education</i>
Review Date	<i>July 2028</i>
Approved by	
Senior Leadership Team (SLT) DATE 16 JULY 2025	
Endorsed by	

Executive Director, Education
 Director, Student and Academic Services

Version	Authored by	Brief Description of the changes	Approved by	Date Approved	Effective Date
2.0	Senior Consultant, Education Policy and Procedures	Revised procedure to maintain an up-to-date framework for supporting the wellbeing of students	Senior Leadership Team	16/07/2025	04/08/2025
1.4	Not specified	Minor amendment to the roles responsible.	Head of Student Services and Director, Governance	26/04/2022	Not specified
1.3	Not specified	The Fitness to Study Advisory group will convene and advise on return to study requests.	Director, Student Services and Director, Governance	28/07/2020	Not specified
1.2	Not specified	Change of title for Diploma Senior Team Leader to Head of Studies	Director, Student Services	15/05/2020	Not specified
1.1	Not specified	Legislation update	Director, Governance	11/12/2019	Not specified
1.0	Academic Governance Officer, Governance	New Procedure	Senior Leadership Team	01/03/2019	Not specified