



## WYCLIFFE HALL

### Student Welfare (Suspension of Study) Policy

#### Scope

For the purpose of these procedures, “student” includes any person studying on an undergraduate course of study supplied by or in connection with Wycliffe Hall, with the exception of students on the SCIO Visiting Student programme, who should follow procedures outlined in the SCIO Programme Handbook, including the regulations therein, Course materials or other course documentation as is from time to time issued.

#### Welfare

**Student Health:** All residential students are required to register with a local GP. In addition the College doctor, at present Dr Lawrence Leaver, is available for appointments at the Jericho Health Centre (429993).

**Student Wellbeing:** Every student shall have the right to access the pastoral support of a Fellowship Group Tutor. Both ordinands and independent students are assigned to a Fellowship Group, and we expect ordinands to participate fully in all Fellowship Group activities. Independent students have the right to participate in Group activities if they so choose, but whether they do so or not, they still have access to their FG Tutor. The Fellowship Group Tutor will normally be the first point of call for pastoral support and advice.

We recognise that there may be times when a student is unable or unwilling to look to their FG Tutor for support, and in these cases students are encouraged to approach any other tutor for support. In addition, the Hall has a series of external pastoral advisers whom a student may contact for advice and support. These are listed in the Handbook. Oxford University students may also self-refer to the counselling service if they choose. Durham students should contact their tutor or Jenni Williams if they would like a referral for formal counselling.

Other first sources of help and advice within college:

- Issues relating to harassment, equality and diversity, sexual violence or general welfare: Jenni Williams or Liz Hoare.
- Issues relating to disability: Katy Routh
- Issues relating to safeguarding: Jenni Williams

Helpful guidance for Oxford University students about welfare issues and other sources of support can be found at: [www.ox.ac.uk/students/welfare](http://www.ox.ac.uk/students/welfare).

#### Temporary Withdrawal From Study

A student may feel the need to withdraw from study for a period of time for various reasons. This policy details help and support available.

If a student is considering temporarily withdrawal from study, the natural first place of consultation is an informal and confidential discussion with their FG Tutor or Course Director. Support may include:

- providing advice to the student regarding emotional, physical or spiritual self-care;
- providing or directing the student to appropriate forms of support;
- referring the student to the College Doctor or the Counselling Services or Disability Services etc., as appropriate;

In this case, the student and the FG Tutor (or other pastoral supporter) will consider how best the student can be supported. In many cases, the FG tutor or other pastoral supporter will wish to seek advice from others: either members of the Hall community or external services.

If, following these discussions, the student feels they need to withdraw, they should consult the Senior Tutor and begin the process. As part of this, the Senior Tutor and FG tutor should explore what support needs to be in place to facilitate the student's return.

During the period of withdrawal the student shall normally be entitled to the following:

- Hall accommodation on site (for those for whom this is their only home) until the end of their accommodation or tenancy agreement of the academic year in which they suspended, provided they meet all the following requirements:
  - they have not been excluded from Hall premises; AND
  - their conduct is not deemed to be a threat to the well-being of other members of the Hall; AND
  - they meet financial requirements.
- Students who do not live on site are entitled to meals within Hall if they so choose, so long as the above conditions pertain.
- Access to an agreed level of pastoral support, provided
  - their FG Tutor or another member of staff is able and willing to offer support; AND
  - the FG tutor is confident they do not need professional help beyond the capability of the Hall's staff.
- Attendance at worship services within the conditions listed above for residence.
- Receiving support from and contact with the Disability Officer as appropriate.
- Access to the library.

N.B. Students would not normally be allowed to attend lectures, classes or fellowship groups.

When the student returns to study, they will meet with their FG Tutor to discuss ongoing support for their return.

<b>VERSION CONTROL</b>					
<b>Version Number</b>	<b>Policy Gatekeeper</b>	<b>Date of Approval</b>	<b>Committee</b>	<b>Date to Take Effect</b>	<b>Date of Next Review</b>
<b>V 1</b>	<b>JRW</b>	<b>14.02.18</b>	<b>Education</b>	<b>14.02.18</b>	<b>Trinity 2019</b>

It is the responsibility of the Gatekeeper of each policy to check annually whether there have been any legislative and/or University policy changes that are relevant to Wycliffe Hall.