Hull York Medical School

Support to Study Policy

Approval Process:	
Committee	Outcome/Date of approval
Education Committee	11 March 2026
Joint Senate Committee	22 April 2026
To be implemented from:	1 August 2026
Responsibility to update:	Director of Student Wellbeing

To obtain this Policy in an alternative format, please contact governance@hyms.ac.uk

fTerminology on Support to Study, Support for Study, and Fitness to Study

HYMS recognises the different terminology used in the sector: most UK universities use the term “Support to Study”, while some use “Support for Study”. There is a language shift from “Fitness to Study”, as it helps focus on enabling rather than determining eligibility and communicates a duty of care, reflecting the spirit of the Equality Act 2010 and the Public Sector Equality Duty. In considering alignment with our university, HYMS opted for “Support to Study”, as it is the most widely used terminology in the sector.

Definition of terms

Day	A calendar day unless stated otherwise.
Programme	All academic activities, and/or clinical placements or experiences undertaken by a student for the purpose of achieving the award of credits, a certificate, diploma or degree.
Student	Any student studying a Hull York Medical School programme.
Relevant university	Either the University of Hull or University of York, depending on the student’s registration
Two universities	The University of Hull and University of York. HYMS may liaise with the two universities on case-by-case basis in line with existing Data Sharing Agreement between the two universities

Abbreviations

CMG	Case Management Group
GMC	General Medical Council
HJSC	Hull York Medical School Joint Senate Committee
MB BS	Bachelor of Medicine, Bachelor of Surgery
SFTPC	Student Fitness to Practise Committee

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1. Introduction and scope

1.1. This Policy applies to all students studying at the Hull York Medical School (HYMS).

1.2. The aims of this Policy are to:

1.2.1. Set out the Medical School's adoptions of the policies of the University of Hull and the University of York.

1.2.2. Raise awareness of student wellbeing and support available.

1.2.3. Provide procedures and mechanisms for dealing with concerns regarding Support to Study.

1.3. This Policy should be read in conjunction with the following resources:

1.3.1. HYMS Student Support and Wellbeing

1.3.2. University of Hull Student Wellbeing and Inclusion

1.3.3. University of York Student Health and Wellbeing

2. Adoption of the University Policies

2.1. HYMS holds the principle of adopting or aligning our policies with our universities where possible. We therefore adopt the University policies as specified in this section.

2.2. In line with the two universities' policies, HYMS provides support to students (section 4) before referring a case to the two universities. When a referral happens, HYMS students will follow the relevant university policies and procedures depending on their university of registration:

2.2.1. For HYMS students registered with the University of Hull, they should follow the **University of Hull Support for Study Policy and Procedures.** The University of Hull Support for Study/Wellbeing Team is responsible for operating their Policy and providing HYMS advice under this HYMS Support to Study Policy.

2.2.2. For HYMS students registered with the University of York, they should follow the **University of York Support to Study Procedures.** The University of York Support to Study Team is responsible for operating their Policy and providing HYMS advice under this HYMS Support to Study Policy.

3. Reporting mechanism for and regarding HYMS students

3.1. All staff and students should report any student wellbeing matters using the appropriate means, including HYMS Expression of Concerns (EoC) Form.

3.2. HYMS EoC reports are reviewed by the Case Management Group (CMG). The Terms of Reference and Membership of CMG is set out in the HYMS Code of Practice on Academic Committees. The CMG operates in accordance with a set of Standard Operating Procedures (SOP).

3.3. Students can also self-refer themselves to the relevant university depending on their university of registration:

3.3.1. University of Hull Raise a Concern Form

3.3.2. University of York Support to Study/Attend Referral Form

3.4. The two universities will follow their internal procedures in processing any student self-referrals and sharing information with HYMS in accordance with the Standard Operating Procedures.

4. Support provided by HYMS before escalating concerns to the two Universities' Support for/to Study Teams

4.1. HYMS provides a range of support to students enabling them to continue engaging with their study while addressing their wellbeing needs.

4.2. The range of support listed above is provided by different sources including the HYMS Student Wellbeing Team, academic team, university support services, and services external to HYMS and the universities. For support resources provided by the University of Hull, University of York, and Hull York Medical School, please visit the Student Support and Wellbeing webpage.

4.3. The Case Management Group (CMG) is responsible for regularly reviewing the student's engagement with the support provided by HYMS.

4.4. The range of support includes (not an exhaustive list):

4.4.1. Student wellbeing meetings
4.4.2. Occupational Health (OH) Assessment
4.4.3. Health Passport
4.4.4. Liaison with or signposting to Academic Skills Teams at the two universities
4.4.5. Liaison with or signposting to Disability Services at the two universities
4.4.6. Liaison with or signposting to Mental Health Teams at the two universities
4.4.7. Signposting students to seek assessment for learning difficulties or neurodivergence
4.4.8. Educational supervision
4.4.9. Action planning to manage difficulties
4.4.10. Pastoral mentorship
4.4.11. Emergency Thesis Advisory Panel (TAP) for postgraduate research students
4.4.12. Discussions on academic options available to students, such as withdrawal of study or Leave of Absence.

5. Escalation of concerns to the two Universities' Support for/to Study Teams following support provided by HYMS

5.1. In cases where the support provided by HYMS has not made sufficient improvement to the student's wellbeing or their ability to engage with study in accordance with the SOP, the Case Management Group (CMG) will discuss the concerns and the support provided by HYMS with the HYMS Director of Student Wellbeing (or Deputy) and the two universities' Support for/to Study Teams depending on the student's university of registration. The purpose of the joint discussion is to enable the two universities to act swiftly to support students. It also delineates clear responsibility for all parties involved.

5.2. Following the joint discussion above, the CMG can escalate concerns to the two universities' Support for/to Study Teams for them to consider whether the formal university policy/procedures should be invoked. Informed by university expertise, the escalation is a joint decision between HYMS and the university where the student is registered.

5.3. The decision of escalating concerns to the two universities is made on a case-by-case basis. Risk assessments may be conducted. There will be information sharing between HYMS, the University of Hull and University of York regarding the student case.

5.4. Once HYMS has escalated a student case to the two universities, the case will be dealt with by the relevant university Support for/to Study Team external to HYMS. HYMS Governance Team will liaise with the two universities regarding information sharing and update of the University procedures. On a case-by-case basis, HYMS will discuss with the relevant university on the appropriate support for the student.

5.5. For self-referrals (section 3.2), the relevant university will share information with HYMS and discuss with HYMS to determine the appropriate next step on a case-by-case basis in accordance with this Policy. The discussion will involve proportionate triangulation of information as specified in the SOP.

6. Urgent escalation of concerns

6.1. The decision for urgent escalation of concerns should not be taken lightly. The purpose of urgent escalation of concerns is to enable the two universities and HYMS to act swiftly to support students. It also delineates clear responsibility for all parties involved.

6.2. If a HYMS EoC contains urgent and/or serious wellbeing concerns, the CMG should discuss the concerns with the HYMS Director of Student Wellbeing (or Deputy) in a timely manner in accordance with SOP and the relevant university depending on the student's university of registration.

6.3. Following the joint discussion above, the CMG can escalate concerns urgently to the two universities' Support for/to Study Teams for them to consider whether the formal university policy/procedures should be invoked. Informed by university expertise, the escalation is a joint decision between HYMS and the university where the student is registered.

6.4. The decision of urgent escalation of concerns to the two universities is made on a case-by-case basis. Risk assessments may be conducted. There will be information sharing between HYMS, the University of Hull and University of York regarding the student case.

6.5. Once HYMS has escalated a student case to the two universities, the case will be dealt with by the relevant university Support for/to Study Team external to HYMS. HYMS Governance Team will liaise with the two universities regarding information sharing and update of the University procedures.

6.6. For self-referrals (section 3.2 above), the relevant university will share information with HYMS and discuss with HYMS to determine the appropriate next step on a case-by-case basis in accordance with this Policy. The discussion will involve proportionate triangulation of information as specified in the SOP.

7. Interactions between HYMS Support to Study Policy and HYMS Code of Practice on Student Fitness to Practise (for students undertaking a programme with GMC accreditation)

7.1. In accordance with GMC Good Medical Practice, students undertaking a programme with GMC accreditation, for example the MB BS, should take care of their own health and wellbeing, seek help when needed, and recognise wellbeing matters that could impact their fitness to practise. The GMC emphasises that seeking support for health concerns is not a sign of weakness but a professional responsibility.

7.2. HYMS follows this Support to Study Policy when addressing concerns about student wellbeing. However, there may be circumstances when a student wellbeing concern cannot be addressed by the Support to Study Policy, for example, when a student refuses to engage with this Policy and the two universities decide not to invoke their Support to/for Study Policy. In this case, the CMG can refer the concern to the Student Fitness to Practise Committee (SFTPC) in accordance with HYMS Code of Practice on Student Fitness to Practise.

7.3. The CMG can also refer a concern to the Student Fitness to Practise Committee (SFTPC) in accordance with HYMS Code of Practice on Student Fitness to Practise if a student's absence threshold has reached a level requiring consideration of suspension. The absence threshold is set in a HYMS Standard Operating Procedure which is communicated to students.

7.4. In the student's interests, HYMS will normally avoid instigating parallel processes. If a concern has been escalated to the two universities' Support to/for Study Policy, HYMS will not normally commence Student Fitness to Practise process until after the university Support to/for Study process has been completed. However, on a case-by-case basis, in accordance with HYMS Code of Practice on Student Fitness to Practise and in liaison with the two universities, SFTPC has the power to declare a critical incident suspension and commence the fitness to practise process if required while the University Support to/for Study Policy might be ongoing.

8. Annual Review and Collaborative Working between HYMS and the two Universities

8.1. HYMS and the universities are committed to collaborative working to ensure that this Policy is effective and remains in the student's interest.

8.2. To ensure sharing of good practice and regular review of this Policy, HYMS will undertake an annual review of this Policy, SOP, and student case data with the two universities.

8.3. There is a Standard Operating Procedure (SOP) between HYMS and the two universities to operationalise this Policy.

8.4. The two universities will ensure that there is at least one HYMS representative on University Support to/for Study Panel.

9. Safeguarding

9.1. While the primary focus of this Policy is to support a student's academic progression and wellbeing, HYMS recognises its legal and ethical obligations to safeguard the welfare of all students, staff, and members of the public.

9.2. Information shared in this Policy is generally treated as confidential. However, where a safeguarding concern is identified, HYMS reserves the right to share necessary information with internal departments or external agencies (such as emergency services or social care) without the student's explicit consent, in accordance with the Data Protection Act and the General Data Protection Regulation (GDPR).

9.3. The Support to Study Policy is not an emergency response. In cases of immediate or life-threatening danger, students and staff should contact emergency services on 999/Local Number and University Security before initiating any formal stages of this policy.

9.4. HYMS will also observe the Safeguarding procedures of the two universities:

9.4.1. University of Hull Safeguarding Policy

9.4.2. University of York Safeguarding Process

10. Appeals and Complaints

10.1. For decisions made by HYMS under this Policy, students may submit complaint in accordance with HYMS Code of Practice on Investigation and Determination of Student Complaints.

10.2. For decisions made by the University of Hull or the University of York, students should follow the relevant University's process regarding appeals and complaints. Students can also seek advice from the relevant Student Unions.

11. Privacy, Confidentiality and Data Protection

11.1. There is a Data Sharing Agreement between HYMS, the University of Hull and the University of York regarding the sharing of student information. In processing any EoC, HYMS shares the information following relevant Standard Operating Procedures.

11.2. The relevant laws covering the processing of personal information are the General Data Protection Regulation 2018 and the Equality Act 2010.

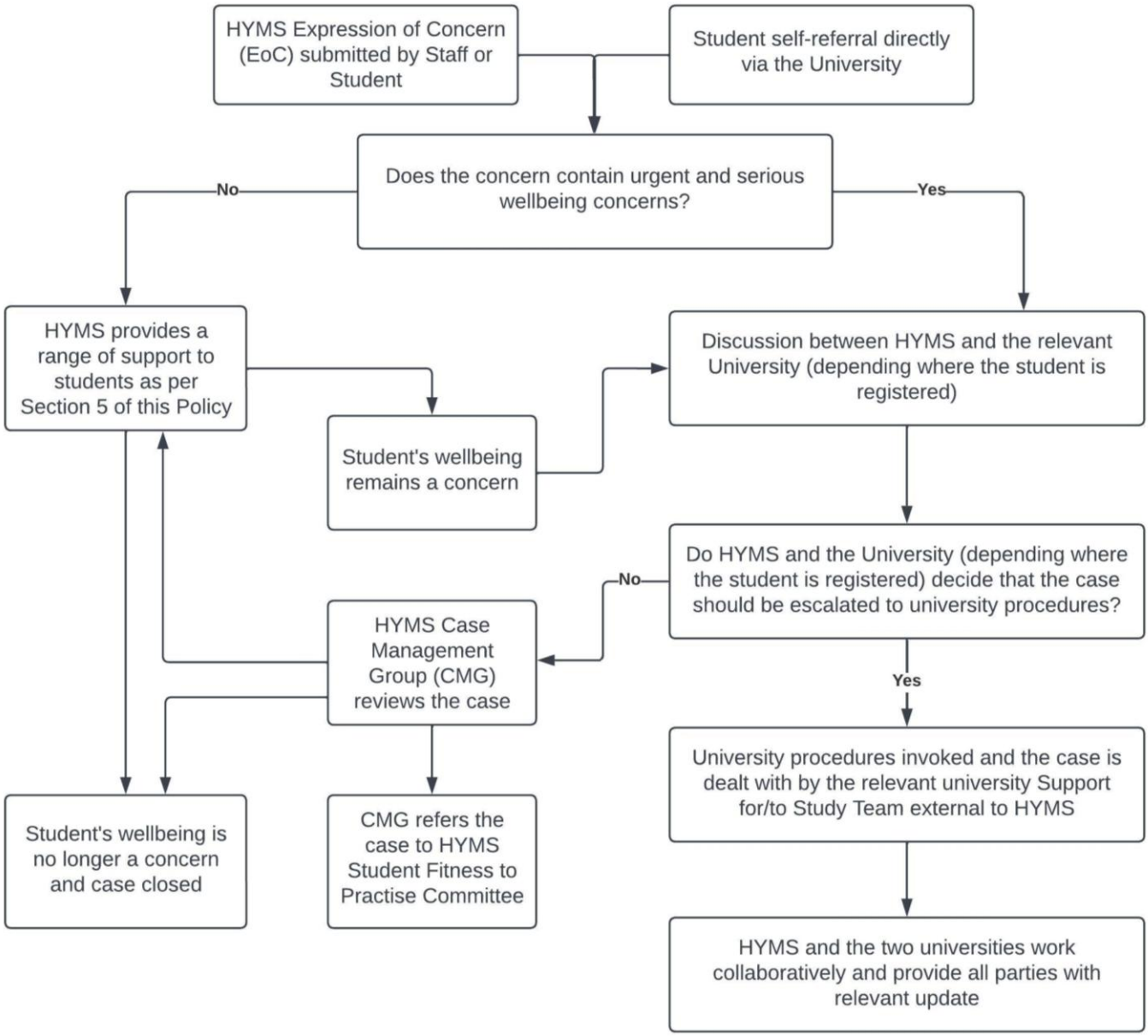
11.3. Records created under this Policy will be always kept securely. Decisions and a record of the outcome will be held as part of the student record and record of the relevant committee, but supporting case notes and other documentation generated as part of the process will normally only be held for six years from the student's completion of their foundation programme/programme of study.

11.4. Information created under this Policy will normally be treated as confidential. However, where it is necessary to discharge the processes and procedures of this Policy or the outcomes of its implementation or in the case of appeals, appropriate information may be disclosed to Hull York Medical School staff or members of the University of Hull or the University of York or the NHS. Additionally, in the interests of public safety, information pertinent to an individual's fitness to practise may be shared with training providers, employers or professional regulatory organisations.

11.5. Hull York Medical School, the Universities of Hull and York and any other relevant body (e.g. Foundation School) will only disclose confidential information relating to any student to members of staff who are directly involved in the administration and consideration of the concern, and as necessary to allow an open and fair investigation and for the outcome of the investigation to be reported appropriately. This is in order both to protect the privacy of the student and to protect members of staff from unsubstantiated public allegations.

11.6. Depending on the nature of the matter, the information gathered may include third party data, opinion and information which was provided in confidence. This information needs to be handled consistently and fairly and in accordance with common data protection principles, making it clear to all parties that the sharing of this information is agreed for the purposes of reaching an informed and fair decision.

Flow diagram illustrating the key process of HYMS Support to Study Policy



Equality Impact Assessment

HULL YORK MEDICAL SCHOOL

Equality Impact Assessment (EIA)

Full Assessment Form

Please refer to the HYMS Guidance on EIA before filling in this form. If you are not sure whether you need to carry out a full EIA, please complete the EIA Screening Form to help you decide. For the purpose of EIA, any reference to 'policy' refers to the full range of functions, strategies, activities and decisions for which HYMS is responsible. Please submit the completed form to the Governance Team (governance@hyms.ac.uk)

Name of proposer undertaking the EIA	Kit Fan
Job title	Governance Manager
Email address	Concealed

1. Name of policy
Hull York Medical School Support to Study Policy

2. Aims and purpose of the Policy (please use no more than 100 words)
This Policy applies to all Hull York Medical School (HYMS) students and aims to: • Set out the Medical School's adoption of the University of Hull and University of York support policies; • Raise awareness of student wellbeing and support available; and • Provide procedures and mechanisms for dealing with concerns regarding Support to Study. The Policy enables HYMS to provide informal support to students before referring cases to university-level processes, while maintaining collaborative working relationships with both universities' Wellbeing Teams to ensure appropriate student support and clear delineation of responsibilities.

3. Who will be affected by the policy? For example, students, staff, visitors.
Students

4. Involvement and Consultation
What involvement and consultation activity has been undertaken or is planned on this policy? Who have you consulted with? Please consider the potential impact on all groups of people, not just members of a specific team or group. Consultation with people from the protected groups will provide the best understanding of the potential impacts of the change. Please provide people with firm proposals

so that they can understand the potential impact/s and provide adequate time for consideration and response.
The Policy development involved colleagues from HYMS and both universities, including: Becky Dennison and Kelly Robson (University of Hull Student Services); Martin Crosby and Jenny Underhill (University of York Student Support); Sarah Burke and Sam Ellis (HYMS Student Wellbeing); Anna Hammond (MB BS Programme Director); Paul Crampton and Mark Wade (Postgraduate Programme Board Chairs); and Sarah Mahmood and Amber Lidster (Student Staff Committee Chairs). The Academic Cases Committee reviewed fitness to study approaches in May-July 2025, meeting with both universities' Wellbeing Teams. The Policy was endorsed by ACC on 7 July 2025.

5. Gathering data and evidence
What data and evidence did you use to assess the impact of the policy? Please state how you collected it and how you used it. If you used information collected outside of HYMS or the University, please state the source of the information.
The Academic Cases Committee (ACC) undertook a review of the HYMS Code of Practice on Fitness to Study in May-July 2025, learning from recent student cases and ongoing discussions with universities. An option appraisal paper was developed and considered by ACC, which evaluated different approaches for change. HYMS met with both universities' Wellbeing Teams as part of the review process to gather insights on existing university policies and procedures. The Universities' Support for/to Study policies (University of Hull Support for Study Policy and University of York Support to Study Procedures) were reviewed to inform policy alignment.

6. What are the potential or actual impacts of the policy or proposal when assessed against each of the following protected characteristics?							
Protected characteristics	**Positive impact**	**No impact**	**Negative impact**	**Detail of impact**	**How will you mitigate or remove any negative impacts and/or promote any positive impacts? Please provide justification if a negative impact cannot be removed.**	**Action owner**	**Timescale of mitigation or elimination of negative impact**
Age	X			The Policy provides clarity and consistent expectations that support all students' learning and wellbeing, particularly benefiting those with protected characteristics. Students with disabilities benefit from clear pathways to reasonable adjustments through university Disability Services and HYMS support (Health Passports, Occupational Health assessments). The Policy supports students experiencing pregnancy/maternity through flexible academic options and wellbeing meetings. Students of all ages, races, religions, genders, and sexual orientations benefit from equitable access to comprehensive support resources, collaborative care between HYMS and universities, and protection against discrimination. The Policy's emphasis on early intervention and pastoral support			
Disability	X						
Gender reassignment	X						
Marriage and civil partnership	X						
Pregnancy and maternity	X						
Race	X						
Religion or belief	X						
Sex	X						
Sexual orientation	X						

Other characteristics: please specify*	X			helps prevent escalation of concerns, promoting inclusive student success.			

*Other characteristics may include caring responsibilities, socio-economic background, or part time working

Please sign and retain a copy of the completed Screening Form for your records.

Signature	Kit Fan
Date	12 February 2025

Please submit the form to the Governance Team (governance@hyms.ac.uk)

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7. Consideration by Equality Diversity Inclusion Committee (EDIC)	
The Chair of EDIC may consider the EIA via Chair's Action or at a full meeting and may decide if input from the Equality Champions may be needed to consider the EIA.	
X	**No impact identified at this time** As a result of assessing the policy against the protected characteristics, no equality impact(s) have been identified.
	Continue the proposal without adjustments for adverse impact One or more adverse equality impacts have been identified. However, the proposal meets critical business need AND is an appropriate and proportionate means to achieve that aim.
	Continue the proposal making adjustments where required One or more equality impacts have been identified. Mitigating actions to address this will be taken.
	Stop the proposal because adverse impacts cannot be prevented or objectively justified One or more adverse impacts have been identified which cannot be objective justified and it is not possible to make adjustments to address the adverse impact it may be necessary to stop the proposal.

EDIC Comments (if necessary)	No comments
Name of EDIC Chair (or Deputy)	Anna Hammond
Signature of EDIC Chair (or Deputy)	AHammond
Date	22/2/26