



Guidance for Fitness to Study Procedures

Reference number : VUNI.100
Published date : 28/02/2025
Effective date : 28/02/2025
Applicable Department : VinUniversity Students

Version	Published Date	Effective Date	Approved by	Description of changes
1.0	28/02/2025	28/02/2025	Developed by: Head of SAM Reviewed by: Student Affairs Committee; Associate Vice Provost of Academic Administration. Approved by: Provost	First released

I. PURPOSE

VinUniversity is committed to fostering a supportive learning environment where all students can thrive academically and personally. This Fitness to Study (FtS) guideline provides a framework for identifying and supporting students whose health, well-being, or behavior may impact their ability to engage effectively in their studies or pose a risk to themselves or others. It ensures the effective, safe, and timely management of fitness-to-study concerns, safeguarding students, staff, and the university community.

II. SCOPE

This guideline applies to all students within the VinUniversity, including undergraduate and graduate students.

III. PROCEDURAL STATEMENTS

1. Indicators of Concern

A student's fitness to study may be reviewed if any of the following concerns arise:

- a) Persistent absence or disengagement from academic activities without valid reasons.
- b) Significant decline in academic performance due to health or well-being issues.
- c) Physical or mental health conditions that impact daily functioning and participation.
- d) Concerns raised by faculty, advisors, or peers regarding the student's well-being.
- e) Behavior that suggests the student may be a risk to themselves or others.

2. Assessment & Support Process

When concerns about a student's fitness to study are raised, the University will take the following steps:

Steps	Actions in Details
Initial Concern and Referral	<ul style="list-style-type: none">• Any faculty member, advisor, or university staff can refer a student for assessment. Students may self-refer.• The concern should be reported to the Student Affairs Management Office (SAM), the Office of University Registrar and relevant Colleges.• An informal meeting organized by SAM with the student may be needed.
Formal Case Review & Evaluation	<ul style="list-style-type: none">• A Fitness to Study Panel (comprising representatives from University leadership, Student Affairs, Registrar, Health & Well-being Services, Colleges representatives) will assess the student's situation.• The panel may request medical, psychological, or academic reports to inform their decision.• A meeting with the students and/or the family will be arranged to discuss their circumstances and potential support options.
Support & Reasonable Adjustments	Within 7 working days from the date of the meeting: Where appropriate, the University may implement one or more of the following support measures: <ul style="list-style-type: none">• Academic accommodation (e.g., extended deadlines, reduced course loads, temporary adjustments to the student's academic commitments) with the Office of University Registrar coordinating support for students• Counseling and mental health support with the Student Affairs

	Management Office coordinating support for students.
Decision & Action Plan	<p>Based on the assessment, the following decisions by a Fitness to Study Panel may be made:</p> <ul style="list-style-type: none"> a) Continuation with Support: The student remains enrolled with additional support and monitoring. b) Temporary Leave of Absence: The student is granted leave with specific conditions for return. c) Mandatory suspension of studies: The University may impose a mandatory suspension of studies if deemed necessary (e.g. severe mental health issues, substance abuse problems, serious behavioral concerns). d) Withdrawal or Suspension: In rare cases, if the student is unable to meet academic expectations despite reasonable support, withdrawal may be recommended. <p>The decision of a Panel is final and marks the completion of the procedure concerning fitness to study.</p>

3. Return to Study Procedures

For students taking a Leave of Absence, the process for returning to study includes:

- Submitting relevant medical or professional documentation confirming readiness to resume studies.
- A meeting with the Fitness to Study Panel to review support needs and establish a reintegration plan.
- Continuous monitoring and follow-up sessions to ensure a smooth transition. The College need to provide the specific study-related support for the student in returning to study.

4. Confidentiality & Student Rights

- All cases are handled with strict confidentiality and in compliance with university policies.
- Students have the right to be informed of the process and to provide input on decisions affecting them.
- Students may appeal decisions made under this policy through the university’s appeals process.

IV. RELATED DOCUMENTS AND FORMS

- [Procedure for Requesting a Leave of Absence, Withdrawal and Return from a Leave of Absence - VinUni Policy](#)