



## Guidance for Fitness to Study Procedures

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Applicable Department : VinUniversity Students

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Version	Published Date	Effective Date	Approved by	Description of changes
1.0	28/02/2025	28/02/2025	<b>Developed by:</b> Head of SAM <b>Reviewed by:</b> Student Affairs Committee; Associate Vice Provost of Academic Administration. <b>Approved by:</b> Provost	First released
2.0	29/05/2025	26/05/2025	<b>Developed by:</b> Head of SAM <b>Reviewed by:</b> Student Affairs Committee; Associate Vice Provost of Academic Administration <b>Approved by:</b> Provost	Updates on Assessment and Support Process

## I. PURPOSE

VinUniversity is committed to fostering a supportive learning environment where all students can thrive both 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 broader university community.

## II. SCOPE

This guideline applies to all students of VinUniversity, including both 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 health or well-being issues.
- e) Behavior suggesting the student may pose 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
<b>Initial Concern and Referral</b>	<ul style="list-style-type: none"><li>Any faculty member, advisor, or university staff may refer a student for assessment. Students may also self-refer.</li><li>Concerns should be reported to the <b>Student Affairs Management Office (SAM)</b>, the <b>Registrar</b> and the relevant Colleges of the University.</li><li>An informal meeting may be organized by SAM with the student.</li></ul>
<b>Formal Case Review &amp; Evaluation</b>	<ul style="list-style-type: none"><li>A <b>Fitness to Study Panel</b> (comprising representatives from the University leadership, Student Affairs, Registrar, Health &amp; Well-being Services, and College representatives) will assess the student's situation.</li><li>The panel may request medical, psychological, or academic reports to inform their decision.</li><li>A meeting with the students and/or their family will be arranged to discuss the circumstances and potential support options.</li></ul>
<b>Support &amp; Reasonable Adjustments</b>	<p>Within 7 working days from the date of the meeting: Where appropriate, the University may implement one or more of the following support measures:</p> <ul style="list-style-type: none"><li>Academic accommodation (e.g., extended deadlines, reduced course load, temporary adjustments to the student's academic commitments), coordinated by the <b>Registrar</b>.</li><li>Counseling and mental health support, coordinated by the <b>Student Affairs Management Office</b>.</li></ul>

<b>Decision &amp; Action Plan</b>	<p>Based on the assessment and for the lawful interest of the students, the Panel may decide one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Continuation with Support:</b> The student remains enrolled with additional support and monitoring.</li> <li>• <b>Temporary Leave of Absence:</b> The student is granted leave with specific conditions for return.</li> <li>• <b>Withdrawal:</b> In rare cases, if the student is unable to meet academic expectations despite reasonable support, voluntary withdrawal may be recommended for consideration by the student, or <b>the parent/legal guardian where appropriate.</b></li> </ul> <p>The decision of the Panel is final and marks the completion of the fitness to study procedure.</p>

### 3. Return to Study Procedures

For students who have taken Leave of Absence, the process for returning to study includes:

- Submitting relevant medical or professional documentation confirming readiness to resume studies satisfactory to the University.
- 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 will provide specific study-related support to facilitate the student's return to study.

### 4. Confidentiality & Student Rights

- All cases are handled with strict confidentiality and in compliance with the University's 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](#)