

Section 6: Programme-related
matters

Policy on and procedures for students returning from illness to the University of Reading Malaysia

[This policy should be considered in conjunction with the Policy on and procedures relating to student academic engagement and fitness to study available at http://www.reading.ac.uk/web/FILES/qualitysupport/academicengagement_fitnessstudy.pdf]

Introduction

1. The purpose of this document is to outline the appropriate procedures that staff and students should take when a student is returning to studies after a period of ill health
It is intended to help staff to understand the procedures so they can support students in managing their return.
2. There are times when it is not in the best interests of a student, or the University and its community, to allow a student to continue studying including attending teaching events such as lectures and tutorials, because they are not fit to do so.
3. Students who have been provided a medical certificate, have been deemed by a doctor that they are not fit to study. Students who have a valid medical certificate should not return to studying until the date specified in the certificate. The University of Reading Malaysia assumes a duty of care for students and therefore will not allow students to study on the premises with a valid medical certificate exempting them from work and study.
4. If students continue to study while holding a medical certificate that states they should not be at work or studying, then they may risk exposure of illness to other students and/or may prolong their recovery. Students will not be penalised for being unwell and should take the time to fully recuperate before returning to the University.

Return to Studies

5. Where a student has been given a medical certificate exempting them from study, the student should submit the medical certificate to Student Services Malaysia upon their return to study and inform their personal tutor that they have returned from illness.
6. If students have missed an assessment or substantial study time, then they should submit an *Extenuating Circumstances Form* along with their medical certificate to Student Services Malaysia on their return.
7. Where there is a concern regarding the student's fitness to study, the University reserves the right to seek a second opinion from an appropriate specialist. Reasonable costs of this are to be borne by the student.