IMPLEMENTING FIT TO STUDY MEETING

Prepared by:	Approved by:
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Date : 2/7/2025	Date : 2/7/2025

1.0 OBJECTIVE

The objectives of the Standard Operating Procedure are as followings:

1) To provide guidelines for the Kulliyyah in commencing Fit to Study meeting.
2) To facilitate the Kulliyyah responsibility in deciding the status for the students with mental health conditions.
3) To act as a uniform procedure for the process of commencing Fit to Study meeting for all Kulliyyah.

2.0 SCOPE

The scope of this process will cover all IIUM students (foundation, undergraduate and postgraduate).

3.0 ACCOUNTABILITY

Responsibility	Detailed Procedure
3.1) DDSDCE	3.1.1) Received a case from K/C/D/I/O/M. 3.1.2) Determine necessity of the case to be brought to the FSC. 3.1.3) Call the members of the FSC for a meeting.
3.2) Kulliyyah/CSP/IPCC/ OSeM/the Student	3.2.1) Kulliyyah provides necessary/supporting documents.
3.3) Dean/FSC	3.3.1) Commencement of the meeting.
3.4) Kulliyyah	3.4.1) Notify decision of the FSC to the student.
3.5) Student	3.5.1) Take necessary action.
3.6) Kulliyyah	3.6.1) Follow up the progress of student.

4.0 ABBREVIATION (If any)

4.1	CSP	:	Counselling Services Providers Gombak: Counselling and Career Services Centre (CCSC) Kuantan: Counselling and Career Services Department (CCSD) Pagoh and Gambang: Counselling and Career Services Unit (CCSU)
4.2	COP	:	Change of Program
4.3	DDSDCE	:	Deputy Dean, Student Development and Community Engagement

4.4	DRSDCE	:	Deputy Rector, Student Development and Community Engagement
4.5	FSC	:	Fit to Study Committee
4.6	IPCC	:	IIUM Primary Care Clinics
4.7	K/C/D/I/O/M	:	Kulliyyah/Centre/Division/Institute/Office/Mahallah
4.8	LOA	:	Leave of Absence
4.9	OSeM	:	Office of Security Management
4.10	SOP	:	Standard Operating Procedure

5.0 REFERENCE

5.1 IIUM Mental Health Policy 2021

5.2 IIUM Disability Inclusion Policy 2018

5.3 Psychiatric and Mental Health Services Operational Policy, Ministry of Health 2011

5.4 The Student Academic Performance Evaluation (Undergraduate) Regulations (SAPER), IIUM 2021

6.0 PROCESS FLOW

Responsibility	Flowchart	Remarks
	Start	
DDSDCE	Kulliyyah received a case from K/C/D/I/O/M	Note: FSC will be commenced whenever Kulliyyah requires professional inputs from mental health practitioners or any matters with regards to legal, admissions, accommodations and welfare related policies.
DDSDCE	Kulliyyah will determine the necessity of the case to be brought to the FSC	For students with mental health conditions and exceeding the eligibility for a leave of absence (2 semesters).
	Decision: No / Yes	Within 2 weeks after receiving the report.
DDSDCE	No: Solved at Kulliyyah level → End	
	Yes: Kulliyyah calls the members of the FSC for a meeting	
Kulliyyah / CCSC / IPCC / OSeM / the Student	Kulliyyah provides necessary/supporting documents	Supporting documents: • Academic transcript • Diagnosis / medical report • Hospital / Clinic appointment card • Any reports from CCSC / IPCC / OSeM
Dean	Commencement of the meeting	Chaired by the Dean of Kulliyyah
FSC	Decision: No / Yes	
	No: No special assistance	
DDSDCE	Kulliyyah notify decision of the FSC to all FSC permanent members as well as ODRSDCE and CCSC → End	
	Yes: Special assistance granted	Special assistance may cover: a) LOA b) COP c) Reduce academic workload d) Special exam e) Special Mahallah arrangement f) Special referral to specialist g) Others

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Kulliyyah	Kulliyyah notify decision of the FSC to the student	Official documents on the decision of the FSC need to be forwarded to Mahallah and CSP.
Student	The student will be given involuntary study leave or any relevant assistance	
	The student takes necessary actions	The student requires to take actions based on decision made by the FSC which include: a) Undergo psychiatrist assessment and treatment b) Attending psychotherapy interventions by Clinical Psychologist / Counsellors (if necessary).
Kulliyyah	Kulliyyah follow up the progress of student before resuming the new semester	Students need to prepare supporting documents: a) Appointment card with professionals b) Report from hospital c) Supporting letter from CCSC (if necessary)
	Decision: Fit → Fit student will resume the study → End; Unfit	

Fit to Study Committees

1. Dean - Chairman
2. Deputy Dean, Student Development and Community Engagement
3. Deputy Dean, Academic and Internationalisation
4. Office of Security Management
5. IIUM Primary Care Clinic
6. Psychiatrist (from Kulliyyah of Medicine or Sultan Ahmad Shah Medical Centre)
7. Counselling Services Provider (CCSC/CCSD/CCSU)
8. Mahallah
9. Academic Management and Admission Division
10. Office of the Legal Adviser
11. Disability Services Unit