

# **Student Guide:** **Support for Continuing Studies**

**September 2025**



## **What is this guide for?**

This guide outlines the support available if you experience challenges which impact on your studies, such as physical health or mental health and wellbeing issues.

The aim is to provide early intervention and practical support to help you succeed throughout your education

## **Who is this for?**

This policy is for all students, full-time or part-time, who are facing personal challenges, including mental or physical health conditions, that may be affecting their studies or general experience at UCEN Manchester.

## **Why is this important?**

UCEN Manchester is committed to creating a safe, inclusive and supportive learning environment. This policy ensures that students receive the right help at the right time and all concerns are addressed effectively and empathetically.



**SUPPORT**

## What does the process look like?

### There are three main stages:

1. Initial Case Review– If someone is concerned about you, you'll be invited to a meeting to talk about what's going on and how we can help
2. Support for Continuing Studies Panel – If extra support is needed or concerns continue, a panel will work with you to make a personalised support plan
3. Final Review – If issues remain unresolved, a final decision will be made about how best to support you moving forward

## What support is available?

You may be offered:

- Future U Student Support Services
- help with reasonable adjustments such as assistive technology
- referrals to external services like your GP or counselling
- a personalised support plan
- bespoke timetable
- break in Study

## Do I have to do this alone?

No. You can bring someone with you to any meeting — this could be a family member, friend or member of UCEN Manchester.

You can also speak to our Disability Officer for extra support.

## How will I be kept informed?

You will always receive written communication about any meetings or decisions. These will be emailed to your student email account. It's important you respond in a timely manner and fully engage in this process - it's there to help ensure you stay on track with your studies.

You'll be involved in each step of the process.

## Can I appeal a decision?

Yes. If a final decision is made that you don't agree with, you can appeal in writing to the Vice Dean within 10 working days.

You may also attend the appeal meeting and bring someone with you for support.

## Returning to Study

If you take a Break in Study, we'll work with you to make sure you feel ready and supported when you return.

You'll be guided through this re-entry process so you're not doing it alone.



## Where can I get help?

- Talk to your Personal Tutor or Programme Leader
- Contact the Future U Student Support team
- Speak to the Disability Officer if you have specific access needs
- Reach out to the Students' Union for advice.