

BPF Support for Study Policy

This policy replaces the bpf's Student in difficulty Policy.

Purpose

The bpf are committed to providing excellence in teaching and a positive learning experience for all our students.

Whilst we expect our students to be able to cope with normal life events, to manage their workloads and to expect a level of pressure around assessment, there may occasionally be concerns that a student's mental or physical health significantly affects the student's ability to participate fully and effectively in their programme of study or life in general.

This Support for study policy sets out our procedure for when a student, or a member of staff, uses the support for study process because there are concerns about a student's ability to study or engage in normal day to day activities.

Scope

The Support for study Policy (henceforth known as 'Policy') applies to all students (who may otherwise be known as a 'trainee') who have registered and enrolled in a programme of study with the bpf. This includes students who are undertaking a formal qualification, an infant observation as well as those who are completing programmes of continuous professional development.

Students are expected to:

- commit to the highest standards of professional development, personal integrity, ethical behaviour and relational sensitivity
- recognise that psychoanalytic, psychodynamic and Jungian training demands rigorous self-reflection, respectful therapeutic presence, accountable practice, and a commitment to the welfare of the patient.

Personal development is at the core of our training, and this can be an emotional and unpredictable path. Psychoanalytic, psychodynamic and Jungian approaches hold the unconscious at the centre of our work, and psychoanalytic training allows for reflection on our own unconscious responses to

work, relationships and the world around us. [The Analytical and Ethical stance of a bpf trainee](#) sets out the values, behaviours and obligations we expect students to undertake during your training.

Our support for study process assesses whether a student needs additional support to continue with their studies or may need to take a break in studies. This policy may be used alongside the [bpf's Additional Considerations Policy and Fitness to Practice Policy](#).

Who can use the Support for study process

Students who are registered on a programme of study at the bpf can make a request for support for study. This may be because they are:

- experiencing a pattern of ill-health or prolonged ill-health;
- affected by a sudden and serious life event, such as the death of a family member, or being a victim of a crime; and

these occurrences or circumstances are having a significant impact on their ability to engage in their programme of study or normal day-to-day activities. It may be appropriate for the bpf to offer additional support to the student to continue with their studies, or require the student to take a break in studies until such time as the student is able to sufficiently return to their programme of study.

Staff, including the Director of Training or Chair of the Training Committee for the student's programme of study, as well as, for example, the student's personal tutor, seminar leader, Clinical Services or the bpf's Learning Support Co-ordinator may also submit a request.

Declared disabilities or long-term health conditions.

A student who has a declared disability or a long-term health condition for which the bpf have put in place additional learning support arrangements, may submit a request for support for study. This may be because:

- they have experienced a flare-up or deterioration in their condition meaning that the adjustments were no longer sufficient for their needs
- the student experienced circumstances that were unrelated to their disability and which had a significant impact on their ability to study or engage in normal day-to-day activities.

Support for study procedure

When considering a request for support for study, the bpf will make a judgement about whether:

- something significant has happened to a student;
- what impact that is likely to have on their ability to engage in their programme of study and normal day-to-day activities;
- consider what type of support would be appropriate.

This consideration is not an academic judgement and an appeal against an academic outcome should be made under our Academic Appeals Policy.

Timeline

Requests may be time sensitive (in-the-moment) or may be because of a cumulation of events that have had a progressive and significant impact on a student's mental or physical wellbeing. All requests for support for study should be submitted without any undue delay.

We will review the request within 14 calendar days. The review of a request may be delayed, for example, if the student is unable to participate in the process or is unable to submit the required evidence, or if the bpf is closed, such as during the Christmas and New Year period.

[Appendix A](#) sets out the request for support for study timeline and process.

Evidence

We may require supporting evidence, such as a doctor's letter, crime reference letter or other evidence that is appropriate to the student's request.

Process

Step 1: Early resolution

Students should contact their Director of Training or Chair of Training Committee (or nominee) to informally discuss their support for study requirements. They will work with the student to develop a support plan and understand that each support plan will be individual to the student.

The support plan will consider:

- The student's needs and any reasonable adjustments, support and options available to help them make informed decisions and agree next steps.
- Assess whether the college can support the student to resume their studies or continue to participate in their programme of study. Particular consideration will be given to whether the student is engaged in other activities as part of their programme of study which are beyond the teaching space and may form part of the programmes requirements, such as an infant observation, clinical practice, personal therapy, supervision and/or professional placement.

Whilst decisions will be made in the best interests of the student, it is important that the ethical considerations for training patients who are under the care of the student are taken into consideration when developing the support plan.

If a member of staff raises a support for study concern about a student, the Director of Training or Chair of Training Committee (or nominee) will contact the student and follow the early resolution process.

Outcome

After completion of the early resolution, the support plan will be shared with the student setting out the outcome, including the reasons for the decision and any next steps.

Step 2: Support for study assessment panel

A support for study assessment panel will be held when:

- the student does not want to engage in the early resolution process
- the early resolution process has been attempted, however the student does not agree with the outcome
- the support for study request is complex and requires a more detailed consideration. This may include when there are ongoing concerns and when students are engaged in other activities as part of their programme of study which are beyond the teaching space and may form part of the programmes requirements, such as an infant observation, clinical practice, personal therapy, supervision and/or professional placement.

The support for study assessment panel will be held within 14 days of receiving the request. Requests that are time sensitive will be prioritised.

Members of the support for study assessment panel may include, but not be limited to:

- Director of Training or Chair of Training Committee for the programme(s) of study
- Learning Support Coordinator
- Operations Manager
- People & Programmes Manager
- Director of Clinical Services
- a member of the bpf Senior Management Team.

The student will be invited to attend the panel meeting. Prior to the meeting, we will provide the student with information about what to expect and let the student know who will attend the panel, which may include anyone who has been invited to provide information or evidence at the panel. The student may wish to bring a representative to the panel meeting. If the student does not engage in the process, or provide notice that they are unable to attend, the meeting will go ahead in their absence.

Outcome

After completion of the support for study assessment panel, the support plan will be shared with the student setting out the outcome, including the reasons for the decision and any next steps.

Step 3: Appeal

Students have the right to appeal if their support for study request has been rejected, or if they are unhappy with the outcome of the support for study assessment panel. The support for study request must have been considered in step 2 before an appeal can be made.

Permissible grounds for appeal are:

- that the support for study request procedures were not followed properly;
- that the decision we reached, or the outcome of the support for study request, was unreasonable;
- that we did not consider the support for study request properly, for example, it overlooked relevant information that the student included;
- that we did not give reasons for our decision;
- that the student has new material evidence that they were unable, for good reason, to provide earlier in the process;
- that there was a reasonable perception of bias during the process.

We will consider appeals against decisions taken on a support for study request in accordance with our [Academic Appeals procedure](#). An academic appeal must be submitted within 14 days of the outcome of the support for study assessment panel.

Confidentiality and data protection

Information about support for study requests will be kept confidential as far as possible. Information will only be disclosed to those who are involved in considering a request and any subsequent appeal.

When a support for study request has been previously considered for a student, or where a support for study panel has been previously held for their case, this information may be taken into consideration when the bpf consider any subsequent requests. Information will be stored securely and in accordance with the bpf's data retention policy.

When your course is delivered in partnership with another educational institution

If a student is undertaking a course or programme of study which is being delivered by the bpf in partnership with another educational institute, such as Birkbeck (University of London), University College London or the Anna Freud Centre, the support for study request will be considered in conjunction with the respective policy of that educational institute.

We may share information that is proportionate to the request with the relevant educational partner for the purpose of considering and responding to the request, for example where the outcome of a support for study request may impact an academic outcome and which needs further consideration by the exam board at the accrediting institution.

Table 1: Qualification and Accrediting Institution

Qualification	Accrediting Institution
MSc in Psychodynamics of Human Development	Birkbeck (University of London)
Doctor of Child and Adolescent Psychotherapy	University College London (UCL)

Submitting an additional consideration when you are on a professional placement

As part of a programme of study, a student may undertake a professional placement. Students should follow the placement provider's process for reporting absence or circumstances affecting their performance. If a circumstance has had an impact on their contribution to their programme of study, the student may submit a support for study request to the bpf.

Support and advice

We understand that circumstances that have an impact on a student's ability to engage in their studies or has had an impact on their performance may be upsetting or distressing and that a student may be anxious about the outcome of a support for study request. We would encourage our students to contact a member of staff, such as their Director of Training, the bpf's Learning Support Advisor or a student representative, for advice and support.

Students who are undertaking a course or programme of study which is being delivered by the bpf in partnership with Birkbeck (University of London) or UCL may wish to contact the Students Union or the student wellbeing services at those universities for further advice and support.

Governance

The Corporate Governance Team will provide an annual assurance report about the application of our Support for study Policy to bpf's Audit and Risk Committee and Board of Trustees. Information about any requests will be anonymised and no personal information about a student or others associated with a request will be disclosed in the report.

Internal resources

Students may wish to refer to the following policies

<https://www.britishpsychotherapyfoundation.org.uk/student-policies-and-regulations/>

- Academic Appeals Policy
- Student Complaints Policy
- Request for additional consideration Policy
- Fitness to practice policy
- Student Code of Conduct and Disciplinary Policy
- Learning Support Agreement

External resources

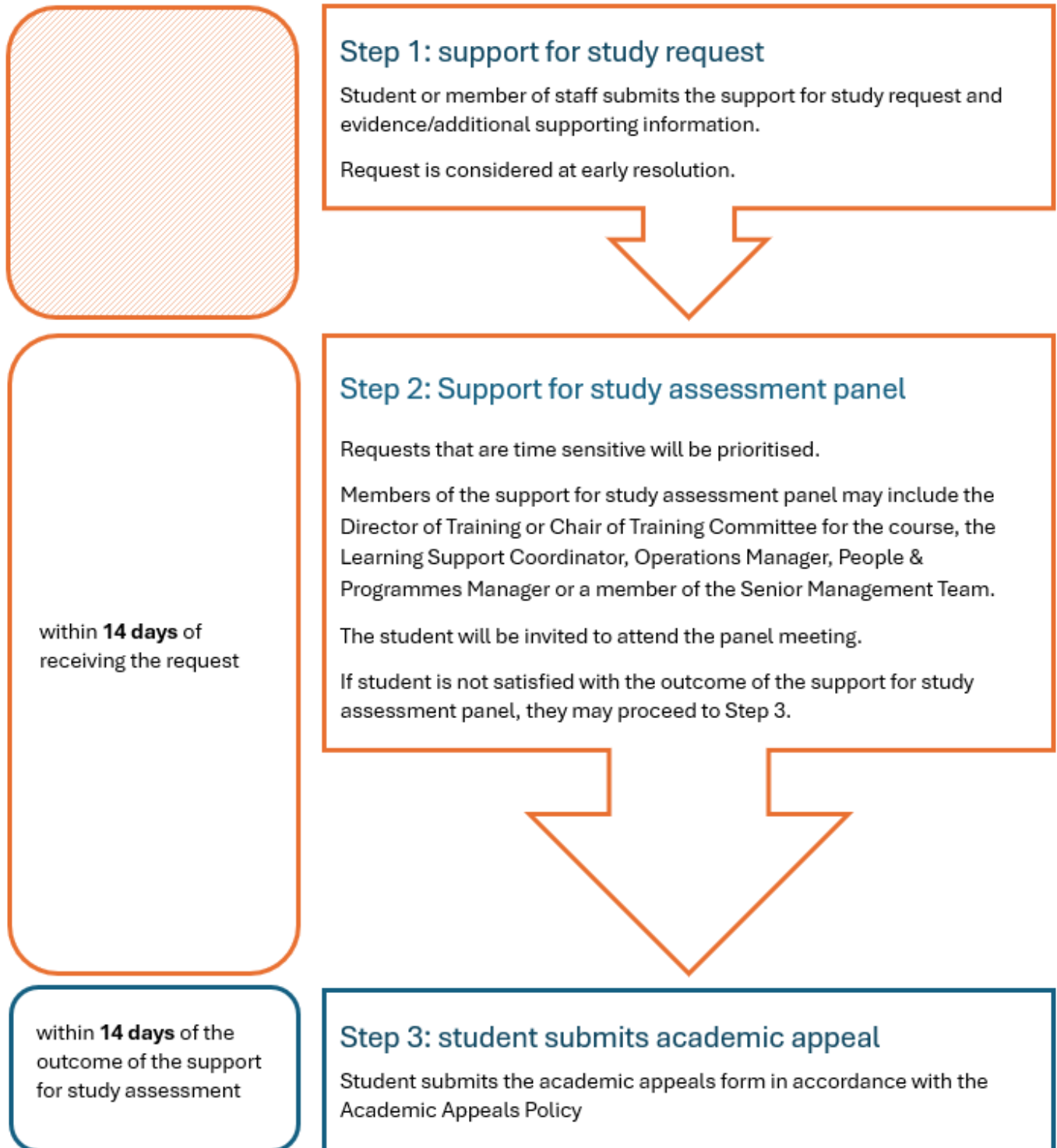
- OIA Good Practice Framework: Requests for additional consideration

<https://www.oiahe.org.uk/resources-and-publications/good-practice-framework/requests-for-additional-consideration/>

- University College London
<https://www.ucl.ac.uk/>
- Birkbeck, University of London
<https://www.bbk.ac.uk>
- British Psychotherapy Foundation course email address list
<https://www.britishpsychotherapyfoundation.org.uk/contact/>

Version	Date	Description of Amendments	Author
V1	23.03.2026		Head of Safeguarding & Professional Standards Development

Appendix A: Support for study: Timeline and process



Accessible version of Support for Study: Timeline and process workflow

1. Process step 1: support for study request

- Student or member of staff submits the study request and evidence/additional supporting information.
- Request is considered at early resolution.

2. Process step 2: support for study assessment panel

- The support for study assessment panel will be held within **14 days** of receiving the request.
- Requests that are time sensitive will be prioritised.
- Members of the support for study assessment panel may include the Director of Training or Chair of Training Committee for the course, the Learning Support Coordinator, Operations Manager, People & Programmes Manager or a member of the Senior Management Team.
- The student will be invited to attend the panel meeting.
- If student is not satisfied with the outcome of the support for study assessment panel, they may proceed to Step 3.

3. Process step 3: student submits academic appeal

- The student must submit the academic appeal within **14 days** of the outcome of the support for study assessment.
- Student submits the academic appeals form in accordance with the Academic Appeals Policy.