Birmingham City University

Student Pregnancy, Maternity, Adoption and Family-Related Leave Policy

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1. Purpose and scope

1.1 The purpose of this policy is to outline to staff and students the steps that Birmingham City University will take to ensure that our enrolled students have continued support with achieving their full academic potential throughout pregnancy, maternity, paternity, adoption, surrogacy, fostering or in vitro fertilisation (IVF) treatment.

1.2 This policy outlines the steps that we will take to ensure that the University is supporting students in line with required legislation, as well as our commitment to providing students with a supportive environment in which they can flourish. This policy also outlines additional provisions that the University extends to students beyond pregnancy and into any parental leave period, which all students are entitled to take as maternity, paternity, fostering, or adoption leave.

1.3 This policy applies to any student who is enrolled with the University and who:

- Is pregnant or has a partner who is pregnant.
- Is feeding a young baby.
- Adopts or fosters a child or becomes a parent via surrogacy.
- Undergoes IVF treatment or has a partner who is undergoing IVF treatment.
- Is a parent who, in an exceptional case of need, wants to bring a baby or child to a university learning event where physical attendance is required.

1.4 Where students are studying at the University as part of a seconded role or an apprenticeship, this policy does not override any existing working agreements the student may have with their employer.

This policy will be reviewed at least every two years to ensure that its provisions continue to meet the University's obligations and reflect best practice.

2. Pregnancy and maternity

2.1 The Equality Act 2010 considers pregnancy and maternity as protected characteristics and extends similar protection from discrimination to students in higher education institutions as they are entitled to in the workplace. Examples of discrimination which may occur against a student include the following:

- If they are treated unfavourably due to their pregnancy at any gestation.
- If they are treated unfavourably within 26 weeks of the date of having given birth. This includes in the event of miscarriage, stillbirth and neonatal death (if 24 weeks or more of the pregnancy had elapsed at the point of giving birth).
- If they are treated unfavourably because of breastfeeding and the child is 26 weeks old or younger. If the child is over 26 weeks old and a student is treated unfavourably because of breastfeeding, this may constitute sex discrimination.

2.5 The University wants to ensure that all students are supported throughout any period of pregnancy and maternity. Additional support is available such as rest facilities or permission to attend an antenatal appointment where it clashes with a university event or activity the student is required to attend.

2.6 More extensive support might be needed by students who:
- Have complications or pregnancy-related illness.
- Are within four weeks of the birth due date or six weeks (or more) after.

2.7 Details of the support available to students during pregnancy and maternity are set out in Section 8 below.

3. IVF treatment

3.1. A student who is undergoing in vitro fertilisation (IVF) treatment, or whose partner is undergoing treatment, may need support due to:

- the impact of medical treatment.
- other caring responsibilities.
- related medical appointments.

4. Adoption, fostering and surrogacy

4.1. The University treats adoptive and biological parents and foster carers in the same way. The main carer and their partner may have needs similar to a student who has given birth and their partner.

4.2. Students who are planning to or who have become parents because of adoption, fostering and surrogacy are entitled to the same support and advice as other students who become parents during their studies, and the principles and processes outlined in this policy will apply.

4.3. It is acknowledged that the timeframe for adoption, fostering or surrogacy arrangements may not allow as much time for planning in comparison with pregnancy, and where this is the case staff will follow the principles and processes set out in this policy as far as they are able to. The Mental Health and Wellbeing Team can support students who become parents via adoption, fostering or surrogacy.

4.4. Where two students are jointly adopting, only one member of the couple will be considered as the primary caregiver, who will be entitled to be considered for maternity-related absence etc. The other partner will be afforded the same entitlements as outlined below for partners of pregnant students.

5. Partner Leave

5.1. A student whose partner is pregnant or who is adopting a child can request support, for example in relation to caring for a partner with a serious pregnancy-related illness, caring for a young baby, or attending an antenatal appointment. This adjustment, previously referred to as paternity leave, has been amended to Partner Leave to ensure greater inclusivity. Support such as deadline adjustments is offered by the Mental Health and Wellbeing Team, and students may also contact their Student Support Centre for advice on taking an authorised absence.

5.2. A student wishing to take a longer period of absence, for example, shared parental leave, should consider a break in study (this may also be referred to as a “suspension of studies”) as set out in section 13.5.

6. Disclosure

6.1 There is no legal requirement to disclose any pregnancy to the University.

6.2 Although students should not feel obliged to do so, they are encouraged to disclose a pregnancy in confidence at an early stage, as it can be helpful to have a point of contact and support with any necessary measures relating to pregnancy, maternity or family leave. This may include accessing mental health and wellbeing support, establishing reasonable adjustments for pregnant students, and financial advice in advance of the birth.

7. Attending appointments

7.1 Pregnant students, partners of pregnant students, and students who are undergoing a fostering, surrogacy or adoption process are entitled to take reasonable and necessary time away from the University to attend antenatal appointments and essential fostering or adoption interviews. Where possible, students should request appointments to be scheduled on days where they have no classes scheduled. Absence of this nature should not typically count toward the annual absence limit for the student's course.

7.2 Students should request authorised absences via the SRS portal. Further information on how to do this can be found in the Student Attendance and Engagement Policy (available from the BCU Website, Student Contract page. The Mental Health and Wellbeing Team can also advise on this process.

8. Leave

8.1 There is no legal requirement for students to take a period of leave following pregnancy or birth, but in line with government guidance, the University encourages students to take the minimum recommended two weeks maternity leave from the date of giving birth. Where students have given birth via Caesarean Section, the recommended recovery time is 6 weeks.

8.2 Students who are due to give birth near to or during assessment deadlines or the examination period, and who wish to complete assessed work or sit examinations, will not be prevented from doing so.

8.3 All requests from students wishing to consider changing their mode of study (e.g. from full-time to part-time study) will be fairly considered and implemented where practicable. Students will need to discuss available options with their Personal Tutor and Course Leader (or supervisory Team for Postgraduate Research students).

8.4 All students are entitled to take a period of leave through the process of a break in study or suspension of studies (see section 22). Students on undergraduate, taught postgraduate or modular courses should read the Change of Circumstances policy, available on the Student Contract webpage, discuss available options with their Personal Tutor and may wish to contact their Student Support Centre for further advice. Postgraduate Research students should contact their supervisory team and liaise with the Doctoral Research College (DRC) for further guidance on the impact of

leave on their registration period and funding. Professional Doctorate students should contact the Course Lead and liaise with the DRC.

9. Your responsibilities

9.1 The University may need to complete a health and safety assessment before you can attend University premises or events, in which case you will need to speak to your Course Leader (or Supervisory Team, course lead or the DRC if you are a Postgraduate Research or Professional Doctorate student) and arrange for a risk assessment to be carried out in line with the University's Risk Assessment Procedure.

9.2 A health and safety assessment is necessary if you or your unborn child or baby are at increased risk, for example, due to a pre-existing medical condition such as high blood pressure or a history of miscarriage, and you are due to attend a taught session, assessment, ceremony or any other university event.

9.3 If these circumstances apply to you, please speak to your Course Leader (or supervisory team) in good time so that appropriate arrangements can be put in place.

9.4 Please also tell us about any advice you've received from a doctor or midwife that could be relevant to the assessment, such as a pre-existing condition.

9.5 Once we have completed a risk assessment, we will contact you to talk through any additional support you might need.

9.6 When you discuss your additional requirements related to topics within scope of this policy with a member of staff, we will use this information to provide support to you and to assist in the progression of your studies. This is likely to involve sharing your information with limited staff as this is necessary to provide you with appropriate support and assistance and is supported by the Equality Act 2010 and data protection laws. See Appendix 2 for the data protection legal background.

9.7 Please notify us at the earliest opportunity of any significant change in your circumstances that affect your additional support needs or risks to you, your unborn child, or your baby.

9.8 Occasionally a student may have no alternative but to bring their child with them to campus, for example where they have unexpected issues with childcare and need to complete a short task on campus. Bringing a child to

campus should only happen in exceptional situations and students must seek permission from their School before attending campus with a child. Further information can be found in the Children and Young Person on Campus Safety Procedure.

10. International students

International students may request reasonable adjustments via the Mental Health and Wellbeing Team, however any international student wishing to take a period of leave must seek advice so that any choices made around family leave are not in conflict with visa requirements. Students studying under a student visa route must contact the University's International Student Visa Advice team for advice.

11. Placement based/practical courses/study abroad

11.1 Students who have placements as part of their courses are strongly encouraged to notify relevant University and placement staff so that any necessary risk assessments can be carried out. Students are advised to contact their Personal Tutor, Course Leader / Supervisory Team and Placement Mentor. Any risk assessments carried out will be the responsibility of the organisation where the student is placed and students will be required to follow the responsible organisation's regulations and policies, but students should still liaise with university staff to ensure that any placements arranged are appropriate.

11.2 Some students may have practical elements to their course where it may be appropriate to consider a risk assessment. In these instances, students should liaise with their Personal Tutor and Course Leader or Supervisory Team to ensure that any necessary measures can be taken to ensure their safety and wellbeing.

11.3 Postgraduate Research Students should consult their Supervisory Team before embarking on travel in relation to their studies (whether conferences or field work). The Supervisory Team will advise on the relevant risk assessment processes for PGR students.

11.4 Students who become pregnant whilst registered on the BSc (Hons) Diagnostic Radiography, BSc (Hons) Therapeutic Radiography, or MSc Therapeutic Radiography (pre-registration) course, are required to notify their academic Course Leader in writing (via a formal letter) as soon as they

become aware that they are pregnant (IRR17 Regulation 9(6), HSE L121 9(6)-165).

11.4.1 This is important because the University will need to take into consideration and possibly action changes regarding their clinical placement or skills activity timetable. If they do not inform the University we will be unable to adjust their placement or skills activity appropriately. This may have potentially detrimental consequences if they have been allocated to an area where ionising radiation doses in medical imaging or therapeutic radiography are higher than normal e.g. fluoroscopy or catheter lab procedures, unsealed source, theatre or brachytherapy areas (these examples are not exclusive).

11.4.2 A risk assessment must also be undertaken in the clinical department(s) to which the student is allocated. This is to help ensure the safety of them and their unborn baby. The risk assessment will enable the University to decide on any dose restriction measures and assess the risks involved to ensure that the ionising radiation dose to the foetus does not exceed 1 mSv (IRR17 Regulation 9(6)).

11.4.3 All information will be treated with strict confidentially however there are additional key staff who would need to be informed with the student's permission; these are:

- Radiation Protection Supervisor
- Radiography/Radiotherapy Placement Service Manager(s)
- Personal Tutor(s)

11.5 Where a student becomes pregnant before or during a period of study abroad, advice should be sought from the student's Course Leader or Supervisory Team in the first instance.

12. Apprentice Learners

12.1 Students who are on apprenticeship programs can take maternity leave as per their rights as an employee. It is recommended that students seek specific guidance from their employer regarding workplace policies.

12.2 Apprentice learners are entitled to take up to ten days' work during their maternity period, these are known as Keeping in Touch or KIT days. The apprentice may use any of the ten KIT days to continue apprenticeship training or assessment. Apprentices will lose their entitlement to statutory maternity pay and may bring their statutory maternity leave to an end if they undertake more than their KIT entitlement of ten days during their maternity leave.

13. Stillbirth, neonatal death, termination or miscarriage

A student who loses their baby at any point during their pregnancy, whose baby dies shortly after birth, or who has a termination, is likely to require time away from their studies whilst in recovery. Students are advised to contact the Mental Health and Wellbeing Team for support during this difficult time. The team will also be able to advise you on how to apply for Extenuating Circumstances.

13.1 A student whose partner loses their baby at any point during their pregnancy, whose baby dies shortly after birth, or who has a termination, is also entitled to support. This may take the form of a period of authorised absence (they can seek advice from their Student Support Centre) and/or support from the Mental Health and Wellbeing Team.

14. Health and safety considerations

14.1 If you are pregnant or have given birth within the previous six months, or you are breastfeeding, you can face specific risks to your health and that of your unborn child or baby. For most new, expectant or breastfeeding mothers, normal health and safety measures are adequate.

14.2 However, when participating in a university event or activity requiring your physical attendance the level of risk you are exposed to will depend on:

- The requirements and nature of the university event or activity.
- Your individual circumstances, as there are physiological and psychological changes during pregnancy that may make you more vulnerable.

14.3 Some of the more common hazards might be:

- Lifting, handling, carrying heavy loads.
- Posture, travelling, mental and physical fatigue.
- Workstations, working at height, workshop machinery or working alone.
- Standing or sitting still for long periods of time.
- Exposure to biological agents, toxic chemical agents, or radioactive material.
- Exposure to shocks, vibrations, excessive noise, or extreme heat.

14.4 In particular:

- The highest risk of damage to an unborn baby is during the first 13 weeks of pregnancy.
- When breastfeeding, there is a risk of passing certain chemicals or biological agents to your baby via your milk.

14.5 It is important that you tell the University about any advice you have received from a doctor or midwife (for example pregnancy-related medical conditions such as high blood pressure, or a history of miscarriages) that could affect the risk assessment, by speaking to your Course Leader or Supervisory Team as soon as possible.

14.6 Special consideration is required if you are undertaking fieldwork. If this is the case, you should speak to your Course Leader or Supervisory Team before going into the field. Advice and support on temporary adjustments is available from the Mental Health and Wellbeing Team (see section 13.2 of this document for further information).

15 Health and safety risk assessments

15.1 The purpose of completing a new, expectant or breastfeeding mothers' health and safety risk assessment is to identify hazards and assess risks you may face when participating in university events that require your physical attendance.

15.2 In all cases where a risk assessment is required, you should speak to your Course Leader or Supervisory Team so that a risk assessment can be completed as soon as possible. Risk assessments are carried out in line with the University's Risk Assessment Procedure. Late completion of a risk assessment could affect the University's ability to implement appropriate measures to reduce risk or avoid hazards and consequently may affect your ability to participate in activities or events.

15.3 If you are asked to do something at home as part of your university study, for example, go out and collect data or make an observation, you should judge for yourself whether it is appropriate to do so. Where these activities are part of a marked assignment you may need to discuss what is feasible with your tutor; the Mental Health and Wellbeing Team will also be able to offer guidance on this matter.

16 Record keeping

16.1 The University staff member finalising the health and safety risk assessment is responsible for ensuring you receive a copy of the risk assessment and for providing copies to relevant university staff on a strict need-to-know basis, to ensure appropriate measures are implemented for your safety. For Postgraduate Research students, the risk assessment will be completed by the appropriate School committee. You will receive an update on this following the committee meeting.

16.2 Completed risk assessment forms containing personal information are handled confidentially in accordance with the requirements of the University's privacy notice.

16.3 If you are in a workplace learning environment you should discuss arrangements for a health and safety risk assessment with your employer or placement provider.

Support during your studies

The following sections explain the additional support available to you and who to contact to arrange it.

17 Temporary adjustments

17.1 Students are entitled to have temporary adjustments put in place for the period of pregnancy and maternity. Temporary adjustments are intended to ensure that students are not treated unfavourably or disadvantaged academically due to their pregnancy or maternity status. Temporary adjustments may include:

- Additional time in examinations, and the option of 'stop the clock' in exams to allow for toilet/rest breaks/breastfeeding.
- Additional time for assessments and deferral of assessments. This is typically either the provision of a 10-working day extension, or a deferral to the next submission point.
- Alternative seating if required in lectures and exams.
- Deferral of an exam where this falls 4 weeks before the expected due date or 6 weeks post-partum.
- Where no adjustments can be made to the mode of assessment, alternative forms of assessments may be considered, where this can reasonably be facilitated by the College and meets any relevant external assessment regulations (e.g. requirements set by professional, statutory, and regulatory bodies).

17.2 Students wishing to request temporary adjustments should contact the Mental Health and Wellbeing team. Students will be required to provide medical evidence or confirmation of pregnancy, which may be a MATB1 form or a letter from their GP or midwife. Advisors within the team will be able to discuss what adjustments may be helpful to the student and, where possible, arrange to have these put in place for the duration of the pregnancy and/or post-partum period.

17.3 The Mental Health and Wellbeing team are available to support all enrolled students. The team can support all students with any wellbeing issues that may arise or be associated with any pregnancy or birth, including pregnancy loss, stillbirth or termination of pregnancy, and can signpost to relevant external specialist services if/when required. The team can also advise on making use of temporary adjustments.

17.4 You will need to contact the Mental Health and Wellbeing Team if you wish to request additional support, even if you have already completed a Health and Safety Risk Assessment Form for a specific event.

17.5 If you have a pre-existing medical condition, and find that pregnancy changes or worsens this, please contact the Student Inclusion Team for further advice at disability@bcu.ac.uk. If you require amendments to an existing Disability Support Summary, you will usually be expected to send the team medical evidence or confirmation of your pregnancy, which may be a MATB1 form or a letter from your GP or midwife.

18 Assessments and extenuating circumstances

18.1 In many instances, adjustments can be provided via the Temporary Adjustments process explained in section 17.

18.2 If you will be or have been unable to meet an assessment deadline (including attending an in-person assessment) due to unpredictable personal circumstances which are beyond your control, you can submit a self-certification claim (for coursework only) or a full extenuating circumstances claim for an extension or deferral under the Extenuating Circumstances Procedure.

18.3 Claims for extenuating circumstances should be made online via MySRS and you should submit your claim as soon as you are aware that you will not be able to meet the assessment deadline.

18.4 Examples of circumstances where an extenuating circumstances claim may be successful include (but are not limited to):

- Pregnancy-related illness
- Premature birth before the end of your module
- Your partner is pregnant and the expected due date is within the three weeks before or three weeks after the exam date
- A last-minute breakdown of a dependent child's caring arrangements
- Undergoing or recovering from IVF treatment

18.5 If you are making a full extenuating circumstances claim you will need to provide evidence to demonstrate that your circumstances are preventing you from being able to meet your assessment deadline. Evidence of pregnancy alone (e.g. a MAT1B form with no additional evidence) is not sufficient for a full extenuating circumstances claim to be upheld. Self-certification claims do not require evidence; however, you can only submit one claim per semester and can only claim for coursework and coursework-style assessments.

18.6 Further guidance on submitting an extenuating circumstances claim, and what evidence can be provided in support, is available in the Extenuating Circumstances Procedure.

18.7 For further advice on extenuating circumstances, please contact Student Governance or the Students' Union Advice Team.

19 Changes to exam arrangements

19.1 If you are pregnant, a new mother or have other caring responsibilities you may be eligible for temporary adjustments to examination arrangements. Please contact Mental Health and Wellbeing as soon as possible so that adjustments of this kind can be discussed and put in place in good time.

19.2 If you are taken ill during an exam, you should tell the invigilator. If you cannot continue you may leave the exam and should make a retrospective claim for extenuating circumstances. A claim of this kind should be supported by an invigilator's report. Postgraduate Research Students and Professional Doctorate students should liaise with their Supervisory Team (or Course Lead) and the Doctoral Research College for further guidance.

19.3 If you or your partner is undergoing IVF fertility treatment, adopting or fostering a child, or becoming a parent via surrogacy, you should discuss the availability of temporary adjustments with Mental Health and Wellbeing as

soon as possible. The team will advise whether temporary adjustments are available.

20 Variation or break in studies/suspension of studies

20.1 You may have to take time out of study for reasons related to pregnancy, maternity, paternity, adoption, fostering, surrogacy or IVF treatment.

20.2 The options that may be available to you will be determined by your course of study and are outlined in the Change of Circumstances policy, which can be found on the Student contract webpage.

20.3 The process for any extended period of leave is through a Break in Study, where the student may be able to opt to take a period of leave and re-join their course at a suitable point e.g. a student may wish to take a break prior to the start of semester 2 and re-join the following year at the start of semester 2. Breaks in study are governed by the Change of Circumstances Policy which can found on the Student Contract page. Students considering a Break in Study must read that policy before applying.

20.4 Students should be aware that there may be financial implications associated with taking a Break in Study: further details are set out in the Change of Circumstances Policy. Students are strongly advised to take advice both before taking a break in studies, and before returning to their studies. Please contact your Student Support Centre to request a referral to the Student Money, Housing and Childcare Advice Team. Postgraduate Research students should contact the Doctoral Research College for further advice.

20.5 It is recommended that you try to discuss relevant timescales, such as the expected birth date of your baby, dates for antenatal appointments, fertility treatment or medical treatment, with the Mental Health and Wellbeing Team as soon as you know you may want to take time away from your studies so that they can provide the most appropriate information, advice and guidance for you. The team will need to speak to staff within your School so they can offer advice specific to your situation.

20.6 Students may also wish to speak to their Student Support Centre for further advice on the following:

- Support regarding a Break in Study.
- Visa implications for those students studying on the Student Visa route.
- Referral to the Student Money, Housing and Childcare Advice Team.

20.7 Students on a Break in Study will not usually have access to university facilities and services during their break but will receive support in advance of their return to study.

21 Additional study support

21.1 If you fall behind with your study for reasons relating to pregnancy or maternity (including paternity, adoption, fostering, surrogacy and in vitro fertilisation treatment), you may find an additional tutorial or study support session beneficial. Your tutor will be able to advise on whether this is available.

21.2 Additional study support is also available through Library and Learning Resources.

22 Finance and funding

22.1 Students are strongly advised seek guidance on finance and funding guidance both before taking maternity leave and before they resume studies. Please contact your Student Support Centre to request a referral to the Student Money, Housing and Childcare Advice Team.

22.2 Students experiencing financial hardship may be eligible to apply to the Financial Assistance Fund. Funding may be limited and you should therefore apply as soon as you become aware that you may have a need.

22.3 Advice on childcare is available from the specialist Childcare Adviser within the Student Money, Housing and Childcare Advice Team. This includes advice on relevant benefits and tax credits, childcare vouchers, and nursery provision. It is recommended that students visit their Student Support Centre to request a referral to the Childcare Adviser both before the birth and afterwards, before they resume studies.

23. Funding implications

23.1 Students wishing to take any prolonged period of leave from the University should seek relevant advice regarding any funding implications e.g. through their student finance provider. Postgraduate Research students should liaise with the Doctoral Research College for further advice on funding implications.

23.2 Students may also wish to seek advice from the University's Student Money, Housing and Childcare Advice Team, particularly if there are financial

concerns or any financial hardship. Please contact your Student Support Centre to request a referral.

24. Accommodation

24.1. Students living in our University Locks student accommodation who become pregnant are expected to vacate their room by the time they are 7 months pregnant, when they will be released from their contract. Students living at University Locks who find this accommodation becomes unsuitable for them before they reach 7 months should seek advice from the University's Accommodation Services team.

24.2. Students living in accommodation managed one of the University's accommodation partners, or in student accommodation not associated with the University, should consult their accommodation contract and seek advice from their provider.

24.3. Where a student is concerned their accommodation provider or landlord is treating them unfairly due to their pregnancy, they may visit the Student Support Centre to request a referral to the Student Money, Housing and Childcare Advice Team, or seek advice from the Students' Union Advice Team.

25. Milk Expression and rest facilities

25.1. We will provide access to private, hygienic and safe rest or milk expression facilities for you at the University if you:

- Are pregnant
- Are breastfeeding and need to express milk.

25.2. We aim to provide:

- A private space with comfortable seating.
- Nearby toilet and hand-washing facilities.
- Means of keeping baby milk and food refrigerated and secure.
- Facilities for washing and storing feeding equipment.

25.3. We don't expect you to use a toilet to express milk, and facilities will be arranged whenever practicable.

25.4. You can ask us to make alternative exam arrangements while you're breastfeeding, for example, breaks in exams to allow you to rest and to nurse your baby (see section 13.4 for more details).

25.5. Currently there are milk expression rooms located at:

- City Centre Campus: Curzon Building, C157.
- City South Campus: Seacole Building, SCT B76 (request the door code from Security at reception).

26. Graduation Ceremonies

Information about the attendance of children at ceremonies and associated issues is published on the University's Graduation Ceremonies page.

If you or any of your guests have any additional requirements, please provide this information when booking a ceremony. You will then be contacted before the date of the ceremony by a member of the Ceremonies team to discuss what you're likely to need and confirm the arrangements.

27. Complaints

27.1 A student who feels they have been treated unfairly or discriminated against due to their maternity or parental status can make a report via the University's Report and Support platform. Upon submitting a report, you will be contacted by a member of the Mental Health and Wellbeing team.

27.2 All complaints of unacceptable behaviour are treated seriously. Unacceptable behaviour is contrary to the University Community Agreement and Definitions of Harmful Behaviours and Related Issues. Both documents can be read on the University's Student Contract page.

27.3 A complaint about unacceptable behaviour related to maternity or parental status may also be made using the University's complaints procedure, which can be found on the University's Student Contract Page.

27.4 Any formal action in respect of unacceptable behaviour by a student will be governed by the Student Disciplinary Procedure (Non-Academic); formal action in respect of unacceptable behaviour by staff is governed by the Staff Disciplinary Policy.

Appendix 1: Sources of advice, information and support

Students can seek advice and information, and request support, from the Mental Health and Wellbeing Team.

Please use the checklist below to think about who else you may need to seek advice and information from.

	Signposting
All students.	Speak to the Mental Health and Wellbeing Team about adjustments and support: Mental Health and Wellbeing Team Email: wellbeing@bcu.ac.uk Tel: 0121 331 5188
Undergraduate,Postgraduate Taught or modular student concerned about course or funding implications.	Contact your Student Support Centre.
PGR students concerned about course or funding implications.	Contact the Doctoral Research College for advice and guidance.
Apprentice learners.	Speak to your employer as well as the University about your pregnancy. Contact your Student Support Centre.
International students.	Seek visa advice from the International Student Advisers Email: Batch@bcu.ac.uk

Appendix 2: Data Protection Legal Background

To process personal data related to the topics within scope of this policy data, at least one lawful basis must be identified under Article 6 of the UK GDPR. A variety of lawful bases may apply depending on the exact situation. The most relevant legal bases would that the processing is necessary for the performance of student contract as the university needs to carry out certain tasks to fulfil its responsibilities in the contract, for the performance of a task carried out in the public interest' to fulfil the core missions of the university, to fulfil legitimate interests of the student and /or the university and / or a third party, or to fulfil the University's legal obligations, including under the Equality Act 2010. Staff should contact informationmanagement@bcu.ac.uk if they want advice on which lawful basis applies or assistance on completing a Legitimate Interests Assessment.

Where special category data (such as health data) is processed, a condition of processing must also be identified. The condition for processing will usually be Article 9(2)(g) ‘for reasons of substantial public interest’. BCU will mostly rely on the substantial public interest condition in the Data Protection Act 2018 Schedule 1, Part 2 paragraph 6 ‘Statutory etc. and government purposes’. There may also be circumstances where paragraph 16 ‘Support for individuals with a particular disability or medical condition’ applies and circumstances where Article 9(2)(b) Conditions relating to employment, health and research etc. apply. The relevant paragraph for this is Data Protection Act 2018 Schedule 1 Part 1 paragraph 1 ‘Employment, social security and social protection’.

Please note, the lawful basis 'public interest' and the condition of processing ‘substantial public interest’ do not mean that the information is made publicly available. Instead, they mean that it is in the good of society (i.e. it’s in the public good) that organisations can use such information to support people with particular disabilities or medical conditions.

Only where no other lawful basis or condition of processing applies, BCU will ask for the individuals’ consent / explicit consent. The above means that, as a default, BCU does not need to and will not ask for consent to process this personal data. However, BCU will still treat it with sensitivity.

Amendment History			
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