# Description of the process of revoking the right to study at Metropolia

**1. Observation**
The person who makes the observation contacts a lecturer / ISP instructor / student counsellor (collectively referred to as the "lecturer") and informs them of the observation, its time and its grounds. The lecturer records the information about the observation.

**2. Discussion**
The lecturer has a discussion with the student about the reported observation and then decides on further measures. The lecturer records the discussion with the student, including the student's comments on the reported observation.

**2.1 Matter resolved**
If the lecturer considers the matter to have been resolved through a discussion and that there is no need for further measures, the case will be closed.

**2.2 Additional information is needed**
If the lecturer's opinion is that more information is needed in the matter, they may arrange for a further discussion or propose to the student counsellor that the SORA working group be convened.

**3. Convening the SORA working group**
The student counsellor convenes the SORA working group. The invitation must include the reason for the meeting and the topic to be discussed.

**4. Processing by the SORA working group**
The SORA working group assesses the situation in a meeting together with the student and the necessary experts. The student may invite an assistant to the meeting. The student is informed of the progress of the process and of the consequences of their acceptance or refusal to participate. A memorandum is drawn up of the SORA working group's meeting.
The SORA working group may decide on sending the student to health care tests and examinations at Metropolia's expense if they are necessary for determining the student's functional capacity.

**4.1 No measures**
The SORA working group comes to the conclusion that there is no need for any measures.

**4.2 Further measures**
The SORA working group may propose referral to treatment, for example. An agreement should be reached with the student on further measures, including referral to treatment, and on a potential return to studies at a later date.

**4.3 Revocation of the right to study**
The SORA working group may propose to the director of school that the process of revoking the right to study should be initiated.

**5. Decision on initiating the process of revoking the right to study**
The director of school decides on whether there is a need for further measures in the case, whether the case should be returned to the SORA working group or whether a proposal on the revocation of the right to study should be submitted to the Legal Protection Committee.

**5.1 No measures**
The director of school comes to the conclusion that there is no need for any measures.

**5.2 The case is returned to the SORA working group.**

**5.3 Proposal to the Legal Protection Committee**
The director of school refers the case for processing by the Legal Protection Committee.

**6. Processing by the Legal Protection Committee**
The proposal for the revocation of the right to study is processed at a meeting of the Legal Protection Committee in accordance with the committee's guidelines.

**6.1 No measures**
The Legal Protection Committee comes to the conclusion that there is no need for any measures.

**6.2 Revocation of the right to study is proposed**
The Legal Protection Committee prepares a proposal for the decision to revoke the right to study for the President and CEO. The President and CEO presents the case to the Board of Directors of Metropolia for a decision.

**7. Decision on revoking the right to study**
The President and CEO presents the case to the Board of Directors of Metropolia. The student is given an opportunity to be heard in the case.

**7.1 Decision of the Board of Directors**
The student is informed of the decision of the Board of Directors.