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|--------------------------------------------------|----------------|-------------|
| <b>CHECKLIST FOR REFERRAL TO<br/>COUNSELLING</b> | Document No    | QF 8.8.1    |
|                                                  | Revision No    | 00          |
|                                                  | Effective Date | 01.10.2026  |
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| Area                                | Possible Indicators for Referral                                                                                                                                                   | (√) |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Academic Concerns</b>            | Sudden decline in academic performance; repeated failure; difficulty concentrating; loss of motivation; excessive examination/study anxiety; persistent difficulty completing work |     |
| <b>Attendance</b>                   | Frequent or unexplained absence; repeated lateness; sudden withdrawal from classes or activities                                                                                   |     |
| <b>Emotional Concerns</b>           | Persistent sadness, anxiety, fear, excessive worrying, frequent crying, irritability, anger, feelings of hopelessness or worthlessness                                             |     |
| <b>Behavioural Changes</b>          | Sudden or significant changes in behaviour, personality, appearance or interaction with others; unusual or disruptive behaviour                                                    |     |
| <b>Social/Relationship Problems</b> | Conflict with friends, lecturers or family; relationship problems; social isolation; difficulty adjusting to campus life                                                           |     |
| <b>Personal/Family Issues</b>       | Bereavement, family problems, financial/personal difficulties, relationship breakdown, serious illness affecting the student or family                                             |     |
| <b>Adjustment Difficulties</b>      | Difficulty adapting to a new environment, culture, language, academic programme or University College life                                                                         |     |
| <b>Self-Care</b>                    | Noticeable deterioration in personal hygiene, appearance, eating or sleeping patterns                                                                                              |     |
| <b>Career/Academic Direction</b>    | Significant uncertainty about programme/career choice, lack of direction, or difficulty making important academic/career decisions                                                 |     |
| <b>Crisis or Safety Concerns</b>    | Student expresses thoughts of self-harm, suicide, harming another person, or appears to be in an immediate crisis                                                                  |     |

Teaching Staff:

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**Name:**

**Date:**