

Fitness to Practise Procedure

Policy owner:	Head of Academic Services
Implementation date:	February 2024
Review date:	February 2027
Related policies:	FtP Policy
Related procedures:	

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Version History

Version	Approved by	Revisions made	Date

1. Purpose

- 1.1 The University of Buckingham (hereafter University) has a responsibility to the public, to employers and to the profession to ensure that only those students who are fit to practise (hereafter FtP) as doctors and healthcare professionals are allowed to complete the curriculum and enter the workforce. This procedure sets out how the University implements its FtP policy which ensures the University undertakes its statutory responsibilities in this regard.

2. Scope

- 2.1 This procedure applies to all students studying on the University Buckingham MB ChB programme under Faculty of Medicine and Health Sciences (FMHS) from the point of initial application to the university until graduation.

3. Introduction

3.1 Timescales

- 3.1.1 The University will aim to complete FtP proceedings as quickly as possible with:
- the assessment of the initial referral (stage 1) within 15 working days of receipt of the allegations
 - the investigation and if required hearing proceedings (stage 2 and 3) within 40 working days of the student being informed of the FtP investigation.
 - the appeal proceedings (stage 4) within 20 working days from receipt of an appeal form and all supporting evidence.
- 3.1.2 There will occasionally be circumstances when, for good reason, the University will need to extend the timeframe. Where this is the case, the University will notify the student and keep the student regularly informed of progress. While every effort will be made to comply with the overall all time limit set out above and the varying time limits set out throughout this procedure if a time limit is exceeded it shall not invalidate the outcome of the fitness to practise proceedings and it shall not imply any right of appeal.
- 3.1.3 The term 'working days' used within this procedure, refers to days when the University is open, normally Monday to Friday.

3.2 Support, representation and reasonable adjustments

- 3.2.1 There are various groups that can provide support and advice to students being considered under this procedure. This includes:
- Faculty Support Services (FMHS-studentsupport@buckingham.ac.uk)
 - Wellbeing Skills and Diversity
 - Representatives of professional societies e.g., Medical Defence Union (MDU), Medical Society Protection (MDDUS) etc.
 - Personal Tutor
 - The Student's Union

- Representatives from their Union e.g., the British Medical Association (BMA) etc.

3.2.2 All students being considered under these procedures have the right to be accompanied (e.g., Personal tutor, friend, Educational Supervisor) to the meeting or bring representation from the MDU, MSP or trade union (e.g., BMA). Where a Professional or Trade Union Representative is accompanying a student, the student must inform the FtP Secretary or IO, as appropriate, of who the representative is in advance of any meeting. Whoever accompanies the student must not be involved in the case. As the FtP procedure is not a criminal process, legal representatives are not permitted to be present at any stage of the process. Consent to share the papers with the representative will need to be provided by the student 5 working days in advance of any meeting. At the FtP Panel hearing the representative may speak on behalf of the student, however the FtP Chair should be advised of this at the beginning of the hearing.

3.2.3 Any student involved in this procedure who has a confirmed disability, specific learning difficulty, and/or mental health condition may request reasonable adjustments. Any adjustments will be relevant to the student's disability and/or their specific learning disability and may involve additional external support. If a student believes they would need reasonable adjustments, they should inform the FtP Secretary at the earliest opportunity.

3.3 Precautionary measures

3.3.1 A student who is subject to consideration under the FtP Procedure may be subject to precautionary measures that will remain in place during the FtP procedure including, if applicable, any subsequent appeal.

3.3.2 Precautionary measures are a neutral act in the context of the eventual determination of whether an allegation is found to be proven or not proven. Its purpose will be to protect the student, members of the public and colleagues and will always be proportionate. It may also be applied, for example:

- To ensure that potential witnesses or other evidence are not subject to interference.
- To avoid any repetition of the circumstances which led to an allegation.
- To ensure the safety and wellbeing of the University or placement community, including that of the student against whom an allegation has been made.
- Limit the prospect of damage to public confidence in the profession concerned.

3.3.3 Precautionary measures may include a range of action, including:

- Whole or partial prohibition from entering all or specific University premises.
- Suspension from placement or clinical study.
- Suspension from patient facing activities.
- Prohibition on approaching, contacting (in person, by telephone, email, or other means), or having cause for a third party to approach or contact named individuals.

- Prohibition from participating in University activities, including exercising their functions or duties of any office or committee membership in the University.
- Withdrawal of the student's access to IT facilities.
- Requirement to cooperate with the University and/or accommodation provider on relocating to new accommodation.
- Withdrawing permission to take an examination or submit an assignment.

- 3.3.4 The FtP Secretary can impose requirements under this section, they will make the decision based on risk to the referred student, other students, staff, or the University or other identified people and/or organisations (such as related to a placement or field trip). The Concerns Committee, Faculty Dean, IO and FtP Panel hearing Chair may make recommendations to the FtP Secretary in regard to what precautionary measures should be imposed. The reason for imposing any requirements shall be recorded by the FtP Secretary.
- 3.3.5 The student will be notified in writing by the FtP Secretary of any requirements of them, this will be copied to the Student Support Lead.
- 3.3.6 In cases deemed to be urgent, particularly if the safety or welfare of others is perceived to be at risk, such actions may be imposed with immediate effect, and before the student is given the opportunity to have engaged with the FtP procedures. In this instance, the student shall be permitted to put forward representations at the earliest possible opportunity thereafter.
- 3.3.7 A student wishing to instigate a review of any Precautionary Measures due to significant altered circumstances can do so at any point during the period the action is imposed via a written request submitted to the FtP Secretary. Such a request should provide appropriate supporting evidence of relevant significantly altered circumstances.

4. Making an expression of concern

- 4.1 Any student, member of staff, or member of the public can raise an expression of concern about a student, by following the guidance on the [Medical School Moodle page](#).
- 4.2 Concerns will initially be managed through the Medical School's Concerns Process according to the Concerns policy. It is recognised that concerns may be academic, pastoral or professional or any combination of these. In most cases, students will be supported to remediate concerns and will not need to enter the FtP process.
- 4.3 Where the concerns process has determined that the FtP thresholds have been met, students will be referred to the FtP Secretary using a template referral document.

5. Referral to FtP investigation (Stage 1)

- 5.1 The FtP Secretary will appoint an Investigating Officer (IO) to undertake a formal investigation into the referred student. They shall be independent of the Faculty, have had no previous relationship with the student and have no conflict of interest which could impact on their impartiality. A student may register an objection to the

appointment of the IO based on a conflict of interest and/or lack of impartiality by notifying the FtP Secretary within 5 working days, detailing reasons for the objection and providing any supporting evidence.

- 5.2 The IO is not a decision maker but will gather evidence to inform a decision on whether the student's FtP may be impaired. They will keep a full record of their investigation, ensure a balanced account of the facts are presented, and can make recommendations regarding potential next steps. They will progress and conclude their investigation as soon as is reasonably practicable and shall make every effort to do so within 15 working days of their appointment as IO.
- 5.3 The IO will arrange an interview with the referred student within 5 working days of the IO being appointed. If the student, without good cause, fails to cooperate with the process at the investigation stage, the University may continue the process without the student's input. Failure to engage may be reported and considered at later stages of the Procedure.
- 5.4 In advance of the meeting, the IO will outline what the allegations, concerns and/or criticisms being investigated are, what evidence has already been collated (if appropriate this might also be shared prior to the meeting), and explain that the student has the right to bring a supporter (e.g. friend, Personal Tutor, Educational Supervisor) with them to the interview but are not permitted to bring a legal advisor.
- 5.5 Interviews may be in person or conducted using video conferencing. If video conferencing is used, permission will be sought for the interview to be recorded. Once the notes have been completed and confirmed, the recording will be deleted. The notes from the interview may be shared with the student who may verify them for accuracy.
- 5.6 Referred students should come to any interviews prepared. It is advisable that they write their perception of the events before the meeting taking into consideration that the IO is likely to ask:
 - a) Whether or not they accept the allegations, criticisms, or concerns.
 - b) What their explanations are for their actions, including extenuating or mitigating circumstances.
 - c) How they plan to change their behaviour in the future (if they accept that change is needed). They should also provide any evidence that they think the IO needs to take into consideration in a timely manner.
- 5.7 Following the interview with the student the IO shall, where possible, interview or seek written statements from others who might be able to assist the investigation, for example, but not limited to, placement staff, witnesses to events, personal tutors, fellow students, the Police, and relevant professional practitioners. Where substantive new evidence comes to light related to the concerns under Investigation, an IO may, at their discretion, provide the student with an update on new evidence and even offer the opportunity for further discussion of the new evidence.
- 5.8 The IO shall keep a note of each interview and append the notes to their report for transparency. The interviewee would normally be offered the opportunity to comment

via tracked changes on the notes, both viewpoints shall be included in the final report.

- 5.9 When the investigation is complete, the Investigator shall prepare a report using the University template. The Investigator shall include a recommendation of
- (i) That there is no case to answer and that no further action should be taken: or
 - (ii) That there is no case to answer and there is a need to refer the student for a medical assessment or to refer to the Wellbeing Team and/or Occupational Health: or
 - (iii) That the allegations appear to be substantiated in whole or in part.
- 5.10 On conclusion of the investigation the IO report will be provided to the Faculty Dean and FtP Secretary.

6. Decision Maker (Stage 2)

- 6.1 The Faculty Dean (or their nominee) will meet with the FtP Secretary and IO. The IO will present their findings and answer any questions. Once the Decision Maker is content with the information, they will ask the IO to leave the meeting. The Decision Maker will deliberate and determine one of the following outcomes:
- a) There is not sufficient evidence to call into question a student's FtP therefore one of the following applies:
 - (i) The case is concluded with no further action required.
 - (ii) The case is concluded with a warning being issued as the concern warrants a formal recording to help identify repeat behaviour. It must be made clear to the student what will happen if they repeat the behaviour for which they have received a warning.
 - (iii) The case is concluded with the student being given the opportunity to agree undertaking(s) rather than being referred to the FtP Panel hearing. Undertakings could include complying with an educational learning agreement, commitment to undergo medical supervision for a health related matter, complying with remedial teaching or learning experiences.
 - b) There is sufficient evidence to call into question a student's FtP therefore the student will be referred to the FtP Panel hearing.
- 6.2 The FtP Secretary shall, normally within 5 working days of the meeting with the Faculty Dean and IO, write to the student, notifying them of the outcome of the investigation. This confirmation will include details of the allegations, the evidence and key points considered, the decision, the impact on the student, and any GMC requirements about disclosure. Where 7.1a(ii-iii) applies, this will also include reference to any right to appeal. The confirmation letter will constitute the formal record of the Faculty Dean/Decision Maker decision.
- 6.3 Where the decision falls within 7.1a(ii-iii) the student should confirm in writing, within 5 working days of the date of the notification letter, their decision to accept the conditions and/or required actions. Should the student not accept any or all of the conditions and/or requirements, or in the event that the student fails to respond within 5 working days of decision, their case shall be referred to the FtP Panel hearing.

- 6.4 Upon completion of the time period over which the conditions and/or required actions were to be met the Concerns Committee shall review the students' circumstances and determine either
- a) The requirements have been met and no further action is required; or
 - b) The requirements have not been met and refer the student to the FtP Panel hearing.

7. FtP Panel Hearing (Stage 3)

- 7.1 The FtP Secretary will normally convene the FtP Panel hearing within 20 working days of the decision being made that a hearing should be held. The meeting may be in person or conducted using video conferencing. If video conferencing is used permission will be sought to record it. Once notes are taken and confirmed, the video will be deleted.
- 7.2 The FtP Secretary shall, as soon as reasonably possible and no later than 10 working days before the Panel hearing, provide the student with a copy of all the documentation included in the referral to the hearing.
- 7.3 The student shall have the right to submit written evidence to the Panel hearing. This can include expert or witness statements. The student must provide all documentary evidence to be relied upon, and details of the expert or witness statements to the FtP Secretary at least 5 working days before the hearing for circulation to the Panel (Annex B). The Chair of FtP Panel hearing has the power to determine whether any documentary evidence and/or witnesses or their statements appear irrelevant or unduly repetitive and can determine that this should not be accepted. They can also determine if it would be appropriate to invite any witnesses to the hearing for a verbal account.
- 7.4 The student may be accompanied at the hearing by a supporter or representative (see section 3.2). The person accompanying them may speak on the student's behalf. However, the Chair may determine that particular questions require a response directly from the student themselves.
- 7.5 The FtP Secretary shall circulate all documentation for the hearing to Panel members 5 working days before the hearing. This will include a detailed agenda and order in which the meeting will proceed (Annex C).
- 7.6 If a student fails to attend the hearing with no prior notification of absence, the FtP Chair can decide to proceed with the hearing with the student absent.
- 7.7 Where practical, the IO shall normally be in attendance, and where required, act as a witness answering questions from the Panel. Non-attendance by the IO would not normally be a reason for postponing a hearing.
- 7.8 The FtP Secretary and working secretary, shall attend the Panel hearing and ensure there are minutes of the proceedings. The FtP Secretary does not constitute a member of the Panel and does not take part in the decision making. The Secretary shall, however, advise the hearing on matters relating to the policy and proceedings.

- 7.9 Only members of the Committee, the FtP Secretary and working secretary shall be present while a Committee is reaching a decision on the outcome, or on other action.
- 7.10 The Panel shall find a case has been demonstrated only if, on the evidence before it, it is satisfied that a case has been established on the balance of probabilities. If the members of the Panel cannot agree, the verdict of the Panel shall be that of the majority of its members. In the case of a tie, the Chair shall have an additional casting vote. One of the following outcomes will be determined:
- a) The student's fitness to practise is not impaired, therefore one of the following applies:
 - (i) The case is concluded with no further action required.
 - (ii) The case is concluded with a warning being issued. It must be made clear to the student what will happen if they repeat the behaviour for which they have received a warning.
 - b) The student's fitness to practise is impaired, therefore any one or combination of the following applies:
 - (i) Permit the student to continue on the course with undertakings.
 - (ii) Permit the student to continue on the course with conditions.
 - (iii) Suspend the student from the programme for a defined period of time with return subject to conditions.
 - (iv) Expel the student from the programme as they are unfit to practise. This could include expulsion from the University as well.
- 7.11 When 7.10a or b is applied the Panel must ensure it makes it clear in its determination that it has considered all the available options. It should also give clear reasons for imposing any particular sanction, including any mitigating or aggravating factors it took into account in making its decision.
- 7.12 Where undertakings are applied (7.10b(ii)), there must be reason to believe the student has insight and will comply with the agreed undertaking(s).
- 7.13 Where conditions are applied (7.10(iii-iv)) these sanctions are not intended as a punishment for the student and should give a student the opportunity to learn from their mistakes. It should be made clear to the student why a particular condition has been chosen, what (if any) mitigating or aggravating factors were taken into account, the date the condition is effective from and duration, how the student will be monitored, the consequences of any breaches and how long it will remain on the student record.
- 7.14 Where a student is expelled from the programme, they should be added to the excluded student database, which is hosted by the Medical Schools Council. The student should be told in writing that they will be added to the database and given a chance to appeal the decision to place them on the database.
- 7.15 The FtP Secretary shall, normally within 10 working days of the FtP Panel hearing, write to the student, notifying them of the outcome. This confirmation will include details of the allegations, the evidence and key points considered, the decision, any impact on the student, the monitoring and review requirements, and any GMC requirements about disclosure. The confirmation will also include reference to any right to appeal.

- 7.16 If a student fails to comply with the outcome of the hearing, or upon completion of the time period over which the conditions and/or required actions were to be met, the Chair of the Concerns Committee and FtP Secretary shall review the student's circumstances and determine either:
- a) The requirements have been met and no further action is required; or
 - b) The requirements have not been met and refer the student back to either a new or the same the FtP hearing.

8. Appeal (Stage 4)

- 8.1 A student may appeal against the decision at either stage 3 or 4 by submitting the FtP Appeal Form (Annex D) to the FtP Secretary, stating the grounds of the appeal, and attaching all supporting evidence. Students must do so within 10 working days of the letter confirming the decision.
- 8.2 Any appeal that is received after the deadline will normally not be considered unless the student has demonstrated a valid reason for not being able to submit the appeal on time. Appeals received after the deadline will only be accepted at the discretion of the Director of Academic and Student Support Services (or nominee). For this to apply, the student must be able to show, to the satisfaction of the Director, that circumstances beyond their control prevented them from meeting the standard time limit and that unfair treatment would result from not extending the deadline.
- 8.3 The University will endeavour to complete the appeal proceedings within 20 working days from receipt of the appeal form and supporting evidence.
- 8.4 The request for appeal review must identify one or more of the three following grounds:
- a) That there is material evidence now available which, for good reason was not available to an earlier stage of the Procedure, which might have materially affected the outcome.
 - b) That there was a relevant and significant procedural irregularity (such as a defect, error, or mistake) in the conduct of the earlier stage of the Procedure which casts reasonable doubt on the decision reached, in that the decision might have been different if the procedural irregularity had not occurred.
 - c) That there is material evidence that that the action the FtP Panel has decided to take is disproportionate.
 - d) That there is evidence of prejudice and/or bias during the procedures.
- 8.5 The Director shall, normally within 5 working days, reject any appeal which does not disclose a valid ground, does not evidence a ground or ground(s), or is out of time. In such instances, the student shall be formally notified by a Completion of Procedures Letter. A request from a student for a rehearing is not a valid ground for appeal.
- 8.6 If the appeal is accepted as valid the FtP Secretary will appoint an individual to review the material including any new evidence. The individual appointed will have a licence to practice medicine and will not have been involved in the student's case at any prior point in the Concerns or FTP proceedings.

- 8.7 The individual appointed will review the material and determine its relevance and significance to the case and then decide either:
- a) Not uphold the appeal, in which case the student shall be formally notified by a Completion of Procedures Letter which will set out how their appeal lacks merit or fails to present substantial or material grounds for reconsideration of the original decision.
 - b) Uphold the appeal, in which case the student will be referred to either a new FtP Panel hearing or back to the previous FtP Panel. The student shall be formally notified of the decision, and it shall be made clear this does not overrule any decision on FtP, instead, the case will have to be reconsidered. During the new hearing, the Panel will consider the original findings and any newly presented evidence. Based on the entirety of the information available, the panel will either:
 - i) affirm the original decision, or
 - ii) reach a new decision that will replace the decision of previous FtP Hearing. It is important to note that even if an appeal is successful the GMC will make its own decision on fitness to practise on the point of registration. Following completion of the new FtP Panel hearing a Completion of Procedures Letter will be issued.
- 8.8 When the university procedures for an appeal have been exhausted, and a Completion of Procedures letter issued, the student will have reached the end of the University's procedures. The Completion of Procedures letter will set out that the student has the right to seek review by the Office for the Independent Adjudicator (OIA) and the time limit for doing so.

Annex A: Student guidance on written submission for FtP Panel hearing

A student being considered under these procedures at Stage 4 has the right to submit written evidence to the Panel hearing. The below provides advice and guidance on what a student may wish to consider taking into account as they gather and then submit their evidence.

What does the Committee need to know?

The Panel needs to feel confident that you take responsibility for your actions and that you have insight into how and why this referral has been made. Your narrative and evidence will be taken into consideration by the Panel during their deliberation. It therefore may be beneficial to set out:

- A brief background of the issues from your perspective
- If you accept the allegation or if you do not accept the allegation.
- If you accept the allegation this means you admit it has occurred. You will therefore need to explain why it occurred and how you plan to (or already have) change your behaviour in the future.
- If you do not accept the allegation this means you deny it occurred. You will therefore need to explain why you feel its untrue and what evidence you have to support this.
- Information about mitigating circumstances -events beyond your control, like a health problem, or financial or accommodation difficulties, or personal difficulties etc.
- Favourable information such as previous good behaviour or evidence that your behaviour has improved.
- In cases of ill health how you plan to manage your health problems in the future.

What documentation is it helpful to have on hand?

In preparing your written submission we would recommend ensuring you have:

- Read and understood the FtP Policy and Procedure. If you have any questions you can ask your Personal Tutor, FMHS Student Support Team or Wellbeing Skills and Diversity.
- A copy of the referral letter and if relevant the Faculty Dean outcome documents. It is likely you will need to reference these in your written submission.
- Considered whether it would be useful to consult some of the external resources available to student such as [GMC outcomes for students 2018](#), [Good medical practice – GMC](#), [GMC Professional Behaviour and Fitness to Practise](#), [Health and Care Professions Council Guidance for students](#), [GMC reflection document to be added](#)

How do I prepare and write the submission?

The Panel cannot take into account information it has not received; if you are unsure whether or not something is relevant, it is better to mention it. This is your opportunity to ensure that your case is properly considered; it would be unwise to omit information, which could result in the Panel forming an impression, which was not based on the whole truth. In developing your submission, we recommend considering the following:

- Ensure there is an introduction, main body, and a conclusion.
- Write the submission in chronological order.
- Be clear in your writing, use bullet points or short clear sentences and be aware that the panel may not understand your abbreviations.
- Try to avoid emotive or subjective language.

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- Be completely honest in your submission for example highlight any remediation that has already been taken.
- Consider reflecting on the experience, looking closely at what happened, including your thoughts, feelings and reactions at the time.
- Think about what you have learnt from the experience and how your understanding has developed, for example what would you do differently if it happens again.
- Ask someone to read your submission, making sure that it delivers the information and sentiment that you intended.
- Consider engaging with the Academic Skill Knowhow team who can support you with grammar and review the document for you.
- Make sure documents arrive by the deadline issued by the FtP Secretary.

Supporting evidence

As part of the written submission a student can include expert or witness statements. In some exceptional cases these experts or witnesses can be called to the FtP Panel hearing in order to provide a verbal account.

Who is it appropriate to approach?

- The best people to approach are individuals who can provide an objective opinion about your fitness to practise and/or the specific circumstances that led to the FtP referral. They should have had direct contact with you during your studies as a student at Buckingham but do not need to be a member of staff.
- Friends and relatives, your former schoolteachers, and fellow students do not meet these criteria and are not recommended.
- It is permissible to approach people who know you in a capacity that has nothing to do with your studies, maybe someone who has employed you. However, you will need to consider how this role relates to your chosen profession and/or to your fitness to practise and how their testimonial will help you.
- The writer of a testimonial will either know, or not know, the full circumstances of the case and the fitness to practise-related concerns.

What should I tell them?

- There is no expectation that you will have to tell the writer about the concerns being investigated, and it is perfectly valid and helpful, for example, to have a report about how excellent your performance was on a particular clinical placement. However testimonial writers often wish to make broad statements about your character, and it is vital that the document makes it quite clear whether these opinions are being made in the full knowledge of the fitness to practise-related issues. Therefore, you will need to disclose to them that they need to make it clear in their statement what they know about your case.

Annex B: FtP Panel Hearing Outline

The conduct of the FtP Panel Hearing is at the discretion of the Chair but shall normally proceed as follows:

- a) The members of the Committee have a preliminary discussion without the student, the student's representative or the IO member being present.
- b) The Secretary will remind the panel of the possible outcomes.
- c) The student, the student's representative, and the IO enter the room and the Chair introduces all those present.
- d) The Chair checks that the student has received details of the concern and any supporting documentation.
- e) If being held by video conference the Secretary will request permission from all attendees for the hearing to be recorded. A transcript of the discussions will be created and once the transcript is available the video recording will be deleted.
- f) The Chair explains the order of proceedings to the student.
- g) The evidence relating to the concern about FtP is then presented by either the IO, and members of the Panel, the student and the student's representative are invited to put questions to them.
- h) The Chair then invites the student to put forward a case orally if they wish to do so including any mitigation, and members of the Panel are invited to put questions to the student.
- i) The Chair invites the student's representative to put forward any additional statement.
- j) If exceptionally witnesses have to be called, they shall only attend to present their evidence and to answer questions that the Panel or other party may put to them through the Chair. Once their evidence has been heard and there are no more questions, witnesses shall be required to withdraw.
- k) The Chair invites the student to make any final response.
- l) The student, the student's representative, and the IO are then asked to leave the room. The Panel then deliberates and comes to a decision.
- m) The Secretary to the panel will produce a letter for the student advising them of the outcome. This will be shared with the panel for their feedback before it is sent.

Annex C: Appeal form

SECTION 1: About you								
Family name					Title			
First/Given name(s)								
University student no.								
Programme of study								
Course start date:					Course finish date:			
Year of study:					Status on course:			
Contact email:								

SECTION 2: Appeal summary	
What is the date of the decision letter sent to you under Stage 3 or 4 of the FtP procedure?	
If your review request is about a decision communicated to you over 10 working days ago, please confirm your reason for lateness. <i>Please note any evidence in support of this should be submitted with this review request form.</i>	
What ground(s) are you appealing under?	<input type="checkbox"/> That there is material evidence now available which, for good reason was not available to an earlier stage of the Procedure, which might have materially affected the outcome. (see section 3.1)
	<input type="checkbox"/> That there was a relevant and significant procedural irregularity (such as a defect, error, or mistake) in the conduct of the earlier stage of the Procedure which casts reasonable doubt on the decision reached, in that the decision might have been different if the procedural irregularity had not occurred. (see section 3.2)
	<input type="checkbox"/> That there is material evidence that that the action the FtP Panel has decided to take is disproportionate.

		(see section 3.3)
	<input type="checkbox"/>	That there is evidence of prejudice and/or bias during the procedures. (see section 3.4)

SECTION 3: Appeal details		
What are the key points of your review request?		
3.1	<p>That there is material evidence now available which, for good reason was not available to an earlier stage of the Procedure, which might have materially affected the outcome.</p> <p><i>Please state clearly (i) what the new evidence is, (ii) why you consider it to be relevant, (iii) why you have not provided it earlier</i></p>	
3.2	<p>That there was a relevant and significant procedural irregularity (such as a defect, error, or mistake) in the conduct of the earlier stage of the Procedure which casts reasonable doubt on the decision reached, in that the decision might have been different if the procedural irregularity had not occurred.</p> <p><i>Please state clearly (i) what the procedural irregularity or error is, (ii) any underlying facts, including key events and dates (iii) the evidence that supports this (iv) the impact you have faced as a result of this.</i></p>	
3.3	<p>That there is material evidence that that the action the FtP Panel has decided to take is disproportionate.</p> <p><i>Please state clearly (i) why the action taken is disproportionate, (ii) any underlying facts, including key events and dates (iii) the evidence that supports this (iv) the impact you have faced as a result of this.</i></p>	

3.4	<p>That there is evidence of prejudice and/or bias during the procedures.</p> <p><i>Please state clearly (i) what aspects of the procedure you consider to be impacted by prejudice or bias (ii) any underlying facts, including key events and dates (iii) the evidence that supports this (iv) the impact you have faced as a result of this</i></p>				
<p>Please list of all new items of evidence that you have submitted to be considered as part of the appeal.</p> <p><i>Any evidence you supply must be complete, relevant, and proportionate, and it is your responsibility to provide this supporting evidence, and to decide what should be included. Please name the supporting evidence as relevant annex and brief description, for example "Annex A Email from ...", please do keep the file name brief as lengthy titles may not open properly.</i></p>					
	Annex	Description of evidence	Author	Date	How does this support your request?
	A				
	B				
	C				
	D				
	E				

SECTION 4: Declaration (please tick to indicate your agreement)	
I have read the University's FtP Procedure	<input type="checkbox"/>
I understand that the University may need to process personal details about me, which could include sensitive information, in order to investigate my appeal	<input type="checkbox"/>
I understand that the University may need to exchange information about my review request within the University, and with other persons and organisations, including disclosing this completed Appeal Form and my	<input type="checkbox"/>

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accompanying evidence where necessary, (for example, to collect information or to seek statements from relevant persons or bodies)		
The information I have given on this form is true, correct and complete, to the best of my knowledge		<input type="checkbox"/>
Signed:		Date:

Submit this form and all evidence to FtP Secretary via student.conduct@buckingham.ac.uk

Annex D: Flowchart

