**Fitness to Practise Appeal Form**

* Before completing this form, please read the *Investigation and Determination of Concerns about Fitness to Practise* regulations, including the section headed *Appeals.*
* Your appeal **must** be supported by relevant evidence.

|  |  |
| --- | --- |
| **My name:** |   |
| **My student number:** |  |
| **Title of my course: (this is the full title of your course e.g. BSc (Hons) Child Nursing)** |  |
| **My faculty:** |  |
| **My date of birth: (DD/MM/YY)** |  |
| **My email address: (this will be the email that your confirmation of submission of this form is sent to)** |  |
| **Date: (this is the date on which you submit this form)** |  |

**PART A: To be completed by the student:**

|  |
| --- |
| **My Grounds for Appeal** |
| Please tick **all** the boxes that you feel apply to your case and for which you have supporting evidence.**I have evidence that:** there has been ‘procedural irregularity’: that the University’s procedures and regulations have not been followed correctly there has been bias or a reasonable perception of bias, during the procedure the action which the University has decided to take is disproportionate, or is not permitted under the procedures **I have new material evidence that:**it was not possible to provide earlier in the process **for valid reasons** (please detail these reasons in the ‘My Statement of Appeal’ section below) |
| **My Statement of Appeal** |
| I wish to appeal against the following specific decisions of and/or outcomes from the Fitness to Practise Panel:My reasons for requesting an appeal are:My desired outcome of an appeal is: |

|  |
| --- |
| **My Evidence**  |
| **I will provide the following evidence as part of my appeal request:** Please list any evidence you are sending with your Appeal Request form and then list any further evidence you intend to provide within 10 working days of your submission of this form, as a part of an appeal process. Evidence may include, but is not limited to, copies of emails, timelines, internal investigation reports/outcomes and screenshots. |

|  |
| --- |
| **My Declaration** |
| **I declare that the information given in this form is correct and complete to the best of knowledge and I have provided relevant evidence in support of my request. I accept that the information provided will be used in accordance with GDPR regulations and the *Investigation and Determination of Concerns about Fitness to Practise* regulations.** |
| Student signature: | Date: |

**PART B: To be completed by the Manager of the University Conduct and Complaints Team**

|  |  |
| --- | --- |
| **Date Appeal Form Received:** |  |
| **Appointed Investigating Officer\* (name/post):** |  |

\*This will normally be the Conduct and Complaints Manager, but where necessary the role may be assigned by the Conduct and Complaints Manager in liaison with the Chair of the SCC to another senior administrator within Academic Services.

|  |
| --- |
| **B1. Actions or Initial Recommendations of the Investigating Officer** |
| 1. The Appeal Reques form has been submitted by the student beyond the permitted 15 working days from receipt in writing by the student of the decision of the Fitness to Practise Panel. The Investigating Officer will:

**reject the appeal request as it was not submitted by the student within the permitted timeframe** **refer the appeal request to the Chair of the Student Cases Committee (SCC)** to consider whether exceptional circumstances may have impacted on the student’s ability to submit the request within the permitted timeframe and whether the appeal request should be considered.1. The Appeal form has been submitted by the student within the permitted 15 working days from receipt in writing of the decision of the Fitness to Practise Panel. After gathering any further information required and upon consideration of the information available, the Investigating Officer recommends to the SCC that there are:

**grounds for appeal, with supporting information/evidence provided by the student****grounds for appeal, dependent upon the provision of additional information/evidence** which the student understands they must provide within 10 working days of the date of submission of their Appel Request form**.**Details of information pending:**no valid grounds for appeal;** that the reason for this determination should be given in writing to the student and decisions of the Fitness to Practice Panel should stand**insufficient grounds for appeal;** that the reason for this determination should be given in writing to the student and decisions of the Fitness to Practice Panel should stand |

|  |  |
| --- | --- |
| **Signature (Investigating Officer):** |  |
| **Date:** |  |

|  |
| --- |
| **B2. Student Cases Committee (SCC) Decision on the Validity of the Student’s Request for an Appeal\*****\*to be communicated, in writing, to the student within 3 working days of the SCC Decision** |
| At its meeting held on …………………………………………………………….. the SCC found there to be:**sufficient grounds for an appeal and that Informal Resolution should be explored.** On behalf of the SCC, the Investigating Officer will liaise with senior members of the relevant faculty to explore options for an Informal Resolution. If an informal resolution is felt to be possible, section B3 of this form will be completed and the proposed informal resolution will be offered in writing to the student, normally within 5 working days. If the proposal is accepted by the student normally within 5 working days, the student will write to the Investigating Officer to confirm withdrawal of their appeal request. If the student rejects the proposal or does not reply to the University Conduct and Complaints Manager in writing within 5 working days, the Investigating Officer will inform the Chair of the SCC of the student’s response and direct the relevant Faculty Fitness to Practice Lead toconvene a new Fitness to Practice Panel.**sufficient grounds for an appeal and that new Fitness to Practise Panel be convened.** Upon instruction by the Chair of the SCC, the Investigating Officer will direct the relevant Faculty Fitness to Practice Lead toconvene a new Fitness to Practice Panel. At the end of this process, section B4 of this form will be completed by the University Conduct and Complaints Manager and both the form and a Completion of Procedures Letter will be shared with the student. The Completion of Procedures Letter must include the decisions of the Fitness to Practice Panel and the reasons for these decisions.**insufficient grounds for an appeal and that the student’s request to appeal the decision of the Fitness to Practise Panel be rejected.** The University Conduct and Complaints Team will issue a Completion of Procedures Letter to share with the student. This must include the grounds for appeal put forward by the student and why these grounds were not upheld by the SCC. |

|  |  |
| --- | --- |
| **Signature (Chair of SCC):** |  |
| **Date:** |  |

|  |
| --- |
| **B3. Informal Resolution Information.** **(Section B3 completed by the University Conduct and Complaints Manager)** |
| An Informal Resolution proposal was offered to the student on: (date)Summary of the terms of the Informal Resolution proposal: The Informal Resolution proposal was **declined** by the student in writing on (date) and the appeal will beprogressed to a second Fitness to Practice PanelorThe Informal Resolution proposal was **agreed** by the student, and they confirmed a withdrawal of their request to appeal in writing on (date).  |

|  |
| --- |
| **B4. Second Fitness to Practise Panel. Summary of Decisions and Outcomes.** **(Section B4 completed by the University Conduct and Complaints Manager in liaison with the Chair of the second Fitness to Practise Panel)** |
| The decision(s) of the Fitness to Practise Panel, as a result of the Panel Hearing held on (date) are:The outcomes (including the next steps) of the Fitness to Practise Panel are: |

|  |  |
| --- | --- |
| **Completed Fitness to Practise** **Appeal form logged in the University *Fitness to Practise Process Outcomes Repository* by the Conduct and Complaints Team. Date:** |  |

|  |  |
| --- | --- |
| **Completed Fitness to Practise** **Appeal form provided to student by the Conduct and Complaints Team\*. Date:** |  |

\*Upon completion of a Fitness to Practise Appeal process, the student will receive a copy of the completed Fitness to Practise Appeal form and a Completion of Procedures Letter from the University Conduct and Complaints team which will be provided within 28 days of the date of the appeal ruling. A student may not use the University of Hull’s Fitness to Practise process to appeal the decision of a second Fitness to Practice Panel. However they may use their Completion of Procedures Letter to liaise with the Office of the Independent Adjudicator (OIA).