***Template for a Completion of Procedures Letter***

*This may be used when a student’s* ***Fitness to Practise******Appeal*** *not upheld by the SCC*

……………………………………………………………………………………………………………………………………

{Date}

Dear {student name}

**Fitness to Practise Appeal Panel - Decision**

Thank you for your patience whilst your appeal of the decisions of the Fitness to Practise Panel operating according to the University of Hull’s regulations for *The Investigation and Determination of Concerns about Fitness to Practise,* was considered.

Your request to appeal the decision of the Fitness to Practice Panel was made on grounds set out in section 12.4 of the Fitness to Practise regulations that:(display only the option or options used by the student)

1. the procedures and regulations of the University have not been followed properly
2. there has been bias or a reasonable perception of bias, during the procedure
3. the action which the University has decided to take is disproportionate, or not permitted under the University’s regulations and procedures
4. there is new material evidence that it was not possible to provide earlier in the process for valid reasons.

**The Student Cases Committee has not upheld your request for an appeal**.

This is because {specific reasons to be given here, as provided by the Chair of the SCC}

This outcome is final and not subject to further challenge within the University of Hull.

If you are dissatisfied with the outcome, you may wish to contact the Office of the Independent Adjudicator for Higher Education (OIA). Should you decide to do so, your OIA Complaint Form must be received by the OIA within twelve months of the date of this letter, that is, it must be received by the OIA on or before {date}

You can fill in the OIA’s complaint form online or download a copy from the OIA website. See: <http://oiahe.org.uk/making-a-complaint-to-the-oia/oia-complaint-form.aspx>.

You should send a copy of this letter to the OIA with your OIA Complaint Form.

Guidance on submitting a complaint to the OIA and the OIA Complaint Form can also be found on the OIA’s website <https://www.oiahe.org.uk/students/how-to-complain-to-us/>

Yours sincerely, {signature}