***Template Letter.***

***This may be used to inform a student of the outcome of the decision makers initial consideration of their Fitness to Practise Appeal form, where the request for an appeal is rejected*** *because…*

1. *it cannot be considered as it is outside of the permitted timeframe for that request,*

 *or*

1. *the grounds for appeal are not one of those deems as eligible under regulation 12.4 or*
2. *the evidence offered together with the detail given by the student within their form grounds do not constitute grounds for an appeal*.

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

{Date}

Dear {student name}

**Fitness to Practise Appeal Request - Outcome**

Thank you for your patience whilst the your request for a review of the outcome of the Fitness to Practice process was considered.

This process was administered according to the University of Hull’s *Regulations for the Investigation and Determination of Concerns about Fitness to Practise.*

*Option 1 (beyond timeframe allowed)* You were notified in writing of the decision of the Fitness to Practise Panel on *{date}.* Your request to appeal the decision of the Fitness to Practice Panel was received by the University on *{date}.* Unfortunately, this submission was beyond the permitted timeframe of 15 working days from the date you were notified of the Panel’s decision and will not be considered as specified in the regulation 12.7 of the *Investigation and Determination of Concerns about Fitness to Practise. (Now use section XX as the next paragraph)*

*Option 2 (grounds cited by the student are not eligible)*. Unfortunately your request to appeal the decision of the Fitness to Practice Panel was not made on any of the eligible grounds set out in section 12.4 of the *Investigation and Determination of Concerns about Fitness to Practise* regulations and therefore your request cannot be considered*. (Now use section XX as the next paragraph)*

*Option 3 (grounds are eligible but are not substantiated)* Your request to appeal the decision of the Fitness to Practice Panel was made on grounds set out in section 12.4 of the *Investigation and Determination of Concerns about 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.

After thoroughly reviewing the contents of your request form together with evidence provided, the Investigating Officer has determined that there are **no grounds for appeal** and that the decision of the Fitness to Practise Panel will stand. This is because (include the reasons).

*(Now use section XX as the next paragraph)*

(XX) 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/**](https://www.oiahe.org.uk/students/how-to-complain-to-us/)

Yours sincerely,

(name/signature)