

Fitness to Practise Procedure



Date of sign-off:	
Applicable from:	23/07/2024
Approved by:	Director of Academic Quality and Standards
Date of approval:	23/07/2024
Date of next review:	2024/25
Scope of policy (audience):	All Leeds Trinity University registered students who are enrolled on a programme which is recognised by a Professional, Statutory or Regulatory Body for the purpose of obtaining a professional qualification, future registration with the relevant body and/or for the entitlement to Practise the applicable profession.
Policyholder:	Director of Academic Quality and Standards
Contact:	StudentConduct@leedstrinity.ac.uk

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1. Introduction and Context

- 1.1. Leeds Trinity University is committed to ensuring that all students, including apprentices and those individuals studying with our franchise partners, undertaking a course of study leading to the recommendation of their professional registration with a Professional, Statutory or Regulatory Body have the skills, knowledge, health and character to work effectively and safely.
- 1.2. In support of the above commitment, this Procedure explains how the University undertakes this responsibility and provides detailed guidance to staff and all students and apprentices registered on such a programme as to what is expected of them throughout the course of their study, and in line with the University's [mission, vision and values](#) and our [Equality, Diversity and Inclusion Policy](#).
- 1.3. The associated Fitness to Practise Policy sets out how a student's conduct and their state of health and wellbeing can determine their professional suitability for their chosen course, as well as for subsequent professional qualification and eligibility for future registration with a Professional, Statutory or Regulatory Body.
- 1.4. This Procedure is designed to ensure that all legitimate concerns relating to a student's perceived Fitness to Practise are heard and responded to in a manner that is fair, transparent, timely and based on the consideration of relevant evidence.
- 1.5. This Procedure is applicable to all Leeds Trinity University students who are registered upon a programme leading to the recommendation of their registration as a professional with a Professional, Statutory or Regulatory Body. It can be referred to and used by members of university staff and colleagues at placement and/or Practise providers in order to raise concerns about a student's Fitness to Practise and sets out the process to be followed in such circumstances.
 - 1.5.1. This Procedure and its associated Policy apply to all Nursing students from the commencement of the programme in January 2024, and to all applicants for all other relevant programmes from this date. From September 2024, the Fitness to Practise Policy and Procedure will become binding on all new students from the point of application and to all returning students on the relevant programmes.
- 1.6. This Procedure and its associated Policy have been developed in accordance with the QAA's [Quality Code](#), its Advice and Guidance for [Concerns, Complaints and Appeals](#) and [Monitoring and Evaluation](#), and the Office of the Independent Adjudicator's "[Good Practice Framework for Fitness to Practise](#)".
- 1.7. It is the University's aim to provide an inclusive and supportive response to students who experience (or have previously experienced) health issues that might affect their Fitness to Practise. This Procedure and its associated Policy provide a suitable and coordinated response where other internal procedures are not appropriate.

2. Definitions

- 2.1. **“Fitness to Practise”** – Leeds Trinity University applies the Quality Assurance Agency for Higher Education’s definition of Fitness to Practise. Being fit to Practise means “being suitably qualified and prepared, and demonstrating appropriate skills, conduct, values and attributes, to perform a particular professional role as recognised by the relevant professional body.”
- 2.2. **“The University”** – Leeds Trinity University
- 2.3. **“Students”** – All students registered on an undergraduate or postgraduate programme awarded by Leeds Trinity University which will lead to recommendation of professional registration with a Profession, Statutory or Regulatory Body, including those studying for apprenticeships/CPD purposes or on programmes delivered by our franchise partners. This also applies to those who have applied for such a programme but have not yet enrolled.
- 2.4. **“LTSU”** – Leeds Trinity Students’ Union
- 2.5. **“PSRB”** – Professional, Statutory or Regulatory Body
- 2.6. **“DAQS”** – Director of Academic Quality and Standards
- 2.7. **“OIA”** – Office of the Independent Adjudicator
- 2.8. **“QAA”** – Quality Assurance Agency for Higher Education
- 2.9. **“NHS”** – National Health Service
- 2.10. **“NMC”** – Nursing and Midwifery Council
- 2.11. **“SWE”** – Social Work England
- 2.12. **“HCPC”** – Health and Care Professions Council
- 2.13. **“QTS”** – Qualified Teacher Status
- 2.14. **“DBS”** – Disclosure and Barring Service
- 2.15. **“CRO”** – Community Resolution Order
- 2.16. **“TRA”** – Teaching Regulation Agency
- 2.17. **“LADO”** – Local Authority Designated Officer
- 2.18. **“PVCEE”** – Pro Vice-Chancellor for Education and Experience

3. Procedure Stages

- 3.1. This Procedure provides the following stages for consideration of concerns raised about a student’s Fitness to Practise:
 - 3.1.1. No case to answer. This will normally be the case where a matter reported under this Procedure does not constitute a concern under

Fitness to Practise and/or has been referred to another University procedure.

3.1.2. Informal Resolution. The purpose of the informal resolution stage is to assess whether the student's Fitness to Practise is indeed in question or whether the concern is about less serious competency issues. It gives the student the opportunity to understand why the concern has been raised under the Fitness to Practise Policy and Procedure and to take steps to redress their professional conduct or practise accordingly. It is intended to be a developmental and supportive stage.

3.1.3. Formal Investigation

3.1.4. Fitness to Practise Panel

3.1.5. Appeals

3.2. If Emergency Action has been taken and a student has been suspended from an element of their programme due to a Fitness to Practise concern (see Section 6 of this Procedure), their case will automatically be referred for formal investigation and to a hearing of the Fitness to Practise Panel. The opportunity for informal resolution will not be given.

3.3. If a further Fitness to Practise concern is raised during the student's period of registration, previous action at the Formal Investigation and/or Fitness to Practise Panel stages can be taken into account when considering the case on that subsequent occasion.

4. Examples of Concerns

4.1. Fitness to Practise concerns will generally fall into three main categories: concerns about conduct, concerns about competence and concerns about capability.

4.2. Concerns about conduct may relate to a student during study, placement or in their private life. Examples include, but are not limited to:

Aggressive, violent or threatening behaviour	<ul style="list-style-type: none"> • Assault including sexual assault • Physical violence • Verbal/virtual threats • Bullying • Aggression • Harassment • Abuse • Sexual misconduct
Inappropriate attitude or behaviour	<ul style="list-style-type: none"> • Failure to accept educational advice. • Poor or non-attendance on placement. • Failure to observe or comply with the rules and regulations of the University or placement provider.

	<ul style="list-style-type: none"> • Failure to demonstrate an attitude/behaviour/demeanour appropriate for individuals working in the profession concerned. • Failure to follow health and safety requirements. • Breach of confidentiality • Unlawful discrimination • Misuse of the internet or social media/networking sites • Conduct which leads to safeguarding concerns • Failure to complete a Self-Declaration form, as and when required
Dishonesty	<ul style="list-style-type: none"> • Fraudulent behaviour. • Falsification of records, qualifications or signatures. • Misrepresentation of attendance. • Failure to immediately declare involvement in a criminal incident or failing to declare a criminal conviction. • Failure to complete or provide pertinent information on a DBS.
Criminal activity	<ul style="list-style-type: none"> • Criminal convictions or cautions.
Drug or alcohol misuse	<ul style="list-style-type: none"> • Supply, possession, or misuse of drugs. • Driving under the influence of alcohol and/or drugs. • Where the consumption of alcohol or misuse of drugs affects the work or study environment.

4.3. Concerns about competence will generally relate to the student's inability to demonstrate the competency necessary to safely conduct relevant activities while on placement to the point where this lack of competence could constitute a risk to the health, safety and/or wellbeing of the student, placement staff, service users, patients, or others.

4.3.1. The University recognises that the purpose of placements is to support the training and development of students on their programmes and, as such, this Procedure should not be invoked where a more appropriate course of action would ordinarily determine that the student has not successfully completed the placement.

4.4. Concerns about capability will generally relate to physical or mental health conditions which mean that, notwithstanding any reasonable adjustments that can be made, the student cannot safely conduct relevant activities, that they represent a risk to the health, safety or wellbeing of themselves, placement staff, service users or others, and/or cannot reasonably be expected to attain the competency standards of the relevant programme.

5. Initiation of the Procedure

- 5.1. A student, staff member or external placement professional wishing to raise a concern about a student's Fitness to Practise should submit details of the concern in writing to the DAQS or their nominee (StudentConduct@leedstrinity.ac.uk) and the relevant Head of School or nominee / School Placement Office and Lead Tutor / Placement Coordinator / Practice Placements Manager.
 - 5.1.1. Any evidence which the reporting party requires the University to consider should be submitted at the same time.
 - 5.1.2. Contact details for these individuals should be made available to all relevant students, staff and external partners at the commencement of study and updated when necessary.
- 5.2. Students registered on a Nursing programme who have concerns about the Fitness to Practise of a fellow student or an external professional while on clinical placement are required to follow the processes set out in the Raising and Escalating Concerns Procedure. If concerns arise outside of a clinical setting, students should contact their Head of School and/or the DAQS or their nominee.
- 5.3. When a student's behaviour or conduct raises Fitness to Practise concerns whilst they are on placement away from the University, the placement provider is expected to notify the Programme Leader, or the School Placement Office and the lead mentor of the circumstances as soon as is reasonably possible. The DAQS or their nominee should also be notified at the same time.
- 5.4. When registered students have a concern about the Fitness to Practise of a member of Leeds Trinity University staff during a clinical or practical session, they should inform the relevant Head of School. Where a concern involves the Fitness to Practise of a Head of School in the same settings, the student should inform the appropriate Deputy Dean who will notify the Director of People & Culture. Following due consideration, the concern may be dealt with under the University's employment policies and procedures.
- 5.5. Any referral of a student on placement to the placement provider's own grievance, complaints or disciplinary procedures should also be reported to the Programme Leader or the School Placement Office and lead mentor, and the DAQS or their nominee. Any action by the University may be paused pending the completion of such external procedures. However, the University will consider interim action and appropriate support measures for the student where necessary.
- 5.6. It is anticipated that external complaints regarding safeguarding will be routed through the [usual reporting procedures](#) to enable investigation. All other external complaints should be routed to the School Placement Office, appropriate Placement Coordinator, Practice Placements Manager, Programme Leader and/or the DAQS or their nominee.
- 5.7. Depending on the nature of the concern, action will be taken in consultation with colleagues and taking account of the policies/procedures listed in Section 10.1.
- 5.8. The University recognises that it is important to investigate all concerns as soon as they arise and to keep clear and accurate records. As such, the University commits

to taking action promptly and fairly with a view to managing matters effectively and supporting the student affected, other members of the Leeds Trinity community and external partners. The University recognises that dealing with matters in this way is critical, not only to ensuring that relevant professional standards are attained and maintained, but also to support student learning, academic achievement, a positive student experience and a beneficial working environment for staff, as well as to protect patients, pupils, and clients.

- 5.9. The University also recognises the possibility that an allegation or concern may be raised relating to a student's Fitness to Practise which is vexatious or malicious. Where allegations or concerns are raised by a student or member of university staff which are found to be vexatious or malicious, the reporting party will be referred to the appropriate disciplinary procedure for further consideration.
- 5.10. When dealing with students under this Policy, the University will always signpost students to relevant support services as part of its duty of care obligations. Such services may include those provided by the University (e.g., the Student Mental Health and Wellbeing team or the Disability Service) and/or the LTSU Advice Service, or external specialist organisations (e.g., GamCare, Forward Leeds, or Andy's Man Club, amongst others). If signposting and/or referrals to external services are considered the most suitable course of action, this decision will be made by the Director of Student Mental Health and Wellbeing.
- 5.11. In cases where the concern raised is also potentially a criminal offence, the University reserves the right to pause Fitness to Practise proceedings until any legal investigations and procedures are complete. Due to the timescales involved in legal investigations, Emergency Action may be invoked.
- 5.12. The DAQS or their nominee will be responsible for deciding whether the concern raised is within the scope of Fitness to Practise or whether it should be referred to an alternative Policy and/or Procedure. If the latter course of action is considered the most appropriate, the DAQS or their nominee will be responsible for actioning the referral.
- 5.13. Students should note that while they are permitted to suspend their studies at any time (including after Fitness to Practise proceedings have begun but before they have concluded), doing so cannot be used as a method to circumvent the Fitness to Practise proceedings, and their reinstatement will be subject to the outcome of those same proceedings. Similarly, if a student withdraws before Fitness to Practise proceedings have concluded, they should be aware that the proceedings may need to continue, depending on the seriousness of the issue raised, for the purposes of reporting to a PSRB.

6. Emergency Action

- 6.1. The University reserves the right to suspend any student at any time on such conditions as it deems fit.
- 6.2. The decision to temporarily suspend a student from practise, programme and/or placement should be determined on a case-by-case basis and a risk assessment. The right to suspend will usually only be invoked when a student is alleged to have committed an act of misconduct which poses a risk to the safety, health and wellbeing of the student or the wider University community of students, staff and/or

their property, service users at their placement, or which may bring the reputation of the course, profession or the University into disrepute.

- 6.3. An emergency suspension is a neutral act and is not a determination, sanction, or penalty under this Policy in relation to a student's Fitness to Practise and should not be considered as such.
- 6.4. If the decision is made to suspend a student, this will be confirmed to them in writing by the Chief Operating Officer. The letter will include notification of the concerns raised regarding the student's Fitness to Practise and an outline of the procedures that will be followed.
 - 6.4.1. In reaching the decision to make an emergency suspension, consideration will be given to whether specific arrangements can and/or should be reasonably put in place for the student to minimise the impact on their academic studies. This may include, for example, allowing the student to undertake study remotely or permitting the student to sit an examination. All such considerations and decisions are at the absolute director of the Chief Operating Officer and Pro Vice Chancellor (Education and Experience).
 - 6.4.2. The student will remain suspended until the outcome of the Fitness to Practise Panel. In exceptional cases, the student may be suspended from both the academic and practice element of the programme.
- 6.5. When a student is suspended from placement or practice, the University will inform the placement or practice provider at the earliest opportunity.

7. Informal Resolution

- 7.1. If the DAQS or their nominee has decided that a concern lies within the scope of Fitness to Practise, they will first check the student's record to determine whether the student has previously been subject to Fitness to Practise proceedings at the University. If records show a previous Fitness to Practise concern, the case will be referred for formal investigation. If no previous concern has been raised, the opportunity for informal resolution is given, dependent on the seriousness of the offence.
- 7.2. In cases where informal resolution is to be offered, the DAQS or their nominee will invite the student and their Personal Tutor to a meeting to establish whether the case should proceed to formal investigation or whether additional development and/or support measures are required. The student will be given notice of the concern which has been raised in writing at the same time. The DAQS or their nominee will take notes and provide procedural advice to both the student and the Personal Tutor. The student will be given the opportunity to respond to the concern and will be made aware of the standards of behaviour expected and the availability of support services.
- 7.3. The outcome of informal resolution may include (but is not limited to) any of the following or a combination thereof:
 - 7.3.1. Referral for formal investigation.

- 7.3.2. A pre-regulatory warning.
- 7.3.3. A requirement for the student to sign an Acceptable Behaviour Agreement, to be counter-signed by the DAQS or their nominee and the Personal Tutor.
- 7.3.4. Additional support arrangements.
- 7.3.5. Additional monitoring for a specified timescale.
- 7.4. Students should note that a failure to adhere to the outcome(s) issued may result in their automatic referral for formal investigation.

8. Formal Investigation

- 8.1. If a case has been referred for formal investigation, the DAQS or their nominee will normally invite the student to an Initial Investigatory Interview to gather further information about the Fitness to Practise concern which has been raised and to give the student the opportunity to respond.
- 8.2. The Initial Investigatory Interview meeting will be chaired by the relevant Head of School (or appropriate nominee) and the student's Personal Tutor will also be in attendance. Where the Head of School or nominee is also the student's Personal Tutor, another member of the academic programme staff should attend. The DAQS or nominee will always attend the meeting to take notes and to provide procedural advice to both the student and academic colleagues.
- 8.3. At all formal stages of the Fitness to Practise process, students are entitled to be accompanied by a person of their choosing who may be a fellow member of the student body, a member of Student Support (including the Disability Service and Mental Health and Wellbeing team), the LTSU Advice Coordinator or a senior member of LTSU, or an external third party such as a friend or family member.
 - 8.3.1. The Fitness to Practise Policy and Procedure are intended to be fair and to comply with the rules of natural justice. While the Procedure is not a formal court process and therefore should not be adversarial or overly legalistic, the University recognises both that some students may wish to seek legal advice in serious and/or complex cases and that most professional regulators allow practitioners to be accompanied by legal representatives when dealing with Fitness to Practise issues. However, under this procedure, legal representation will be exceptional and requires prior approval from the DAQS or their nominee.
 - 8.3.2. The role of the person accompanying the student is to act as an observer and to give moral support. They will not be permitted to answer questions on behalf of the student. They cannot be a witness to the incident/behaviour which gave rise to the initial Fitness to Practise concern.

- 8.3.2.1. If a student requires reasonable adjustments under this regulation, they should inform the DAQS or nominee at least three working days in advance.
- 8.4. The invitation to attend the Initial Investigatory Interview will set out:
- 8.4.1. The purpose of the meeting.
 - 8.4.2. The reported concern and any evidence submitted in support of it.
 - 8.4.3. The Fitness to Practise Procedure.
 - 8.4.4. Details of the staff who will be present.
 - 8.4.5. The right to be accompanied.
 - 8.4.6. The contact information of the LTSU Advice Coordinator.
 - 8.4.7. The contact information of the Student Support and Student Mental Health and Wellbeing teams.
 - 8.4.8. The right to submit any evidence supporting their case.
- 8.5. Students who have been asked to attend an Initial Investigatory Interview should make every effort to attend. If a student fails to attend a scheduled Initial Investigatory Interview without valid reason, a second such meeting will be arranged within two working days. Should the student also fail to attend that meeting, the case will proceed to a formal Fitness to Practise Panel.
- 8.6. In exceptional circumstances, an Initial Investigatory Interview can be rearranged without penalty at the discretion and agreement of both the Head of School or nominee and the DAQS or nominee.
- 8.7. The outcome of the Initial Investigatory Interview may include (but is not limited to) any of the following or a combination thereof:
- 8.7.1. No further action.
 - 8.7.2. Any action listed in Regulations 6.3.2 – 6.3.5 or variant thereof.
 - 8.7.3. An action plan that is agreed between the University and the student and which includes appropriate timescales for improvement.
 - 8.7.4. The requirement that the student must complete a piece of reflective work to demonstrate insight into how their actions and/or behaviour have been a cause for concern.
 - 8.7.5. If physical or mental health issues are the basis for the student's Fitness to Practise being questioned, the academic staff present should consider whether it is possible to make reasonable adjustments to support the student in continuing their programme of study. If this is not possible, the student may be advised to suspend their studies until such

time that they are well enough to return to the rigours of the relevant programme.

8.7.6. Referral to the Fitness to Practise Panel.

- 8.8. The student will be informed in writing of the outcome of the Initial Investigatory Interview, together with any timescales that may be applicable in order for the student to demonstrate that they have addressed the areas raised, within five working days.
- 8.9. The outcome(s) of all Initial Investigatory Interviews will be securely held on the student's record until their period of registration at the University ends plus eight years.
- 8.10. Failure to adhere to the requirements arising from the Initial Investigation stage within the stipulated timescales will result in the referral of the case to the Fitness to Practise Panel.

9. Fitness to Practise Panel

- 9.1. A student whose case has been referred to the Fitness to Practise Panel will be notified of the details of the referral and of their mandatory attendance at the Panel in writing at least ten working days in advance of the hearing.
- 9.2. The student will be provided with the following information at least seven working days in advance of the hearing:
 - 9.2.1. Copies of all documentation, including witness statements (anonymised where necessary), relating to the case.
 - 9.2.2. The Fitness to Practise Procedure.
 - 9.2.3. Their right of accompaniment (see also Regulation 7.3).
 - 9.2.4. Details of the membership of the Fitness to Practise Panel.
 - 9.2.5. The names of any witnesses that the University intends to call.
- 9.3. The student will be asked to submit any written evidence they wish to present in support of their case no later than three working days in advance of the hearing, along with the names and contact details of any witnesses they wish to call. If the student wishes for someone to accompany them (see Regulations 7.3 and 8.2.3), they should provide the individual's name and contact information at the same time.
- 9.4. Where a student is unable to attend due to ill health and is able to provide evidence to that effect, an alternative date for the hearing shall be agreed. Where this date is subsequently not met by the student, a decision will be made in the student's absence.

- 9.5. The Fitness to Practise Panel will be organised and serviced by the DAQS or nominee. Where a nominee is acting in the stead of the DAQS, the University reserves the right for this to be the same nominee who acted in their stead at the Initial Investigatory Interview, if applicable. The member of staff servicing the Fitness to Practise Panel does not hold voting powers. They can advise both the student and the panellists on details of procedure.
- 9.6. The Panel will be comprised of:
 - 9.6.1. Chairperson (normally the Dean of the student's Faculty or appropriate nominee).
 - 9.6.2. Two senior academic representatives from the University, at least one of whom should be from the same discipline as the student, and both of whom should be registrants of a PSRB (whether of the same PSRB that governs or regulates the delivery of the student's programme or another).
 - 9.6.3. For Nursing students, the Panel should also include an external practicing member who is not employed by the University.
- 9.7. In forming the Panel, the DAQS or nominee will have due regard for diversity within its membership.
- 9.8. No member of the Fitness to Practise Panel shall be someone who directly witnessed or raised the concern.
- 9.9. In the event of a tied decision, the Chair will have the casting vote.
- 9.10. The Chair may choose to adjourn the hearing temporarily if they consider the conduct or behaviour of a fellow panellist or the student/the person accompanying them to not be in the best interest of the satisfactory conclusion of the hearing.
- 9.11. At the hearing, the Chair will summarise the case which has been presented to them before proceeding to call the University's witnesses (if applicable) and the student's witnesses (if applicable). The student will be given the right to reply to any written or oral evidence. The Panel will undertake a full and frank conversation with the student in order to establish the full facts of the case as far as possible. Once all evidence and concerns have been addressed, the student will be advised that a formal written outcome will be sent to them within ten working days and asked to leave the meeting.
- 9.12. The Fitness to Practise Panel has the power to issue one or more of the following outcomes:
 - 9.12.1. Case Dismissed – This outcome will be issued where the Panel considers there to be no evidence of misconduct on behalf of the student.
 - 9.12.2. Any action listed in Regulations 6.3.2 – 6.3.5 or 7.8.3 – 7.8.5 or variant thereof.

- 9.12.3. The student is permitted to continue with their programme under additional supervision and/or with additional monitoring and reporting procedures in place.
- 9.12.4. Recommendation that the student be referred to the Fitness to Study process.
- 9.12.5. Recommendation to the relevant Progression and Award Board that the student's opportunity for the professional qualification is terminated but that registration for an alternative academic qualification should be permitted.
- 9.12.6. Recommendation to the Chief Operating Officer that the student be suspended from study for a specified period (not normally to exceed one academic year), during which time the student will be required to fulfil specific conditions set by the Fitness to Practise Panel. After this time, the Panel will review the student's progress with regards to the conditions set and decide whether to re-admit the student to the programme and/or the University.
- 9.12.7. Recommendation to the Pro Vice-Chancellor for Education and Experience that the student's studies be terminated.

9.12.7.1. Where the Panel agrees to issue this outcome, the decision will also cover the matter of whether an intermediate award is due to the student and whether they would be admitted to an alternative programme within the University without further penalty.

- 9.13. The outcome listed in Regulations 8.12.7 is only available to the Fitness to Practise Panel in cases where they consider there to be a proven misconduct allegation that renders the student unfit to Practise.
- 9.14. The DAQS or nominee will be responsible for updating the relevant university systems and/or departments, and for advising all relevant external parties as to the outcome of the Fitness to Practise Panel once the period of time allowed for appeals has passed.

10. Appeals

- 10.1. If the student is dissatisfied with the decision(s) made by the Fitness to Practise Panel, they have the right of appeal on the following grounds:
- 17.1.1. Evidence becomes available which was not available, or could not reasonably have been made available, at the time of the original decision and which would have had a material effect on the outcome.
- 17.1.2. The University failed to follow the regulations and processes set out in this Policy and its associated Procedure and this failure had a material effect on the outcome.

- 10.1 Throughout the Appeals process, the original decision of the Fitness to Practise Panel will be considered to apply until the student receives confirmation if it is to be overturned or set aside.
- 10.2 A student wishing to appeal the decision or outcome of the Fitness to Practise procedure must submit a request for an appeal in writing to the PVCEE via email (StudentConduct@leedstrinity.ac.uk) within 10 working days of the date of issue of the written formal outcome of the Panel. The student should include details of how their request satisfies one of the two grounds for appeal listed in Regulation 10.1. At the same time, the student should provide any additional written documentation, witness statements, written submissions or evidence that they wish to be considered alongside their appeal in line with the grounds being used.
- 10.3 The PVCEE will determine if the request for an appeal is to be permitted or rejected based on the grounds that the student has identified in their submission.
- 10.3.1 If it is decided that there the student's appeal is to be rejected, the PVCEE will write to the student within 10 working days explaining the reason(s) behind the decision. This letter will form the Completion of Procedures letter indicating that the University's internal processes have been completed for the purpose of any future submission to the OIA.
- 10.3.2 Where it is decided that there are valid grounds for appeal, the PVCEE the student will be notified in writing within 10 working days of receipt of the appeal submission with one of the following outcomes:
- 10.3.2.1 That the appeal has been upheld or partially upheld, the reasons for the decision and the resulting consequences for the student in that the case will be referred to a new Fitness to Practise Panel. The Panel will be independent and will not have any prior knowledge or involvement in the original case.
- 10.3.2.2 That the appeal has not been upheld.
- 10.3.2.3 Point 8 of this document will be followed, if a new Fitness to Practise Panel is to be arranged.
- 10.4 There is no further right to appeal under the University's procedures. Where a student is dissatisfied with the outcome of the internal Fitness to Practise process (including the Appeals stage), they may wish to refer their complaint to the Office of the Independent Adjudicator using the letter issued to them under Regulation 9.12 (otherwise described as a Completion of Procedures letter). Further information and guidance can be found at <https://www.oiahe.org.uk/students/can-you-complain-to-us/>.

11 Disclosure and Recording of Information

- 11.1 Non-verbatim notes will be taken in all Fitness to Practise meetings by the DAQS or nominee and will be held on file in line with our data protection regulations. These will be shared with the student for comment. There are no guarantees are changes requested by the student will be accepted.

- 11.2 Normally, Fitness to Practise Panel Hearings/Initial Investigatory Interviews will not be recorded i.e., by Microsoft Teams, unless requested. Permission must be sought by all panel members; colleagues present and the student before commencement of any recording of hearings or interviews.
- 11.3 The University will retain records of each Fitness to Practise case in a secure relevant filing system for a period lasting no longer than the time of their registration at the University plus eight years.
- 11.4 In certain circumstances, the University has a duty to inform relevant third parties of the nature and outcome of a Fitness to Practise case. Examples of such disclosures include:
- 11.4.1 Where the PSRB's published regulations require notification of the specified sanctions which have been imposed.
 - 11.4.2 Informing any placement providers in relation to placements the student may be required to undertake as part of their programme.
 - 11.4.3 Informing the student's employer where the nature and outcome of the case raises questions about the student's suitability for professional practise or to be on the professional register.
 - 11.4.4 Informing the DBS or DfE where required by the DBS or DfE guidance.
 - 11.4.5 Informing UK Visas and Immigration (UKVI) in the case of a significant change in the circumstances of an international student.
- 11.5 The student will be informed of any such disclosures and will be reminded of their obligation to disclose any specified sanction to the relevant PSRB at the appropriate time.
- 11.6 The University reserves the right to disclose the details of Fitness to Practise cases to any third party in the event of a reference request where the University considers it to be relevant. The student will be informed in the event of any such disclosure.
- 11.7 The University will collect aggregated data about Fitness to Practise cases for the submission of an annual report to the relevant academic committee for the purposes of quality assuring the provision of professional education and training and improving the provision of guidance to students about professional conduct and competence.

12 Key Contacts

- 12.1 Student Casework Officer / DAQS – StudentConduct@leedstrinity.ac.uk
- 12.2 Student Support – StudentSupport@leedstrinity.ac.uk
- 12.3 LTSU Advice Coordinator – SUadvice@leedstrinity.ac.uk
- 12.4 Primary School-Based Training team – primarysbt@leedstrinity.ac.uk
- 12.5 Secondary School-Based Training team – secondariesbt@leedstrinity.ac.uk