**CONFIDENTIAL**

**UNIVERSITY OF SALFORD**

**FITNESS TO PRACTISE FORM – REQUEST FOR REVIEW (APPEAL)**

This form is to be completed for all Requests for Review (appeals) to be dealt with under the University of Salford Fitness to Practise Procedure and should be sent via e-mail to studentcoduct@salford.ac.uk.

The Fitness to Practise Procedure is available via <https://www.salford.ac.uk/governance-and-management/student-facing-policies-and-procedures>.

FAQs for students are available via <https://www.salford.ac.uk/askus/admin-essentials/fitness-practice>.

Independent help and advice about the Procedure and completing this form can be obtained from the [Students' Union Advice Centre](https://www.salfordstudents.com/advice/centre).

# **Details of Request for Review – to be completed by Student**

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| Student Name: |  | Student Number: | @  |
| Programme: |  | Level of Study: |  |
| School/Partner College: |  | Year of Study: |  |
| Date of Hearing: |  | Date of Outcome Letter/Email: |  |
| University Email: |  |

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| **Please indicate which Panel decision you are requesting a review of:** |
| Professional Misconduct |  | Professional Unsuitability |  |
| Please confirm whether you are Requesting a Review of (delete those that do not apply);* the decision (of misconduct/unsuitability),
* one or more sanctions,
* both the decision and one or more sanction.
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| If you are Requesting a Review against one or more sanction, please indicate which sanction? (e.g. expulsion, removal from the programme, suspension, etc). |
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| **A Request for Review can only be submitted on one or more of the following grounds. Please indicate the ground(s) for your request by ticking the appropriate box.***For the avoidance of doubt, a request from a student for a rehearing is not a valid ground for review.* |
| 1. that new and relevant evidence is available which, for good and reasonable cause, was not available to the Dean of School or Hearing Panel (as the case may be) at the earlier stage of this Procedure. (Exceptional circumstances are needed to explain why any evidence could not have been made available);
 |   |
| 1. that there was a relevant and significant defect, error or mistake in the conduct of the earlier stage of this Procedure which casts reasonable doubt on the decision reached by the Dean of School or Panel hearing (as the case may be) in that the decision might have been different if the defect, error or mistake had not occurred;
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| 1. that the decision reached at the earlier stage of this Procedure is manifestly unreasonable. In this context, unreasonable will be taken to mean perverse, i.e., the decision was not one that a similar process might have reached.
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| **In relation to the ground(s) you have indicated above (A, B or C), please explain for each relevant ground why you are dissatisfied with the decision or sanction at the previous stage of the Procedure.**  |
| **Ground A**Please list the evidence you intend to use, explain why this was not available at an earlier stage of the procedure and its relevance to your Request (attach any relevant information).  |
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| **Ground B**Please explain why you believe that there was an ‘irregularity’ in how your case has been considered at a previous stage of the process and how you believe this has affected the outcome (attach any relevant information). |
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| **Ground C**Please explain why you believe the outcome reached at an earlier stage was ‘manifestly unreasonable’ and the evidence you wish to use to support this (attach any relevant information). |
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| **Please list any information or evidence you intend to submit in support of your Request for Review.** *Please indicate if the documentation is appended or if it is to follow. If it is to follow, please indicate by what date you expect to have the information available (any submission outside the Procedures is subject to approval by QMO.).* |
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| **Declaration**I declare that the information I have provided is true and that I have read the Fitness to Practise Procedure. |
| **Name:** |  | **Date:** |  |

*If submitting by UoS email a physical signature is not required.*

**Return to the Quality Management Office:** studentconduct@salford.ac.uk.

* General Peer support is available via the Students’ Union Rafiki service <https://www.salfordstudents.com/rafiki>.
* Information on how your personal data will be processed if a case is considered through this procedure is available online <https://www.salford.ac.uk/sites/default/files/2021-04/Data%20Protection%20Guidance.pdf>.

*Updated May 2023*