**UNIVERSITY OF SALFORD**

**FITNESS TO PRACTISE FORM – APPEAL STAGE**

This form is to be completed for all appeals to be dealt with under the University of Salford Fitness to Practise Procedure and should be sent via e-mail to ftp@salford.ac.uk, submitted to the AskUS desk, University House or post to Quality & Enhancement Office, University of Salford, Salford, M5 4WT. The Fitness to Practise Procedure is available via [www.salford.ac.uk/qeo/StudentPolicies/fitness-to-practise-procedure](http://www.salford.ac.uk/qeo/StudentPolicies/fitness-to-practise-procedure).

Independent help and advice about the Procedure and completing this form can be obtained from the Students' Union Advice Centre; telephone 0161 351 5400 or e-mail advicecentre-ussu@salford.ac.uk to make an appointment.

# Details of Appeal – to be completed by Student

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| Name: | Student Number: @ |
| Programme: | Level: |
| School/Partner College: | Year of Study: |
| Date of Panel Hearing/Summary Hearing: |
| Date of Outcome Letter: |
| Address for correspondence in connection with the appeal:Postcode: Telephone Number:University email:*Please note, unless your account has been deactivated QEO will send emails to your University of Salford email account only.* |
| **Please indicate which Panel decision you are appealing against:** |
| Professional Misconduct |  | Professional Unsuitability |  |
| Please confirm whether you are appealing (delete those that do not apply);* the decision (that misconduct occurred),
* one or more sanctions,
* both the decision and one or more sanction.
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| If you are appealing against one or more sanction please indicate which sanction you are appealing against? (e.g. expulsion, removal from the programme, suspension, etc). |

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| **An appeal/request for review can only be submitted on one or more of the following grounds. Please indicate the ground(s) for your appeal by ticking the appropriate box.** |
| 1. that evidence is available which for good and reasonable cause had not been brought to the attention of the Dean of School (or nominee) or the Hearing Panel previously;
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| 1. that there had been a relevant and significant error in the operation of procedures of the Hearing Panel and/or application of the Fitness to Practise Procedure;
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| 1. that the Dean of School (or nominee) or the Hearing Panel had acted in a way which was manifestly unreasonable. In this context, unreasonable shall be taken to mean perverse: i.e. the decision was not a possible conclusion that a similar consideration by the Dean of School (or nominee) or a meeting of the Hearing Panel might have reached.
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| For the avoidance of doubt, a request from a student for a rehearing is not a valid ground of appeal. |

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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 appeal (attach any relevant information).  |
| **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). |
| **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 appeal.** *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 QEO.).* |

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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. |
| Signed: *If submitting by UoS email a physical signature is not required.* | Date: |

Return to the Quality & Enhancement Office ftp@salford.ac.uk

*Form last updated August 2017*

* The AskUS website provides further guidance for students on this procedure <https://www.salford.ac.uk/askus/academic-support/fitness-to-practise>
* The Students’ Union Advice Centre can offer you independent advice on this and other student facing procedures, they can be contacted on advicecentre-ussu@salford.ac.uk or 0161 351 5400.
* The University offers a Wellbeing service <http://www.askus.salford.ac.uk/healthwellbeing> as well as other student support services through AskUS <http://www.askus.salford.ac.uk/>.