



What is a Student Fitness to Practise Panel (SFTPP)?

A SFTPP is a formal meeting set up to determine, based on a written report of an incident(s), whether there is a case to answer for major concern against you. The SFTPP will hear and consider all the evidence and make a recommendation to your Head of Department.



Who sits on a SFTPP?

The Panel will be made up of:

- the Chair
- the relevant Professional Lead
- two external members, at least one of whom will be a registered professional in your discipline

The Deputy Chair will attend in an advisory capacity and a secretary will take minutes of the meeting.



What is the Procedure for a SFTPP?

- You will be informed by the Deputy Chair of the case against you, made aware of your rights and directed to the SFTPP policy

- Your Head of Department may suspend you from all or part of the programme of study, including a neutral withdrawal from placement, pending the outcome of the SFTPP process
- The Panel will meet within twenty working days (or as soon as possible) of the Deputy Chair's notification being sent to you
- The Programme or Pathway Director will prepare the written report which includes a time line of events and relevant evidence
- The written report will be made available to you in advance of the meeting, along with notice of the meeting time and place. This will be sent to you and all the Panel members by the Secretary
- You will be invited to attend the meeting and to speak; you may provide a written statement prior to the meeting
- You may be accompanied by a fellow student, a representative of the Students' Union, or a member of staff who may speak on your behalf
- Your Head of Department will be responsible for communicating the outcome of the meeting to you



What are the possible outcomes of SFTPP?

There is no case to answer:

You receive no warning or sanction; you will be allowed to continue with your study and/ or placement

There is a case to answer and the panel recommends:

Securing an apology from you, giving you a warning; you may also receive a sanction which could be one of the following:

- Undertaking a formal learning contract
- Undertaking remedial and or pastoral support
- Providing some evidence of your improvement
- Having to retake part of the programme
- Being suspended from the programme for a period of time
- Being withdrawn from the programme



How can you appeal a SFTPP?

There is no right of appeal against the professional judgment of the panel; you may appeal following the procedures for Academic and Fitness to Practise Appeals if you meet the requirements.



What will happen on the day?

The Panel will meet privately for 15mins

The Panel will invite you (with a representative if you wish) and the Programme or Pathway Director in together

The Panel will have already read the report and your written statement (if you have submitted one)

The Chair will set ground rules for the meeting and all those present will sign confidentiality statement

The Programme or Pathway Director will present the written report and the Chair will allow for questions from all present (including you)

You will then be offered the opportunity to address the Panel and put forward your case, again the Chair will then allow for questions from all present

The Programme or Pathway Director and yourself (and representative) will then leave the

room and the panel will privately come to a recommendation

The Panel will be able confirm how long you should expect to wait to hear from your Head of Department with the outcome of the meeting



What to do next...

Now that you understand about an SFTPP, we strongly recommend that you seek support and guidance from your Students' Union. Arrange an appointment with the Students' Union Advice Caseworker to discuss your case and arrange representation at the meeting

CHRIST CHURCH
**STUDENTS'
UNION**



You have been called to a Student Fitness to Practise Panel...



What does that mean?