

**If you have recently been subject to investigations under the Student Fitness to Practise Procedures and you have been informed that your case has been referred by the Programme/ Pathway Director and the Investigating Officer to a Student Fitness to Practise Panel (SFTPP) then this will explain a bit more about the Panel process for you...**

A SFTPP is a formal meeting set up to determine, based on a written report, whether a case can be proven regarding allegations that have been made against you.

The SFTPP will hear and consider all the evidence and make a decision

## **Who sits on a SFTPP?**

The Panel will normally be made up of:

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

Secretary will take minutes of the meeting

Others with relevant expertise may be invited to speak to the panel if necessary for specific guidance

## **What is the Procedure for a SFTPP?**

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

Your Head of School may neutrally withdraw 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 Investigating Officer handing over the case to the Secretary

The Programme/ Pathway Director (PD) along with the Investigating Officer (IO) 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

It is strongly recommended that you prepare a written statement and also provide any relevant evidence (the Students' Union can assist and guide you with this)

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

Afterwards, the Chair of the Panel will communicate the outcome of the meeting to you, this could take approx. two weeks

## **What are the possible outcomes of SFTPP?**

### **The case is not proven:**

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

### **The case is proven (in part or in full) and the panel then decides a sanction:**

- You are required to write an apology
- You receive a written warning
- You are required to take remedial action
- You are asked for evidence of improvement and reflection or other conditions imposed by the Panel via a formal learning agreement, with support from your PD
- You are required to retake part of the programme
- You are suspended from the programme for a specified period of time
- You are withdrawn from the programme, with the ability to re-register in the future
- You are withdrawn from the programme, without the ability to re-register in the future but with possible transfer to another non-professional programme
- You are excluded from the University (Alternative sanctions may be made as appropriate to individual cases)

## 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 approx. 15mins

The Panel will invite you (with a representative if you have one) the Programme / Pathway Director and the Investigating Officer in together

The Panel will have already read the report and your written statement and/or evidence (if you have submitted something in advance)

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

The Investigating Officer 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/ Pathway Director, the Investigating Officer and yourself (and representative if you have one) will then leave

the room and the Panel will privately come to a decision

The Panel will be able to confirm how long you should expect to wait to hear the outcome of the meeting (approx. two weeks)

If something comes to light during the Panel which is of concern (i.e. safeguarding issues) the panel may need to disclose to an external agency; if this is the case you will be informed

## What to do next...

***Now that you understand about a 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:***

**[www.ccsu.co.uk/ftp](http://www.ccsu.co.uk/ftp)**



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



## What does that mean?

