



Fitness to Practise Policy and Procedure

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1 Purpose and Scope of the Policy

1.1 Purpose

- 1.1.1 This Policy recognises that there may be times when a student's fitness to practise does not meet the standards expected by the University or employer/placement provider. It seeks to ensure that where there are issues that impact negatively on a student's own (or that of others) ability to practise are dealt with in the most appropriate way.
- 1.1.2 The University recognises that all students (including apprentices) are responsible for their own behaviour. It is the responsibility of students to familiarise themselves with both the relevant professional standards and the University of East London [Student Code of Conduct](#).
- 1.1.3 All University of East London Students are expected to adhere to the standards of behaviour required of them as a member of the University community.
- 1.1.4 The University is committed to meeting its obligations under the Equality Act 2010.

1.2 Scope

- 1.2.1 This Fitness to Practise Policy and Procedure applies to those courses leading directly or indirectly to a professional qualification or the right to practise a profession.
- 1.2.2 The regulators of those professions require that the University has processes in place to ensure that students are fit to practise during the course and upon registration. Such students are subject to consideration of their fitness to practise by the University from the moment they apply to the course to the point at which they receive their award.
- 1.2.3 This Policy and Procedure also applies to enrolled students who may be required to attend practise placements; are in contact with patients/clients/service users in a professional practise; work-based learning experience leading to a professional registration (e.g. Counselling); training as

part of an apprenticeship working towards an occupational standard; or any combination of these. Students will likely be additionally required to comply with their employer's/placement providers corresponding policies and procedures.

1.2.4 Concerns considered under this Policy and Procedure include those relating to a student's health, behaviour or attitude which may affect the student's fitness to practise in their relevant profession. These concerns may arise inside or outside the University or practise environment. These include, but are not limited to:

- Demonstration of unprofessional behaviour or behaviour that poses a direct risk to themselves or others, threatens the reputation of the University or placement provider, e.g. abusive behaviour/intimidation or falsification of documentation.
- Student behaviour that puts at risk their own health and safety or that of other students, staff or members of the public.
- Student behaviour that will debar them from receiving professional body recognition and thus from receiving the award for which they are enrolled.
- The existence of a criminal record which causes concern relating to a student's fitness to practise.

2 Policy Statement

2.1 Statement

2.1.1 This Fitness to Practise Policy and Procedure provides a framework for addressing matters where concerns are raised about a students' behaviour and their suitability to enter their chosen profession.

2.1.2 For students whose courses lead directly or indirectly to a professional qualification, or the right to practise a profession, there may be additional expectations based on the standards of that profession.

- 2.1.3 Fitness to practise is not limited solely to practice within a profession but relates to the entire student experience, encompassing ability to engage with practical elements of their course, studying, to live independently and harmoniously with other and not to have an adverse impact on others. This Policy also links to the [Fitness to Study Policy](#).
- 2.1.4 The University is committed to supporting students and provides a range of professional support services for students to access should they need help to succeed on their course.
- 2.1.5 Fitness to Practise has two levels:
- Informal
 - Formal Fitness to Practise Review and Panel
- 2.1.6 If the student's behaviour is considered to pose a risk, then precautionary measures should be considered.

2.2 Principles

- 2.2.1 The core principles of this Policy and Procedure are that the processes are accessible, clear, proportionate, timely, fair and of benefit to the wider student experience.
- 2.2.2 This Policy is intended as both a supportive policy to enable students to access appropriate support so they can practise in their professional area, and as a protective policy so that the University ensures people's safety in the delivery of a student's professional practise.
- 2.2.3 Students should be told of any emerging concerns about their behaviour, reminded on their responsibilities and signposted to appropriate support services. Depending on the nature of the concerns, every effort should be made to resolve issues informally and at a local level through an action plan or through the apprenticeship/placement manager/supervisor learning contract ([see Appendix 2](#)).

- 2.2.4 If a student is unable or unwilling to address their behaviour, then a Fitness to Practise Review and Panel hearing may be invoked. Depending upon the seriousness of the behaviour(s), a decision may be made to go straight to the formal level of this procedure.
- 2.2.5 The University considers the assessment of fitness to practise as having a threefold purpose:
- Protection of the Public
 - Upholding of professional standards
 - Contributing to the maintenance of the reputation of the profession and public confidence in the profession. It should be noted that reputation in this context does not just relate to an individual's personal reputation but the collective reputation of the profession.
- 2.2.6 The University has a responsibility for the welfare and safety of all students and staff, and the impact on others will be considered alongside the health, wellbeing and safety of the student whose behaviour has attracted concerns.
- 2.2.7 This Policy and Procedure seeks to ensure that students with ill health or disability (including mental illness) related issues that impact negatively on their own (or that of others) ability to practise are dealt with in the most appropriate way.
- 2.2.8 This Policy and Procedure seeks to empower students to take responsibility for their own behaviour(s) and is intended to be a collaborative process. There may be times though when, because of significant deterioration in their health or mental capacity, a student may not be able to make an informed decision regarding their best interests. Should this be the case then a Fitness to Practise Panel will be convened to make a decision on the student's behalf.
- 2.2.9 A student who is alleged to have demonstrated behaviours that cause significant concerns to others will be informed about these concerns and will be given the opportunity to respond to the concerns raised.

- 2.2.10 A student who is being reviewed under this Policy and Procedure is entitled to be accompanied to any formal Fitness to Practise meeting by a supporter or representative of the Students' Union. The accompanying person cannot be a professional legal representative who has been employed to act on the student's behalf, nor can they act in the capacity of a legal advisor. Student are encouraged to seek advice and representation of from the UEL Students' Union Advice Team.
- 2.2.11 Sanctions imposed under this Policy and Procedure will be reasonable, proportionate and consistent with standards applied across the University.
- 2.2.12 A student who has received a sanction has the right to appeal against the sanction.
- 2.2.13 A student's behaviour may also breach the [Student Code of Conduct](#) and other Policies and Procedures such as the [Non-Academic Misconduct Policy](#), [Sexual Violence and Misconduct Policy](#) or [Fitness to Study Policy](#), may be more relevant. The University reserves the right to decide the appropriate policy and procedure to use in any given student case. In determining the most appropriate procedure to be used, its fairness to the student, the scope and purpose of the policy and procedure and the University's responsibilities to professional bodies will be considered. This decision will be taken by the Dean of the School in consultation with the appropriate Head of Department / Service or nominee.

3 Procedure

3.1 Precautionary Measures

- 3.1.1 If a student's behaviour(s) is considered to have an immediate risk, precautionary measures should be considered. Where there are serious concerns in the practise environment the University, in discussion with the placement provider/apprentice employer, may suspend a student without prejudice from a placement/work experience/apprenticeship.

Examples of serious concern include:

- Patients/clients/service users may be placed at risk
- The profession might be brought into disrepute by the public knowing that the student remained in the practise environment.
- A student's conduct is alleged to be disruptive to the delivery of (clinical) care in a professional organisation.
- The Dean of School will make the decision based on the risk assessment. Should a suspension be applied, the student will remain suspended from the placement/apprenticeship until a Fitness to Practise review and hearing is conducted (Section 3). The Dean of School will inform the student in writing of any decision to suspend them from a placement/apprenticeship and that the Fitness to Practise Procedure is being invoked.

3.1.2 A placement provider is not able to formally suspend a student from the course. If an incident occurs which leads to concerns as outlined above, the placement provider will be expected to contact the University as soon as possible. The concern should be escalated to the Dean of School, or nominee, who will consider whether the student should be suspended from the placement with immediate effect in accordance with the above process.

3.1.3 Additionally, the Dean of School or the Assistant COO (Health Gain) and Director of Student Services, or nominee, makes the decision on whether to apply precautionary measures at University level.

3.1.4 The Dean of School or the Assistant COO (Health Gain) and Director of Student Services, or nominee will undertake a risk assessment and complete the 'Precautionary Measures Risk Assessment Form' (Appendix 1) before a decision is made.

3.1.5 If the Dean of School, Assistant COO (Health Gain) and Director of Student Services or nominee, reasonably believes that a student against poses a risk,

s/he may, acting under delegated authority from the Vice-Chancellor and President:

- Restrict a student's access to campus or certain parts of the campus, e.g. particular buildings
- Restrict a student's participation to certain academic and/or non-curricula activities
- Restrict who a student can contact (e.g. a non-contact order could be issued)
- Suspend the student. Suspension means that the student is prohibited from participating in the academic activity of the University and the student's registration on their course is put on hold. A suspension may be applied together with an order of exclusion.
- Exclude the student. Exclusion means that the student is prohibited from taking part in University activities, using University facilities and/or entering University grounds or premises. A full or partial exclusion may be put in place where appropriate. For apprenticeship courses, the University has the authority to exclude the apprentice from University activities, however, the future employment status of the apprentice is at the discretion of their employer.

- 3.1.6 Arrangements will be explored to see what reasonably can be put in place for any student subject to precautionary action, in order to minimise the impact on their studies.
- 3.1.7 A student will be informed in writing when a precautionary measure has been applied to them and the reasons for this, normally within two working days of the decision.
- 3.1.8 A student has the right to appeal the precautionary measures applied to them. The student can appeal at any point during the application of the precautionary measures by writing to their Dean of School or Director of Student and Academic Services expressing their reasons for the appeal.

- 3.1.9 Any precautionary measures will be reviewed at regular levels (and a minimum of two months) to consider whether they should be revoked, extended or the terms amended. In the case of the University awaiting the outcome of any criminal proceedings or investigations the precautionary measures are likely to remain in place for the duration.
- 3.1.10 If a student breaches the precautionary measures applied to them, then this is non-academic misconduct and may be subject to further disciplinary action.

3.2 Informal Stage

- 3.2.1 In the event that emerging concerns about Fitness to Practise have not been addressed at a local level, this informal stage can be started by the School.
- 3.2.2 Usually, this Informal stage will occur after attempts to resolve emerging concerns have been made at a local level. However, there may be occasions when it is prudent for this Informal Stage to begin straight away to ensure the wellbeing or safety of the student (and/or others).
- 3.2.3 Where there are serious and immediate concerns about the safety of the student/other students and/or staff, precautionary action measures can be considered ([Section 3.1](#)).
- 3.2.4 The purpose of Informal Fitness to Practise stage is to create a supportive action plan for the student to follow. This should be a tripartite agreement between the student, the School and Student Support. If appropriate, for apprentices, a representative from their employer will also be invited into the process.
- 3.2.5 Creating an action plan ([Appendix 2](#)) collaboratively with the student and placement provider/apprentice employer provides a clear and agreed set of expectations.
- 3.2.6 Where appropriate, students should engage with the support available to them so they can modify their concerning behaviour. If this is achieved, no formal action under this policy will be required.

- 3.2.7 The staff member instigating the Fitness to Practise Informal Stage is responsible for writing the draft action plan and arranging the Fitness to Practise Informal Stage meeting with the student. The student should be given five days' notice prior to any meeting and informed that they are able to be supported in that meeting by a friend, family member or an advisor from the Students' Union Advice Team. The student should be informed that whilst the meeting is about concerns as to their behaviour, it is a supportive meeting whereby the intention is to create an action plan. The action plan will help the student engage with appropriate support so that they can address the behaviour of concern.
- 3.2.8 The meeting should seek to address the concerns in a direct and clear manner and to achieve the following outcomes:
- That all areas of concern have been addressed.
 - That any existing areas of support, treatment or care have been identified.
 - That an agreement has been reached regarding future behaviour.
 - That any additional support required to facilitate the student's future behaviour has been identified and staff and student responsibilities for putting this in place have been assigned.
 - That timelines have been put in place together with a mechanism for submitting work and monitoring progress.
 - That a follow-up date is agreed to review progress against the Action Plan.
- 3.2.9 The student should be provided with written confirmation of the meeting outcomes including any agreed actions, timescales for completing the agreed actions and the agreed monitoring process within five working days of the meeting. For apprentices, a representative from their employer will also receive a copy of these outcomes.
- 3.2.10 If, following the meeting the agreed course of action is that the student will interrupt their studies, then the responsible School staff member will contact

Academic Registry in writing as soon as possible after the meeting took place and no later than ten working days.

- 3.2.11 Where a student meets all the agreed criteria within the set time limit, they should be released from the Action Plan and monitored as normal as part of the Academic Advisor policy.
- 3.2.12 The Fitness to Practise process can proceed even if the student chooses not to attend the initial or subsequent review meeting. Students not attending the initial meeting should have the draft Action Plan sent to them for comment and encouraged to engage in this supportive process. Should a student not engage with the process this is likely to strengthen concerns about their Fitness to Practise and the case should be escalated to the Formal Review and Panel stage.
- 3.2.13 If a student is unable or unwilling to alter their behaviour(s), or concerns about their professional suitability persist, then this should be escalated to the formal stage.
- 3.2.14 Where the alleged behaviour is sufficiently serious, or there is risk to others, the case can be referred directly to the formal stage of this Procedure.

3.3 Formal Review and Panel Stage

- 3.3.1 The formal stage of the Fitness to Practise Procedure begins when the Dean of School nominates an appropriate person(s) who has knowledge of the relevant professional standards, to review whether the student is fit to practise.
- 3.3.2 The nominated person(s) will investigate the situation by speaking with the student, apprentice employer/placement provider, any witnesses to the alleged causes of concern and any other relevant people e.g., staff, other students, health care professionals. The nominated person(s) will write a report detailing their findings. The report will be shared with the student.
- 3.3.3 The review should be completed within fifteen working days and the findings presented to the Dean of School. The Dean or nominee will decide on one of the following outcomes:

- That no further action be taken.
- In cases where the student's health gives rise to initial Fitness to Practise concerns, an Occupational Health Assessment may be the most appropriate, and supportive, process for the student.
- Resolve informally by allowing the student to continue the course subject to adhering to an agreed action plan.
- Referral to a Fitness to Practise Panel.

3.3.4 The student shall be informed of the outcome of further investigation in writing within five working days of completion of the investigation and shall be entitled to receive a copy of the report. The report is to remain on the student's file for the duration of the course, even if there is no action.

3.3.5 Should a Fitness to Practise Panel be required, the Dean of School (or their nominee) is responsible for convening this. The Dean of School (or their nominee) is responsible for organising the administration involved in this process e.g., booking meeting rooms or arranging a virtual meeting, taking minutes of the meeting, sending meeting invitations. The suggested membership of a Fitness to Practise Panel is outlined in Appendix 3.

3.3.6 The student will be given at least ten working days' notice of the date, time and location, or log-in details of the panel. The student will be informed that the purpose of the meeting is to consider the evidence available, including the student's perspective of these concerns, and to reach an appropriate decision/action plan or other outcome. The student will also be provided with any documentation to be considered at the meeting and asked to provide any documentation they may wish the Panel to consider no later than two days before the meeting.

3.3.7 The student may be accompanied at the meeting by an advisor from the Students' Union or an appropriate supporter. The student should advise the Chair of the Fitness to Practise Panel of the names of any person accompanying them to the meeting in writing and no later than two days

before the meeting. The Chair retains discretion as to the appropriateness of who attends (e.g., no legal representation is allowed).

- 3.3.8 Should a student be unable or unwilling to attend the hearing, the Chair of the Panel will consider whether the hearing should proceed in the absence of the student, considering the seriousness of the allegation(s) and any implications for further delay. A Panel hearing can proceed in the absence of the student.
- 3.3.9 If a student withdraws from the course of study after the proceedings have started, the University may continue the process. It is important to ascertain whether someone is unfit to practise as not doing so may in the future put members of the public at harm.
- 3.3.10 If the matter involves several students, the Chair may decide to hear the allegations at one hearing subject to there being no reasonable objection from the students or their representative.
- 3.3.11 The University reserves the right to call a Fitness to Practise Panel meeting without the student being present in cases where attendance at the meeting may be detrimental to the student's wellbeing.
- 3.3.12 The Fitness to Practise Panel will consider the following:
- The impact or relevance of the student's behaviour on their suitability to practise.
 - The student's suitability to undertake professional practise.
 - The risk in the practise area if the student continues to practise.
 - For students who are already registrants, consider referral to the relevant regulatory body.
- 3.3.13 All parties will be present during the hearing but where witnesses are to be heard, they are only present for the duration of their own evidence. Dependent upon the nature of the behaviour(s), witnesses may not be required to attend at the same time as the student undergoing this process (e.g. should there be an accusation of sexual misconduct)
- 3.3.14 The hearing will involve the following:



- The Chair will ask the reviewer to present their case, including submission of written or oral statements from witnesses.
- The Chair will ask the student to present their case, including submission of written or oral statements from witnesses.
- The Panel may ask questions through the Chair of anyone present at the hearing for the purposes of clarification.
- The Chair will invite the reviewer and the student to make a final statement.
- The Chair will then ask everyone except the Panel to withdraw.
- The Chair may adjourn the hearing where further evidence or information is required at any time and shall communicate the rationale for the amendment of procedure to the student.

3.3.15 The decision of a Panel may be reached by majority view with the Chair having the casting vote where necessary.

3.3.16 Where the Panel has upheld concerns, the student's file/record will be made available to the Panel at this stage, along with a short summary of the student's current academic position. In arriving at a decision, the Panel will take account any of previous fitness to practise matters that may have been investigated previously and the decision(s) made in respect of this.

3.3.17 The Fitness to Practice Panel will have the power to decide on one of more of the following outcomes:

- Defer a decision pending the receipt of further information or advice.
- No further action is taken.
- Permit the student an extended period of placement/apprenticeship with the same provider/employer. If appropriate, those on a work placement may also be allocated an alternative placement provider.
- For students on a work placement, permit the student a new placement with the same of a different provider or, if appropriate, to allocate an alternative placement provider.

- Enforced deferral of studies whilst undertaking medical treatment. In such cases, students will be asked to provide evidence of suitability to resume study and professional practise before being re-admitted to their course (a student may be referred to an appropriate Occupational Health Advisor for this purpose).
- Require the student to provide a written undertaking that the [Student Code of Conduct](#) and [Academic Regulations](#) will be observed for the remainder of the student's studies.
- Require the student to apologise in the appropriate manner to any person.
- Notify the relevant Professional, Statutory or Regulatory Body (PSRB) where required.
- Permit the student to continue the course, either unconditionally, or subject to such requirements relating to the course as may be reasonably imposed.
- Required the student to repeat a specified part or parts of the course, as permitted under the PSRB requirements.
- The student is unsuitable for professional practise and should be excluded from the course.
- The student is suspended until such time that evidence is produced that they are mentally and physically fit to resume studies (other than in exceptional circumstances this should not exceed twelve months).
- Recommend an exit award.
- Transfer the student to a different course without professional registration
- Recommend to the Vice-Chancellor and President that the student is expelled permanently from the University.
- Exceptionally, recommend to the Academic Board that an award already made is withdrawn.

3.3.18 The Chair of the Panel will sign the written record of the decision of the Panel and a copy will be placed on the student's file. This will include the findings, the decision and the reason for the decision.

3.3.19 The findings and decision of the Panel will be communicated to the student in writing within five working days of the original hearing date.

3.4 Appeal

3.4.1 Students can appeal the decision within ten (10) working days of the date of the letter detailing the Fitness to Practise Panel's decision. Students can appeal by contacting the Appeals Team at appeals@uel.ac.uk detailing the reasons for the appeal.

3.4.2 An appeal can only be made on one or more of the following grounds:

- The University has failed to follow the procedure set out in this document.
- The decision was unreasonable and/or a disproportionate outcome has been imposed.
- The student has new material information/evidence which was not reasonably available before.

3.4.3 Potential outcomes of an Appeal:

- Dismiss the appeal (in whole or in part) and/or
- Uphold the appeal (in whole or in part) and:
- Refer the matter back to an earlier stage of this Procedure for reconsideration, e.g., if procedure had not been followed
- Refer the matter back to an earlier stage of this Procedure for fresh consideration e.g., if new material/information or evidence was made available, or
- Impose an alternative sanction.

3.4.4 Pending the outcome of any appeal, the decision and sanction of the Fitness to Practise Panel will remain in force.

3.5 Return to University

3.5.1 Students requesting a return to the University after a leave of absence under the Fitness to Practise Policy should write to the Dean of their School at least two months before they wish to return.

- 3.5.2 Students requesting a return to the University will be required to provide acceptable medical evidence dated within two months of the proposed reenrolment date that supports the student's return. The medical evidence must be from a recognised health professional who has the full background to the circumstances which led to the student's suspension or interruption.
- 3.5.3 The student must also attend a 'Return to University' meeting with the School where a supportive action plan will be drawn up. This will set out the responsibilities of the student and the University in supporting the return.
- 3.5.4 The student will only be permitted to return if, after receiving medical advice, the University are satisfied that the individual is fit to practise and able to comply with any conditions imposed on return.
- 3.5.5 The decision to permit a student to return to the University will be made by either a Fitness to Practise Panel, or the relevant Dean of School. They will normally liaise with relevant colleagues in the School, Student Support and any relevant external professionals (e.g., placement manager/supervisor) to help inform them of a student's fitness to return. The University has the right to request a second medical opinion if the evidence provided is not satisfactory or there are ongoing concerns about the student that seem to contradict the evidence provided. In these cases, the University will meet the cost of any assessment undertaken.
- 3.5.6 For those returning to an apprenticeship course, the commitment statement between the apprentice, employer and University will need to be revisited to ensure in compliance with the latest version of the Education and Skills Funding Agency (ESFA) rules, they can be permitted to return.
- 3.5.7 If the Fitness to Practise Panel or Dean of School is not satisfied that the evidence proves that the student is fit to practise, the Dean of School will write to the student to inform them that they will not be permitted to re-enrol at this stage.

- 3.5.8 Students not requesting a return to study via this Procedure within two years of the decision date will be presumed withdrawn and their student record updated accordingly.

4 Links to other Institutional Policies and Procedures

4.1 Internal Policies

This Policy/Regulation relates to the following institutional regulations, policies or procedures:

[UEL Equality and Diversity Policy](#)

[UEL Disability Policy](#)

[Conferment of Awards](#)

[Non-Academic Misconduct Policy](#)

[Manual of General Regulations](#)

[Manual of General Regulations: Part 11 Fitness to Study](#)

[Manual of General Regulations: Part 14 Complaints](#)

[Policy on Work-Based Learning and Placement Management](#)

[Sexual Violence and Misconduct Policy](#)

[Student Complaints Procedure](#)

[Student Code of Conduct](#)

[DBS Policy for Applicants](#)

[University Safeguarding Policy and Procedure](#)

5 Definitions

5.1 Definitions of acronyms or phrases used within the policy

- 5.1.1 **Suspension** – refers to a halt on a student's record, disabling them to continue with their academic studies for a specified amount of time. **Exclusion** – refers to a ban set against a student, excluding them from specific University activities, spaces within campuses or campuses in whole.



6 Appendix 1

Precautionary Measures Risk Assessment Template

Precautionary Measures Risk Assessment:

Date this assessment was carried out:

Incident reference number:

Student Name:

Incident details:

Considerations:

Precautionary measures (if any)

These measures will be reviewed by [Name of person completing the report] every xx months.

Name of person completing the report:

Role of person completing the report:

7 Appendix 2

Level 1 Action Plan Example

This Action Plan details the work the work [insert student name] is required to do, the behavioural expectations for [insert student name] the details of the support available to [insert student name] to help them achieve their actions and provides clear indicators and a timeline of how we know progress has been achieved.

Action	Evaluation Indicators	Support Required
Complete Semester one modules	Work submitted on time to expected standard	<ul style="list-style-type: none"> Meet with Academic Advisers Contact module leaders through booked tutorials if academic support required. Meet regularly with placement manager/supervisor Meet regularly with the UEL placement contact
1. Semester One Modules		
XX3011 submitted		
XX3010 submitted		
XX3015 submitted		
Meet all the requirement of your placement	We will be asking for placement feedback on a (fortnightly) basis. Positive reports from placement provider required.	
To continue studies, you are required to pass all the assignments noted above		
Adhere to the attendance rules expected on your course	Resume full attendance for all lectures and seminars. If Student is unable to attend an academic session, they will need to inform the tutor and report his absence Full attendance required	Your academic tutor is xxx who you can speak to
To meaningfully engage with the support offered by your Academic Tutor	The expectation is that you will meet regularly with xxxx to discuss how best to prioritise your workload.	Your academic tutor is xxx
To engage with the support offered by the Wellbeing Team	Meet with the Wellbeing Service by xxx	wellbeing@uel.ac.uk
To engage with the support offered by the Disability and Dyslexia Team	Meet with the DDT by xxx	DisabilityAndDyslexiaUnit@uel.ac.uk
Provide external mental health support details to UEL Wellbeing Team and continue (or start) to engage in the specialist treatment		

This action plan will be reviewed week beginning xxx

8 Appendix 3

Fitness to Practise Panel Membership

A Fitness to Practise panel is quorate with 3 staff members.

The Fitness to Practise will be convened and chaired by the Dean of School (or their nominee). The Chair is also responsible for organising the administration involved in this process e.g. booking meeting rooms or virtual meeting taking minutes of the meeting, sending meeting invitations.

The Fitness to Practise Panel may consist of the following staff:

- School's Senior Management Team.
- Academic staff in the relevant field.
- Senior clinical representatives (who do not know the student).
- A Secretary to the Panel who will be responsible for making the arrangements for the panel hearing and preparing a written record.
- A member of the relevant Professional body.
- Dean of School / Director of Service.
- Representative from Governance and Legal.
- Head of Student Support/Wellbeing Manager/Disability Manager/Head of Student Life.
- Representative from Academic Registry
- Any other relevant professional staff as identified by the Chair of the Fitness to Practise Panel to enable the full consideration of the individual case e.g. Wellbeing Team/Disability Adviser/Residential Officer/Security staff.

A copy of the notes from all Fitness to Practise panel meetings and any subsequent letters sent to the student should be sent to the Head of Student Support and Wellbeing so that Student Support can keep a centralised record of cases across the University.

Policy Owner: ACOO (Health Gain & Student Experience) and Director of Student Services

Department: Student Services

Version	Effective From	Amendments	Equality Analysis	Stakeholders Consulted	Approval Date	Author	Date for Review
V1.0	01/08/2022	<ul style="list-style-type: none"> • Transferred to template • Updated Terminology • Aligned with Fitness to Study, Non-Academic • Misconduct and Sexual Violence & Misconduct policies and Procedures • Minor updates to forms • Definitions inserted • Removed reference to • ‘qualified or partial...’ and replaced with ‘full or partial...’ in regards exclusion/suspension 	11/04/2022	<ul style="list-style-type: none"> • Policy Review Group • School of Health • Sport and • Bioscience • (Nursing and • Allied Health) • School of Education and • Communities • (Social Work) 	08/06/2022	Nic Streatfield	01/03/23

Version	Effective From	Amendments	Equality Analysis	Stakeholders Consulted	Approval Date	Author	Date for Review
V1.1	03/07/23	<ul style="list-style-type: none"> Updated links and ensured signposting for Appeals information is accurate. 	11/04/2022	Minor amendment reviewed by University Secretary, EEC and AB	08/06/2022	Nura Jamac	01/10/23

This Policy is reviewed by Education & Experience Committee and approved by Academic Board