

**SCHOOL OF HEALTH AND LIFE SCIENCES**

**Fitness to Practise Policy and Procedure**

This document outlines the School of Health and Life Sciences' Fitness to Practise Policy. Students should be provided with a copy of the policy before their programme commences. Every year, students will be asked to confirm their agreement with this policy. Staff and students should familiarise themselves with this policy and these procedures. Students should seek guidance from their Personal Tutor or their Programme Leader should they be unsure of any aspect of the policy, procedures or guidance notes. Staff are also asked to ensure they are fully conversant and to seek guidance from their Head of Department should they require clarification.

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| Status | Approved |
| APPC/Education Committee | V1: 14/09/2016; V2: 30/01/2019; V3: 24/01/2024 |
| Senate | V1: 7/10/2016; V2: 2/06/2017; V3: 21/02/2024 |
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# Introduction

## Students in the School of Health and Life Sciences (SHLS) at Glasgow Caledonian University are viewed as student professionals subject to University, professional and statutory body requirements relating to their area of study and practice.

## The University has a responsibility to ensure that all students undertaking a course of study leading to registration as a health or social care professional requiring registration with a professional or regulatory body have the skills, knowledge, health, capability and character to work effectively and safely.

## This policy explains how the University undertakes this responsibility and provides guidance to SHLS students as to what is expected of them throughout the course of their study.

# Policy objective

## The aims of the SHLS Fitness to Practise Policy are as follows:

## To set out the principles concerning health, capability character and conduct underpinning the requirement that SHLS students are fit to practise;

### To explain the standard of professional conduct required from students in order to ensure that they are, and remain, fit to practise;

### To explain the University’s approach to addressing concerns raised in relation to a student’s fitness to practise;

### To set out a student’s rights of appeal in relation to any decision taken about their fitness to practise;

### To provide additional contact information in relation to this policy

# Scope of policy

## This policy applies to all SHLS students undertaking a course of study leading to registration as a health or social care professional requiring registration with a professional or regulatory body.

## GCU may review and change the terms of this policy from time to time for the following reasons:

### if those changes assist the University to maintain or improve good governance, good order and efficient operations;

### to comply with the requirements of law or a governmental authority, regulator or accrediting body; or

### the change is otherwise in the interests of staff and students following consultation with relevant staff and student representatives.

# General principles

## The purpose of assessing an individual’s fitness to practise is to determine if they have the skills, knowledge, health, capability and good character to be able to work safely and effectively in the area of practice related to their programme

## An assessment that an individual is not fit to practise is not intended to apply as a penalty or sanction on that individual. Rather, the assessment is made to ensure protection of the public, colleagues and the student and the maintenance of the integrity of the profession through ensuring only those who are able to work safely and effectively, having regard to the nature of the work involved, are permitted to do so.

## As such, while all SHLS students are subject to the general rules and regulations, such as the Code of Student Conduct, applicable to all GCU students, additional requirements are placed on pre-registration students. These additional requirements are to ensure that:

### students are fit and appropriate to undertake any practice placement work required as part of their programme or course of study; and

### students meet the standards of conduct, performance and ethics required by the professional and regulatory bodies governing the profession, and qualification to which their programme or course leads.

## In applying this policy, the University must ensure that all students are treated fairly and are provided with an equal opportunity to meet the standards required under the policy. This includes making appropriate reasonable adjustments to ensure there is an equal opportunity for all students.

## This policy will apply to determine a student’s fitness to practise in relevant professional roles having regard to that student’s health, character, ability to practise safely and conduct.

## It is important to note that this policy is distinct from the University’s ‘Fit to Sit’ policy. The purpose of the ‘Fit to Sit’ policy is to enable a student to self-declare that they were unable or unfit to undertake a piece of assessment and/or their performance was impaired. However, SHLS students are reminded that they have a professional responsibility to ensure they are ‘fit to practise’ before attending a practice placement. Attendance on placement is a self-declaration of being ‘fit to practise’ and hence ‘fit to sit’ any assessment (including cumulative/continuous assessments) that takes place in the placement environment and/or coincides with being on placement, notwithstanding any emergent circumstances that arise on the day of or immediately prior to an assessment. Students who are unsure of the eligibility of their circumstances for ‘Fit to Sit’ in the placement environment should consult with their Module lead in the first instance.

# Fitness to Practise – Health and disability

## The University is committed to providing a culture and environment which is inclusive of all sections of society and responsive to the needs of individuals. Staff, students and other stakeholders should be free from any form of unlawful discrimination, enabling them to participate fully in all aspects of University life and make a valuable contribution to the success of the institution and the communities of which they are part. The University particularly welcomes students experiencing disability, recognising and valuing the positive contributions and perspectives offered by these individuals.

## In the interests of the health and safety of students and the wider public, the University must also ensure that all students are medically fit and capable to undertake a programme and are safe practitioners, able to undertake skills in a safe and effective manner in order to meet the needs of service users, as required by the relevant professional and regulatory bodies.

## Where a student has a disability or health condition that prevents that student from being able to undertake work on the programme in a safe and effective manner for the purposes of demonstrating that they meet the standard of proficiency required, the University may determine that the student is not fit to practise and may withdraw the student from that placement or programme in accordance with this policy.

## Students should advise their programme leader, as soon as possible, of any disability or health condition that compromises, or is likely to compromise, their ability to carry out their work in a safe and effective manner.

## A health condition may refer to either a physical health condition or a mental health condition.

## In making any assessment about the fitness to practise of any student on the grounds of health or disability, the University will take into account any reasonable adjustments which can be made to enable a student to participate fully in all aspects of the programme.

## Additional factors taken into account may include, but are not limited to:

### whether a condition is a recurring or relapsing condition;

### whether the condition could affect the individual’s judgement or performance;

### whether the condition is one which could pose a risk to the public

### the date of any diagnosis;

### any action(s) taken by the individual since the diagnosis was received;

### the length of time that a condition may have been in remission;

### the treatment and/or management advised for the condition;

### the level of insight the individual has into the condition and/or disability

### evidence that the individual has proactively disclosed the condition and/or disability and sought support/treatment;

### recent evidence from the individual regarding the effective management of the condition;

### a report from an occupational health practitioner regarding the diagnosis and/or management of the condition as it relates to the capability of the individual for safe and effective practice;

### whether the health condition has led to conduct or capability falling below the standard required under this policy.

## Further detail about the specific health requirements and considerations relating to relevant programmes are outlined in **Appendix 1** to this policy.

## Students complete a pre-placement Health Declaration Form online through a secured login.

# Fitness to Practise – Character

## The University must ensure that all students to whom this policy applies are of good character. This requires the University to consider any matters in relation to a student that may indicate that they are not of good character.

## Matters that may indicate an individual does not meet the requirement to be of good character include, but are not limited to:

### The individual has been convicted of a criminal offence;

### The individual has received a police caution or conditional discharge for a criminal offence other than a protected caution or discharge;

### The individual has been subject to disciplinary action either by the University, another further or higher educational institution, a professional or regulatory organisation or their employer;

### The individual has had civil proceedings (other than divorce or civil partnership dissolution proceedings) brought against them;

### There is evidence the individual has engaged in conduct that would bring into question their integrity or character or which might otherwise bring the University or the profession, within which they are working as part of their studies, into disrepute.

## For the purposes of this policy, references to a criminal conviction include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar.

## A criminal conviction includes a conviction issued by a court outside of the United Kingdom where that conviction would not be considered a protected conviction under the Rehabilitation of Offenders Act (1974) (Exclusions and Exceptions) (Scotland) Order 2013.

## Importantly, for the purposes of checks for these programmes, the Rehabilitation of Offenders Act 1974 does not apply and criminal convictions will not be considered spent, unless they are considered protected convictions or are otherwise not required to be disclosed pursuant to the Rehabilitation of Offenders Act (1974) (Exclusions and Exceptions) (Scotland) Order 2013 (as amended in 2015).

## Convictions, cautions, warnings or reprimands which are deemed ‘protected’ under the Rehabilitation of Offenders Act (1974) (Exclusions and Exceptions) (Scotland) Order 2013 (as amended in 2015), are not required to be disclosed. Guidance on when a conviction is required to be disclosed can be found on the [Disclosure Scotland website.](https://www.disclosurescotland.co.uk/)

## In considering the impact of any criminal convictions, the following matters will be taken into account:

### The number and nature of offences

### The seriousness of the offence

### When the offences occurred

### Any information provided by the applicant in mitigation

### The applicant’s character and conduct since the offence occurred.

# Fitness to Practise – Unsafe Practice

## Whilst the University recognises that at pre-registration level a student is still learning, the University is responsible for ensuring they meet the standards of proficiency for their chosen profession and are able to safely and effectively undertake supervised practice placement experience involving service users and carers.

## All students are expected and required to practise safely and effectively within the scope of their knowledge understanding and skills in the practice placement environment.

## All students should be aware of any restrictions which apply to them when carrying out certain tasks and follow any relevant policies or processes of the University or practice placement provider.

## Examples of practices that may be considered unsafe, include but are not limited to:

### Actions and behaviours that put either themselves or others in danger of or at unacceptable risk of physical or mental harm.

### Non-compliance with Health and Safety regulations, practices and local rules.

### Failure to take all appropriate steps to limit the risk of harm to service users, carers and others including assessing risk and seeking appropriate support and guidance to minimise this.

### Practising without approved/agreed level of supervision or extending beyond the approved/ agreed scope of practice.

### Inability to undertake or requiring excessive supervision to undertake duties and tasks expected of a student for the relevant stage of the programme, once all agreed reasonable adjustments have been fully implemented.

### Failing to ask for guidance and support when needed. Students should not undertake any unsupervised duties or tasks unless they have permission from their supervisor and the appropriate knowledge, understanding and skills to do so safely and effectively.

### Failing to listen to, reflect upon and/or respond positively and proactively to constructive feedback when given.

### Failing to admit to and/or appropriately report when things have gone wrong, either as a consequence of their own actions or the actions of others, thus preventing action to be taken to mitigate the impact.

### Actively covering up an error, adverse event or incident thus preventing action to be taken to mitigate the impact.

### Failing to disclose information, including previously undisclosed background information, relating a student’s interaction with a placement provider or service, which could have an adverse impact on the placement provider, service or the student.

# Fitness to Practise - Conduct

## A student’s conduct, both on their programme and outside of the University or practice placement environment, is a relevant consideration when determining whether a student is, or remains, fit to practise under this policy.

## All students are expected to have read, understood and agreed to adhere to the rules and regulations governing student conduct at the University, in particular the Code of Student Conduct.

## Any determination by the University that the student has contravened the Code of Student Conduct may also be considered relevant to determining whether a student is fit to practise on the relevant programme on the basis of that determination. Conduct that may breach the Student Code of Conduct may be considered by the School under this policy, in consultation with the Department of Governance and Legal Services, as such conduct may have a bearing on a student’s fitness to practise and/or may raise questions about their suitability to be placed on a professional register after qualification.

## Examples of conduct which may breach the Code of Student Conduct and which may also be considered under the Fitness to Practise Policy are outlined in **Appendix 3** to this policy.

## Conduct which would not constitute a breach of the Code of Student Conduct may still fall short of the standards of conduct required of students on relevant programmes. The standards of professional conduct that students **must** adhere to when studying on a relevant programme are outlined at **Appendix 2.** This information has been adapted from the guidance on conduct and ethics for students provided by the Health and Care Professions Council.

## In considering whether a student meets the standards of conduct, performance and ethics required for their programme, the University may have regard to the relevant professional and regulatory requirements governing the profession, qualification to which their course leads.

# Fitness to Practise procedure - application and admissions stage

## Offers made for programmes to which this policy applies may be subject to satisfactory occupational health screening, a satisfactory local police check from a student’s home country and a PVG check following a student’s acceptance of an offer on the programme. The University may withdraw an offer should the outcome of any of these checks indicate that a student does not meet the standards of health and character required to undertake the programme.

## Applicants will be provided with a copy of the Fitness to Practise Policy at the commencement of their programme or course and will be provided with further guidance on the checks to be undertaken prior to commencing their programme.

## Any student who has been subject to a criminal conviction or caution after completing and submitting the Protection of Vulnerable Groups (PVG) form but prior to commencing study at the University is required to notify their admissions tutor or programme co-ordinator in writing, before commencing study at the University. This enables determination of any possible implications in relation to academic and/or practice education to be considered.

## On receipt of an application where a relevant criminal conviction has been declared, the application will initially be assessed against academic and other standard programme entrance requirements. If the applicant does not meet the entrance requirements of the programme a reject decision will be processed in the normal manner. If the applicant is deemed to be eligible to receive an offer for the programme, the offer will be processed subject to a satisfactory disclosure check. All applicants, whether or not they have declared a relevant criminal conviction, are required to make an application to the Protection of Vulnerable Groups (PVG) Scheme with applicants residing outside Scotland also requiring to submit a local police check (for England & Wales: Disclosure and Barring Service (DBS)/Northern Ireland: AccessNI)

## For applicants who have declared a relevant criminal conviction and then go on to accept their offer with the University, once all disclosure forms have been received they will be referred to the Criminal Convictions Panel for consideration, seeking the advice of the Chair of the Fitness to Practise Committee as required.

## Where an applicant has not declared a criminal conviction and a subsequent PVG or other disclosure check discloses that the individual does have a criminal conviction, these individual’s circumstances will be referred to the Criminal Convictions Panel for consideration under the Criminal Convictions Policy, seeking the advice of the Chair of the Fitness to Practise Committee as required.

## If an applicant for a position on a programme declares that they have a criminal conviction when submitting their application to the University, the Programme Team will consider the impact that criminal conviction may have on the applicant’s future registration with a professional and regulatory body. This may involve seeking advice from the relevant professional and regulatory body. If the conviction is of a serious nature, the applicant will be invited to a meeting with members of the Programme Team to discuss the matter further.

## A failure to declare a relevant conviction that is subsequently made known to the University through PVG checks or through some other manner is a matter that may impact on a student’s fitness to practise and may be considered further under this policy.

## All students that accept an offer to study on a relevant programme will be required to complete and submit a health declaration form and will be invited to attend an occupational health immunisation appointment, prior to commencement of the first practice placement. In the interests of the health and safety of students and the public, the university must also ensure that all students are medically fit to undertake a programme. A student may be asked to provide medical certification from an occupational health physician of their fitness to undertake study on a programme which includes working with clients in practice settings and within laboratories.

## The purpose of pre-admission health assessment is not only to ensure that all students are fit to undertake the programme for which they have applied to study, but also to assist the School in facilitating students’ learning by making identified reasonable adjustments and/or providing additional appropriate support. Students who have any health condition or disability that may impact upon their ability to carry out their work in a safe and effective manner are expected to declare this to their programme lead, in order that their requirements can be assessed as early as possible to allow for timely implementation of reasonable adjustments and/or other appropriate support. Impairment of Fitness to Practise is considered on an individual basis. The School works closely with the applicant/student, the School and university student support services, practice placement providers and with outside agencies appropriate to the needs of the student.

## Failure to complete the pre-admission health declaration form or making a false declaration may result in the withdrawal of the offer of a place on a programme and failure to return the form on time or to give full information may hinder the University putting in place reasonable adjustments and therefore adversely affect the student’s learning experience.

## Further detail about the specific health requirements and considerations relating to relevant programmes are outlined in **Appendix 1** to this policy.

# Fitness to Practise procedure - student agreement to the Fitness to Practise Policy

## Programmes must provide a briefing session on fitness to practise for all students starting their programme of study and a follow up session at the beginning of each successive academic session as part of the induction for each level of the programme

## Additional materials concerning fitness to practise will be issued at the session. Programme Leaders will ask students to sign a class register indicating that they have read, understood and agree to abide by the terms of the fitness to practise regulations and understand what action may be taken by the university should they not adhere to the policy.

## Attendance at these designated briefing sessions is mandatory for all students. Non-attendance will not be considered an excuse for any failure to abide by the terms of the policy.

## Information regarding fitness to practise and Professional Codes of Conduct is available on the GCU Website. Where a student has not attended the designated briefing session, students will nonetheless be taken to have read, understood and agreed to abide by the Fitness to Practise Policy.

## Students who do not agree to abide by the Fitness to Practise Policy may be required to withdraw from the programme of study.

## Each programme should ensure that students are made aware of the support services available to them.

## If a student has a break in an approved programme (time will be defined by School/programme), they should be assessed on their return. They should self-declare their good health and good character and the programme staff should consider whether there is a need to refer the student for further assessment and support. If necessary, the student should be referred to occupational health.

# Fitness to Practise procedure - matters arising during programme

## Health matters arising on the programme.

### Where a previously undisclosed or undiagnosed health condition or disability arises during the course of a programme, the affected student should notify their Programme Leader or personal tutor as soon as possible in order that any appropriate support can be put in place for the student to enable them to work safely and effectively on the programme.

### The University may request that a student provide medical certification from an occupational health physician of their fitness to undertake study on a particular programme where a particular degree of medical fitness is a requirement of the programme. Examples may include, but are not limited to, where students are required to work with clients in practice settings or within laboratories.

### The University reserves the right to refer the student to the University’s student occupational health service for an independent assessment of a student’s fitness to practise.

### Where a student notifies their Programme Leader of a matter referred to in paragraph 11.1.1, or the University otherwise becomes aware of circumstances raising concerns over the health of a student and their fitness to practise, then the Programme Leader will notify the Head of Department of this matter.

### The Head of Department, or their depute, will consider, having appropriate regard to any reasonable adjustments, whether the student is capable of carrying out their work safely and effectively.

### Where the Head of Department, or their depute, considers that the student may not be able to carry out their work safely and effectively, a referral will be made, in writing, to the Fitness to Practise Committee.

## Character, unsafe practice and conduct matters arising during the programme

### Students must notify their Programme Leader in writing if, at any stage throughout their programme, they are subject to police investigation or to criminal charges. Students must also advise if they have received any criminal convictions at any stage throughout their programme.

### Students must notify their Programme Leader in writing if, at any stage throughout the course of their programme, they are the subject of disciplinary proceedings by any professional or regulatory body, other educational institution or practice placement provider.

### Students must notify their Programme Leader in writing if, at any stage throughout the course of their programme, they engage in conduct that that may breach any University policies or regulations or may otherwise fall short of the standards of conduct required under this policy.

### Where a student notifies the Programme Leader of a matter referred to in paragraphs 11.2.1 to 11.2.3, or where the University otherwise becomes aware of any such matter, a referral will be made to the Head of Department, or their depute, who will undertake and investigation.

### Following investigation where the Head of Department, or their depute, considers that the conduct complained of does raise sufficient concerns about a student’s fitness to practise, a referral will be made, in writing, to the Fitness to Practise Committee.

### A failure by a student to notify the University of any matters in paragraphs 11.2.1 to 11.2.3 may also be taken into account in considering a student’s fitness to practise.

### For programmes to which this policy relates, all members of the programme staff have a responsibility to report any student conduct or unsafe practice they consider may raise concerns about a student’s fitness to practise.

## Code of Student Conduct and Fitness to Practise

### Notwithstanding paragraphs 11.2.1 to 11.2.5, where any conduct matter referred to the School falls within the scope of both the Code of Student Conduct and this policy, the matter will be considered under the Code of Student Conduct in the first instance.

### If sufficiently serious, and in discussion with Governance and Legal Services, consideration will be given to whether a protective suspension under the Code of Student Conduct is necessary in the circumstances.

### If the conduct does not meet the threshold for a protective suspension, advice will be sought from the Dean of the School of Health and Life Sciences and the Chair of the Fitness to Practise Committee as to whether an interim suspension would be required under this policy;

### Where the matter is not required to be considered by the Senate Disciplinary Committee (SDC), the matter will be remitted to the School to handle as appropriate under the Code of Student Conduct, in the first instance, with any outcome reported in accordance with the Code. Consideration of the student’s fitness to practise may then be considered further in accordance with this policy following the consideration of the matter under the Code of Student Conduct.

### Where the matter is required to be considered by the SDC, an investigation under the Code of Student Conduct will be undertaken in the normal way by the School, to determine findings of fact. The case will then be considered by the SDC and an outcome agreed in line with the Code of Student Conduct.

### Following the SDC deciding on an outcome for the matter, and subject to the student exercising appeal rights under the Code of Student Conduct, the Fitness to Practise Committee may consider the impact of the Code outcome on the student’s fitness to practise and take any further appropriate action in accordance with this policy.

# Fitness to Practise Investigation and Committee hearing procedure

## **Investigation stage**

### Following the referral to the Head of Department for matters relating to character, unsafe practice, conduct and breaches of the Student Code of Conduct or Fitness to Practise policy, a meeting will be convened. The meeting will be led by the Head of Department, or their depute, and will include the programme lead, and the student. The student may be accompanied by a Student Adviser from the GCU Students’ Association, relative, a fellow student, or a member of the university staff. The purpose of the meeting is to investigate the allegations and decide how to progress.

### **Possible Outcomes**

### Possible outcomes from the investigation meeting are that the Head of Department, or their depute, decides that either:

### i. There is no case to answer to and the student should return to the programme.

### ii. The student should receive a warning for fitness to practise but will be allowed to continue on their programme subject to such conditions that the Head of Department, or their depute, considers appropriate to provide reassurance that the student is fit and safe to practise going forward. The Head of Department, or their depute, shall document the issues and an appropriate course of action may be agreed following discussion with the student. A record of the decision and reasons for the decision will be kept in the student personal file and the Personal Tutor will be informed.

### i. The case requires to be considered by a Fitness to Practise Committee (12.2).

### If a student is dissatisfied with a decision of a warning for fitness to practise, the case will be referred for wider consideration by a Fitness to Practise Committee (see 12.2).

## **Referral to the Fitness to Practise Committee**

### A referral to the Fitness to practise Committee will be made by the Head of Department. The written referral will specify the issue that needs to be addressed and include any relevant documentation. The Head of Department shall seek guidance from the Student Wellbeing Team when assessing Fitness to Practise matters in relation to health or disability.

### The Head of Department shall also write to the student, informing them that the matter has been referred to the School Fitness to Practise Committee for consideration, explaining the reasons behind the referral, enclosing a copy of the report and explaining the Fitness to Practise procedure to the student.

## Composition of the Committee

### As a minimum composition the School Fitness to Practise Committee shall include:

### an external member registered in the professional area of practice related to the student’s programme;

### an experienced academic within the student’s discipline;

### an experienced academic outwith the student’s discipline;

### the Vice Dean of the School (or their nominee, selected from the Heads of Department within the school) who will chair the Committee;

### a student association representative drawn from a pool of suitably trained and approved student representatives; and

### an appropriate member of the GCU academic staff from out with the School.

### A proportion of the panel will have received equality and diversity training.

### The Associate Dean, Learning and Teaching Quality will also be in attendance at any FTP Committee Hearing.

### None of the members of the Committee shall have previously been involved with the matter or have a personal interest. Five members constitute a quorum. The Chair has a deliberate and casting vote if necessary. The Chair of the Committee will ensure that, if required, appropriate advice is obtained through the Department of Governance and Legal Services.

## Procedure for Conduct of the Meeting

### The written referral will be considered by the Chair of the Fitness to Practise Committee. The Chair has authority to decide if it is appropriate for a student to remain on the programme while Fitness to Practise procedures are taking place or if the student should be suspended on a temporary basis pending the outcome of the hearing. Advice may be sought from other members of the Committee, or other experts or staff with appropriate knowledge, if required. The student and the Head of Department will be informed immediately in writing of the decision taken.

### A decision to temporarily suspend a student under paragraph 12.4.1 will be taken on the basis that the suspension is required in order to ensure the health and safety of service users, University and placement staff and the student themselves. In deciding whether to temporarily suspend the student, the Chair will take into account the nature of the matter raised in the written referral and any other material available at the time that is relevant to the matters in the written referral.

### The Fitness to Practise Committee must meet to hear the student’s case as soon as practicable but should normally be no later than three weeks from submission of the written referral. The Clerk to the Fitness to Practise Committee shall arrange for the case to be heard by the Fitness to Practise Committee.

### The Clerk to the Fitness to Practise Committee will write to the student, providing the student with a copy of the written referral, inviting the student to submit a statement and any additional supporting material. The student will normally be given at least 20 working days notice of the meeting The student will also be invited to submit a list of any individuals who the student would like to present information or other material at the meeting of the Fitness to Practise Committee. The date specified for the response to be received must be at least ten working days from the date of the Clerk’s notifying letter.

### The Clerk to the Fitness to Practise Committee shall arrange for the case to be heard by the Fitness to Practise Committee. The Clerk will send details of the date, time, venue and membership of the committee to all attendees, including the student and members of the committee, along with a copy of all the documentation concerning the case, including the student’s statement and any additional supporting statements provided.

### In line with GDPR requirements, all information pertaining to Fitness to Practise hearings will be handled according to University policy.

### The student shall be provided with information regarding the procedures and advised as to who may accompany them to any meetings. At each stage of the process, the student should be reminded of the support services available to them through the School, the rest of the University, and the Students’ Association.

### If a student is unable to or chooses not to attend, the Fitness to Practise Committee may, if it is considered appropriate in the circumstances, decide to postpone the hearing until the student is able to attend or to proceed in the student’s absence.

### The student may be accompanied by a person of their choice at the hearing. At the hearing the Head of Department shall present the report and any further relevant information. The student or their representative may make a statement. The Fitness to Practise Committee may then ask questions. Where any questions are directed to the student, only the student may respond to these questions and not any other person on their behalf.

### Both the Head of Department and the student may request the attendance of individuals to present information or other material to the Committee relevant to the submissions made by each. These individuals may be asked questions by the student and / or the School Fitness to Practise Committee. These individuals cannot be compelled to attend.

### At the conclusion of evidence, the student or their representative shall have the right to address the Fitness to Practise Committee.

### The Head of Department, the student and the student’s representative shall then be required to leave so that the Fitness to Practise Committee can deliberate and come to a decision.

### Before deciding on an outcome following the hearing, the Fitness to Practise Committee shall decide whether the nature of the matter raises specific concerns regarding Fitness to Practise that require consultation with a statutory or professional body and/or to seek legal advice. In that event the Committee may adjourn to consult the relevant professional or statutory body and/or University legal advice before determining the outcome of the hearing.

## Possible outcomes following a fitness to practise hearing

### If the Fitness to Practise Committee, acting by majority (the Chair shall have a casting vote in the event of an equality of votes) and taking into consideration the processes, protocols and services available within the University, finds that a student is not fit to practise or that the student’s conduct otherwise falls short of the standards expected or required of a student on that programme, then the Fitness to Practise Committee may decide to take one or more of the following actions:

* Allow the student to continue studying on their programme and issue the student with a reprimand;
* Allow the student to continue on their programme subject to such conditions that the Fitness to Practise Committee considers appropriate;
* suspension of the student from practice education for a specified period not exceeding one year;
* suspension of the student from membership of and/or attendance at the University for a specified period not exceeding one year;
* require the student to undertake specified training and development before being re-admitted; and
* withdrawal of the student from the Programme

If the Fitness to Practise Committee finds that there is no case to answer, the student will continue

on their programme of study.

### The Fitness to Practise Committee may suspend these outcomes, subject to agreed conditions. The student may also, at any point following the proceedings, request a review of any outcome by the Fitness to Practise Committee if there is a material change in their circumstances since the date of the decision of the Fitness to Practise Committee. The request should be made in writing to the Clerk of the Fitness to Practise Committee. Where the Fitness to Practise Committee decides to maintain its previous decision, the student may appeal this decision in accordance with this policy.

### A record of the proceedings and any outcome shall be kept in the student’s personal file.

## Physical or Mental Illness

### If it appears to those considering an allegation of misconduct that the student in question is or has been suffering from a mental or physical illness or mental instability, the proceedings may be adjourned for the preparation of a medical report.

### If there is medical evidence that the student is suffering from mental or physical illness or mental instability, those dealing with the case may suspend the proceedings, if it is felt appropriate to do so. It may be made a condition of suspension of the proceedings that the student seeks medical treatment and produces evidence subsequently to confirm that this is being/has been received.

### Where proceedings are suspended or terminated pursuant to paragraph 12.6.2, the Fitness to Practise Committee may suspend the student from their programme of study or attach such other conditions to the student’s ongoing study until such time as the proceedings may be concluded.

## Recording/Documentation/Follow Up

### At the termination of the proceedings, the Clerk to the School Fitness to Practise Committee will write a short report. The report will set out the issue that was addressed by the Committee, a brief summary of evidence received, the grounds for the Committee’s findings, the decisions taken, and the factors taken into account in deciding any penalties or other actions. A copy of the report shall be sent, by the Clerk, to the Committee members, to the student, the Dean and to the Head of Department. Placement provider(s) and /or professional body and / or statutory body may be notified as appropriate.

### A copy of the report will be placed in the student’s personal file.

### Any failure by a student to adhere to and co-operate with the hearing procedures outlined in this policy (other than for reasons beyond their control) may be considered by the Committee in assessing the student’s fitness to practise on the grounds of character.

### A failure to comply with the final outcome determined by the Fitness to Practise Committee may be considered by the Committee in assessing the student’s fitness to practise on the grounds of character and may be referred to the Senate Disciplinary Committee.

### Upon completion of any fitness to practise hearing, the Department of Governance will be advised of the final outcome and this will be recorded centrally. The Fitness to Practise Committee will provide an annual report to the Department of Governance and Legal Services on the number of cases considered by the Fitness to Practise Committee including, but not limited to, details of the subject matter and outcome of those cases.

# Procedure on Appeal from the Fitness to Practise Committee

## A student wishing to appeal the outcome of a Fitness to Panel hearing must submit a request for an appeal in writing to the Dean of the School of Health and Life Sciences, who will be Chair of the Appeal Panel, no later than 20 working days after the student has been issued with formal notification of the Fitness to Practise Committee’s decision.

## A decision of the Fitness to Practise Committee may only be appealed on the following grounds:

### Evidence becomes available which was not available, or could not reasonably have been made available, at the time of the original decision;

### The decision was wholly unreasonable in the light of the evidence submitted by the student;

### There was a material procedural irregularity which was prejudicial to the student.

## The question to be addressed at the Appeal Hearing is whether the student has established a ground of appeal and, if so, what further action should be taken under this policy.

## The composition of the Appeal Panel shall be:

### Dean of the School of Health and Life Sciences (Chair);

### Senior member of academic staff from the student’s discipline;

### The President of the Students’ Association or their nominee, to be drawn from a pool of suitably trained and approved student representatives;

### an experienced academic outwith the student’s discipline;

### an external member registered in the professional area of practice related to the student’s programme;

## The student should provide any written documentation, witness statements or written submissions that they intend to use at the appeal hearing at the same time as they lodge the appeal.

## The Chair of the Appeal Panel will determine whether there are prima facie valid grounds for appeal. If it is decided that there are no grounds for appeal, the Chair will notify the student of this in writing, no later than 10 working days from the receipt of the appeal, and confirm that the original outcome remains unchanged.

## Where it is decided that there are prima facie grounds for an appeal, the appeal will be submitted to the Appeal Panel for consideration.

## Procedure for Conduct of the Meeting:

### The clerk to the Appeal Panel will arrange a hearing of the Appeal Panel as soon as is practicable and normally no later than 20 working days after the appeal has been received.

### The Appeal Panel should comprise individuals not involved in the original Fitness to Practise Committee proceedings.

### The administrative procedures and normal timescales for the proceedings of the Appeal Panel are as follows:

* At least 10 working days prior to the hearing, the clerk to the Appeal Panel will notify the student of the date and time of the hearing and issue the notice as set out in 12.5.8.
* At least 5 working days prior to the hearing the student must (if applicable) inform the clerk to the Appeal Panel of the name of an accompanying person.
* At least 5 working days prior to the hearing the clerk to the Appeal Panel will distribute the documentation to the members of the Appeal Panel and to the student.

### The notice in relation to the Appeal hearing will:

* inform the student of their right to attend the hearing;
* inform the student of their right to be accompanied by a Student Adviser from the GCU Students’ Association, relative, a fellow student, or a member of the university staff;
* inform the student that the hearing may proceed in their absence;
* include details of where help and advice may be sought;
* include a copy of the Fitness to Practise Policy.

### The procedure for the conduct of the Appeal hearing is as follows:

* The Appeal Panel will receive the substance of any allegations or other matter before the Fitness to Practise Committee in addition to the deliberations and decision of the Fitness to Practise Committee and the appeal documentation submitted by the student. The documentation will be prepared by the clerk to the Appeal Panel.
* The Chair will introduce all present.
* The Chair will read out the grounds of appeal lodged by the student.
* The student will be invited to amplify/clarify the documentation in support of their appeal.
* The Appeal Panel may question the student, the Chair of the Fitness to Practise Committee and witnesses.
* The Appeal Panel will deliberate in private and reach a decision.
* The Chair will inform the student in writing of the Appeal Panel’s decision no later than 10 working days after the date of the hearing.

### The Appeal Panel may decide to uphold, amend or overturn all or part of the Fitness to Practise Committee’s decision.

### If it is reasonable to do so, the student may be informed of the decision of the Appeal Panel at the meeting. Normally, however, the Chair will inform the student in writing of the Committee’s decision no later than 10 working days after the hearing.

### The decision of the Appeal Panel will be final.

# External appeal rights

## Where a student is dissatisfied with the outcome of the internal Fitness to Practise Process, the may wish to refer their complaint to the Scottish Public Services Ombudsman (SPSO) for further consideration. Further information and guidance in relation to the SPSO can be found at <http://www.spso.org.uk/>.

# Appendix 1 – Health-related considerations

1. **Immunisation and Health Clearance for Serious Communicable Diseases**
   1. National Health Service guidance on standard health clearance checks recommends that all new health care workers having direct clinical contact with NHS patients, including students, are offered occupational health checks and immunisations to ensure immunity to specified infectious diseases. There are placements that do not accept students who have not had the recommended immunisations. Practice placements for social work students are likely to include environments where they may be exposed to any of the infectious diseases noted and/or may involve work with children or adults who are particularly vulnerable to infectious diseases. Therefore, although it is not necessarily a requirement, the School of Health and Life Sciences recommend that social work students are protected against these infections.
   2. It is recommended that all student health professionals be immunised against Hepatitis B, a potentially serious blood borne infection which can be passed between health care workers and patients. Evidence of immunisation status will be required by the School before clinical work is undertaken. In the rare event that a student who is a non-carrier of Hepatitis B does not respond to two of the conventional 3 dose courses of the standard vaccine, he or she will be asked to see an occupational health physician who will explain what he/she will need to do in case of a needle stick injury or other accident involving contact of broken skin or mucous membrane with body fluids. The student will then need to sign to confirm that he/she understands this and also understands the need for regular antigen status checks if working on exposure prone procedures. Students who are found to be carriers of the Hepatitis B virus, or any other serious transmissible blood borne viral infection, such as the human immunodeficiency virus (HIV), will be informed of any placement provider regulations that may impact on their access to placements and will be directed to appropriate sources of advice and support.
   3. If there are students who are not already immune to TB, polio, diphtheria, tetanus, varicella (chicken pox/herpes zoster), measles, or rubella (German measles), or if their immunity cannot be confirmed (e.g. because of incomplete/missing medical records), or if they are experiencing difficulty getting immunisations from their GP, then the occupational health (OH) team may administer the required immunisations for a stated fee, unless such immunisations are not required for whatever reason.
   4. In the case of students from outside the UK, health checks for serious communicable diseases should be carried out in their own country before they apply for training at the School of Health and Life Sciences. Written confirmation will be required. The university’s student OH service will carry out the necessary tests to confirm the results of these tests for those overseas students who are admitted to a pre-registration programme at the School.
2. **Infection Control Practices**
   1. During the pre-registration programme student health and biomedical science professionals are likely to come into contact with; for example, patients who have open wounds, severely compromised immune systems, and/or serious transmissible diseases and/or tissue/blood samples. Recognised practices such as hand washing and wearing of gloves, masks and other protective clothing are required to maintain a safe environment for all. A student who is unable to take part in such practices poses a risk to themselves and others, and may be unable to meet the requirements of the programme.
3. **Vision** 
   1. In order to complete the requirements for registration Biomedical Scientists, Clinical Physiologists, Counselling Psychologists, Nurses, Midwives, Allied Health Professionals, Social Workers, Optometrists, Dispensing Opticians, Oral Health Scientists, Paramedics and Operating Department Practitioners need to be able to fulfil their professional functions using practicable means, which may include technological and personal support to supplement or replace visual inputs.
   2. Biomedical Scientists, Clinical Physiologists, Counselling Psychologists, Nurses, Midwives, Allied Health Professionals, Social Workers, Optometrists, Dispensing Opticians, Oral Health Scientists, Paramedics and Operating Department Practitioners need to be able to observe service users, their living and working environments, their movements and their responses in detail in order to accurately assess, plan, implement and evaluate therapeutic interventions.
   3. Biomedical Scientists, Clinical Physiologists, Counselling Psychologists, Nurses, Midwives, Allied Health Professionals, Social Workers, Optometrists, Dispensing Opticians, Oral Health Scientists, Paramedics and Operating Department Practitioners need to be able to respond accurately to written instructions for diagnostic or therapeutic interventions including administration of medication. They must therefore have sufficient vision, or an assistant, to read handwritten and typed text. They must also be able to recognise small-scale changes in a patient’s condition at a reasonable distance. Podiatrists have to be able to carry out surgical procedures safely.
4. **Hearing** 
   1. In order to complete the requirements for registration, Biomedical Scientists, Clinical Physiologists, Counselling Psychologists, Nurses, Midwives, Allied Health Professionals, Social Workers, Optometrists, Dispensing Opticians, Oral Health Scientists, Paramedics and Operating Department Practitioners need to be able to function successfully in a hearing world, by lip reading, using fitted hearing aid(s) and/or other adaptations or assistance if required. They need, for example, to understand what is said by a softly spoken person in a busy environment and/or to be supported by a language service professional.
5. **Speech and Communication**
   1. In order to complete the requirements for registration Biomedical Scientists, Clinical Physiologists, Counselling Psychologists, Nurses, Midwives, Allied Health Professionals, Social Workers, Optometrists, Dispensing Opticians, Oral Health Scientists, Paramedics and Operating Department Practitioners need to be able to communicate effectively with service users, and/or carers and/or colleagues.
   2. Support for students who have social communication deficits, is available at both University and School level.
6. **Dyslexia and Other Learning Difficulties**
   1. In order to complete the requirements for registration Biomedical Scientists, Clinical Physiologists, Counselling Psychologists, Nurses, Midwives, Allied Health Professionals, Social Workers, Optometrists, Dispensing Opticians, Oral Health Scientists, Paramedics and Operating Department Practitioners need to be able to access and interpret Standard English written information, including words and numbers. The ability to accurately select and administer medication or treatment and/or use potentially hazardous substances is essential to personal and patient safety. Students also need the ability to present intelligible written and/or printed records and reports in English. Accurate recording/reporting is crucial to service user safety and records/reports may be challenged in court.
   2. Support for students who have dyslexia, or other learning difficulties, is available at both University and School level.
7. **Mobility and Manual Dexterity** 
   1. In order to complete the requirements for registration student health professionals may need to undertake a range of activities which may involve whole body mobility and manual dexterity such as:

* Basic Life Support procedures.
* Safe moving and handling techniques which comply with health and safety requirements.
* Professional diagnostic or therapeutic interventions.
* Manual techniques.
* Management of aggression and violence.
  1. Students with limited mobility or dexterity are advised to consult the programme admissions tutor for information about the specific requirements of their programme of choice.

1. **Chronic or Recurrent Medical Conditions such as Diabetes, Epilepsy, Asthma, Skin Conditions (e.g. psoriasis, eczema)**
   1. Students with medical conditions which are controlled with medication and/or avoidance of circumstances which aggravate the condition and adoption of behaviours that help to keep the condition under control will not normally find it difficult to meet the requirements for registration and practice. However, timely discussion with academic and placement staff is advised to ensure that where adjustments are required to support such students in the management of their condition these can be reasonably accommodated.
2. **Mental Health** 
   1. Biomedical Scientists, Clinical Physiologists, Counselling Psychologists, Nurses, Midwives, Allied Health Professionals, Social Workers, Optometrists, Dispensing Opticians, Oral Health Scientists, Paramedics and Operating Department Practitioners undertake work requiring them to take safe, rapid and accurate decisions and actions. They also need to be able to use judgement in listening to, and communicating with, vulnerable and distressed people and to maintain stable, acceptable behaviour in stressful circumstances. Those who have serious mental health or personality disorders may be unable to demonstrate safe and effective practice without supervision and hence unable to meet these requirements.
3. **General Health** 
   1. Student health professionals undertake work placements requiring physical activity for several hours a day. Those who have serious disorders of major organs such as the heart, lungs, kidneys, liver or who have a systemic illness that undermines their physical stamina, may be unable to meet this requirement. Exposure to illness environments might also be detrimental to some students’ general health.
   2. Study, exams, work, placements and/or the associated travel may be stressful to some students and potentially could exacerbate medical/mental health conditions. Students experiencing difficulties need to be proactive if this is the case and seek help/support without delay.
4. **Additional Sources of Advice and Support**

Skill National Bureau for Students with Disabilities: [http://www.skill.org.uk](http://www.skill.org.uk/)

Royal National Institute for the Blind: <http://www.rnib.org.uk>

Royal National Institute for the Deaf: <http://www.rnid.org.uk>

Scottish Association for Mental Health: [http://samh.org.uk](http://samh.org.uk/)

Glasgow Caledonian University Wellbeing Service:

<https://www.gcu.ac.uk/student/studentlife/studentsupport/disabilityteam/>?

# Appendix 2 – Standards of conduct and ethics for students

1. You must always act in the best interests of your service users.

* You must respect a person's right to have their interventions carried out by a professional and not a student.
* You must not exploit or abuse your relationships with service users.
* You must treat everyone equally.
* You must not do anything that you think will put someone in danger.
* If you are worried about a situation which might put someone at risk, you should speak to a member of the placement team or your programme leader.

1. You must respect the confidentiality of your service users.

* You must keep information about service users confidential, and only use it for the purpose for which it was given, unless the information raises concerns about a situation where someone may be at risk.
* You must not knowingly give any personal or confidential information to anyone who is not entitled to access it.
* You must remove anything that could be used to identify a service user from confidential information which you use in your assessment.
* You must follow local policies or guidelines if you want to use information that may identify someone in your assessments.
* You must follow local policies or guidelines on confidentiality produced by the University or placement provider.

1. You must keep high standards of personal conduct.

* You must be polite with service users, your colleagues and the programme team.
* You must make sure that your personal appearance is appropriate for your placement environment.
* You must follow the University’s and placement provider's policy on attendance.

1. You should provide any important information about your conduct, competence or health to the University.

* You must tell the University and placement provider about any existing health conditions or changes to your health which may put your service users or yourself at risk.
* You must tell the University if you are convicted of, or cautioned for, any offence.
* You must tell the University if you are subject to police investigation or criminal charges.
* You must tell the University if you are the subject of disciplinary proceedings by any professional or regulatory body, other educational institution or practical placement provider.

1. You should take appropriate action, including limiting or stopping your study on a programme, if your performance or judgement is affected by your health.

* You should seek help from a doctor or an occupational health professional if you are worried about your health.
* You should be aware that you may put your service users or yourself at risk if your performance or judgement is affected by your health.

1. You should keep your professional knowledge and skills up to date.

* You are responsible for your own learning.
* You should think about and respond positively to feedback you are given.

1. You must act within the limits of your knowledge and skills.

* You should only carry out an unsupervised task if you feel that you have the appropriate knowledge and skills.
* You must make sure that you are appropriately supervised for any task that you are asked to carry out.
* You should ask for help when you need it.
* You must make sure that you do not claim that you have knowledge and skills which you do not.

1. You must communicate effectively with service users, the University and placement providers.

* You must take all reasonable steps to make sure that you can communicate appropriately and effectively with service users.
* You must communicate effectively and cooperate with colleagues to benefit service users.
* You must communicate effectively and cooperate with the programme staff and placement team.
* Where appropriate, you should share your knowledge with colleagues.

1. You must get informed consent to provide care or services (so far as possible).

* Informed consent is when someone has all the information they need, in a format they can understand, to make a decision about receiving care or services.
* You should do the following (so far as possible).
* You should make sure that before you carry out any intervention, the service user is aware that you are a student.
* You should make sure that the service user has given their permission for the intervention to be carried out by a student.
* You should explain the intervention you are planning to carry out.
* Before you carry out any intervention, you should explain any risks associated with it.
* You should follow your education provider’s or placement provider’s policy on consent.

1. You must keep accurate records on service users.

* You must make sure that any information you put in someone's record is accurate and clear.
* You must protect information in records from being lost, damaged, accessed by someone without permission or tampered with.

1. You must deal fairly and safely with the risks of infection.

* You should make sure that you take all appropriate steps to deal with the risks of infection.
* You must follow the University’s and placement provider’s policies on managing the risks of infection.

1. You must behave honestly.

* You must not pass off other people's work as your own.
* You must make sure that you reference other people’s work appropriately.
* You must make sure that you truthfully and accurately fill in any documents.
* You must not let any improper financial reward influence the advice and services you provide, or the products you recommend.
* You must follow the University’s policies on ethics when carrying out research.

1. You must make sure that your behaviour does not damage public confidence in your profession.

* You should be aware that your behaviour may affect the trust that the public has in your profession.
* You must not do anything which might affect the trust that the public has in your profession.

# Appendix 3 – Conduct which breaches the Code of Conduct and may impact on fitness to practise

The following is a non-exhaustive list of examples conduct that may breach the Code of Student Conduct and that may also be referred to the Fitness to Practise Committee, following an investigation under the Code of Student Conduct.

* Any criminal conviction under the law of Scotland, or elsewhere
* Conduct giving rise to a police investigation
* Theft, fraud or unauthorised possession of funds or property
* Violent, indecent, disorderly, threatening, offensive or anti-social behaviour
* The publication of inappropriate, threatening or offensive material, including the posting of inappropriate, threatening or offensive material on social networking and media sites
* Dishonesty in any dealings and correspondence with the University
* Misuse, or unauthorised use, of University computing equipment or the University computing network including breaches of the University’s IT Policy
* Harassment, discrimination or incitement to harass or discriminate on the grounds of race, gender, sexual orientation, national origin, ethnic origin, religious, political or philosophical belief or lack of such belief, disability (including physical or mental impairment), age, marital status, or any other grounds
* The possession, supply, use or sale of controlled substances
* Intentional or reckless damage to University property, the property of other members of the University community or the property of visitors to the University
* Contravention of the Copyright Licensing Agency Photocopying and Scanning HE Licence
* Non-return of any equipment or property loaned from the University
* Failure to engage with the disciplinary process or to comply with any sanction(s) imposed by a HoD, Plagiarism Assessor, Dean, the Senate Disciplinary Committee or the Appeal Committee of the University Court (ACUC)
* Failure to comply with the University’s policies and procedures and working practices
* Failure to comply with legislative requirements, e.g. health and safety legislation, fire safety procedures
* Any other conduct or activity, of any nature, which may bring the University into disrepute
* Offences in connection with examinations or assessments which allow and/or are intended to allow the student to obtain an unfair advantage, for example:
  + Plagiarism
  + Breach of the Regulations for the Conduct of Examinations
  + Research misconduct
  + Falsification
  + Personation

Conduct which falls under the definition of gender based violence as outlined in the University’s Preventing and Responding to Gender Based Violence Policy.

# Appendix 4 – Flowcharts of Fitness to Practise Procedures

**Process for Annual Declaration**

# 

Briefing session for all students on FTP at beginning of programme of study

Confirmed annually

****

Not agreed – student may be withdrawn

Student signs class register to indicate that they have read, understood and agree to abide by FTP regulations

**Health matters arising during Programme**

# 

**Previously undisclosed health condition or disability arises during the course of a programme (see 11.1)**

HOD considers student is not capable of safe and effective practice on the Programme.

**HOD to make written referral to FTP Committee for further consideration of the matter.**

Record kept in student file

Personal Tutor informed

Student continues on programme with appropriate support in place.

HOD considers student can work safely and effectively.

# 

* Student informs Programme Leader;
* University otherwise becomes aware of matter.

# 

University considers what appropriate support can be put in place for the student to enable them to work safely and effectively on the Programme

# 

Programme Leader refers matter to HOD to consider whether, having regard to any reasonable adjustments, student can work safely and effectively on the Programme.

**Character, unsafe practice or conduct matters arising during Programme**

# 

Matter concerning student conduct , unsafe practice or character (see 11.2) occurs during Programme

**Deemed to be minor in nature**

Issue documented and appropriate course of action agreed with student

Record kept in student file. Personal Tutor informed.

Record kept in student file. Personal Tutor informed

Programme Leader refers matter to HOD to determine if matter represents a breach of the Student Code of Conduct (Code)



**No potential breach of Code**

Matter dealt with under FTP Policy

**Deemed to be serious in nature**

Issue referred to HoD (in writing)

Preliminary investigation meeting with HoD and Programme Leader (if required)

Outcome agreed:

- No further action

- Warning issued and appropriate course of action agreed with student

- Written referral to FTP committee by HOD

* Student informs Programme Leader;
* University otherwise becomes aware of incident.

**Potential Breach of Code (see 11.3)**

Matter dealt with under Code in first instance. Outcome of matter under Code to then be considered in terms of student fitness to practise

**Procedures upon receipt of written referral concerning Fitness to Practise**

# 

HoD refers matter to FTP committee

(in writing)



Department of Governance notified of outcome and recorded centrally.

Record (and any outcome) kept in student’s file)

Committee members, student, HoD, Dean (and placement providers/ professional body/ regulatory body) notified as required.

Outcome agreed

Fitness to Practise Committee hears matter within 3 weeks of written referral.

Student provided dates and details of process, any interim suspension and copy of written referral. Student invited to provide submissions and witness list within 10 days

HoD informed

Chair of FTP committee decides whether or not to suspend student from practice pending hearing