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**THE UNIVERSITY OF MANCHESTER**

**Form for Appeals against Decisions of a Fitness to Practise Committee**

This form is to be used to appeal the outcome of a [Fitness to Practise Procedure](https://www.staffnet.manchester.ac.uk/bmh/teaching/teaching-activity/fitness-to-practise/) within the Faculty of Biology, Medicine and Health.

You **must** submit a copy of the outcome letter from the Fitness to Practise Committee with this form.

You may seek advice and guidance in preparing an appeal from the Students’ Union Advice Service (<https://manchesterstudentsunion.com/advice>).

**Important notes:**

You may only appeal on your own behalf. An appeal submitted by a third party will not be accepted unless accompanied by written authorisation from you.

This Appeal Form must be submitted in accordance with the instructions and timeframe given in the outcome letter from the Fitness to Practise Committee.

Please note that any outcome reached by the Fitness to Practise Committee will continue to apply unless and until the appeals process determines otherwise.

1. **About You**

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| --- |
| Full Name: |
| ID Number: |
| Faculty: |
| School: |
| Programme of Study: |
| Year of Study: |
| University E-mail:  |
| Alternative E-mail: |

1. **About Your Appeal**

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| Students may appeal a decision on one or more of the following grounds. Please indicate on which ground(s) you are appealing and explain your reasons. You may continue on a separate sheet if necessary. |
| a) Procedural irregularity of such a nature as to cause reasonable doubt as to whether the decision might have been different had the irregularity not occurred*If you are appealing on this ground, please state below which steps of the fitness to practise procedure you believe have not been followed, and why you believe this would have made a difference to the decision:* |  |
| b) Availability of new evidence which could not reasonably have been expected to be presented to the original decision-making committee*If you are appealing on this ground, please state below what new evidence you are presenting, explain why it could not have been presented before, and enclose it with this form:* |  |
| c) The disproportionate nature of the outcome*If you are appealing on this ground, please state below why you believe the outcome is disproportionate. Please note that this ground is focused on the outcome imposed as a result of a finding that a student’s fitness to practise is impaired, rather than the finding of impairment itself:* |  |

Declaration:

I declare that the information given in this form is true and that I have consulted the relevant procedure before completing the form.

**\*\*\*Please note that you must submit a copy of the outcome letter from the Fitness to Practise Committee with this form\*\*\***

Signed:Date:

(*An electronic signature is acceptable)*

Note: The University will have due regard towards maintaining confidentiality in relation to your appeal but, in order for it to be considered fully, the content will need to be disclosed to members of staff who are involved in putting the procedure into effect, as well as staff whose input may be required to respond to the issues you have raised e.g. your School, the Disability Advisory and Support Service etc. By signing the declaration above you are consenting to the disclosure and sharing of information relevant to the appeal within the University at all stages of the procedure.