

B6: Regulations for fitness to practise

Academic year 2016/17

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Figure 1: Fitness to practise procedures

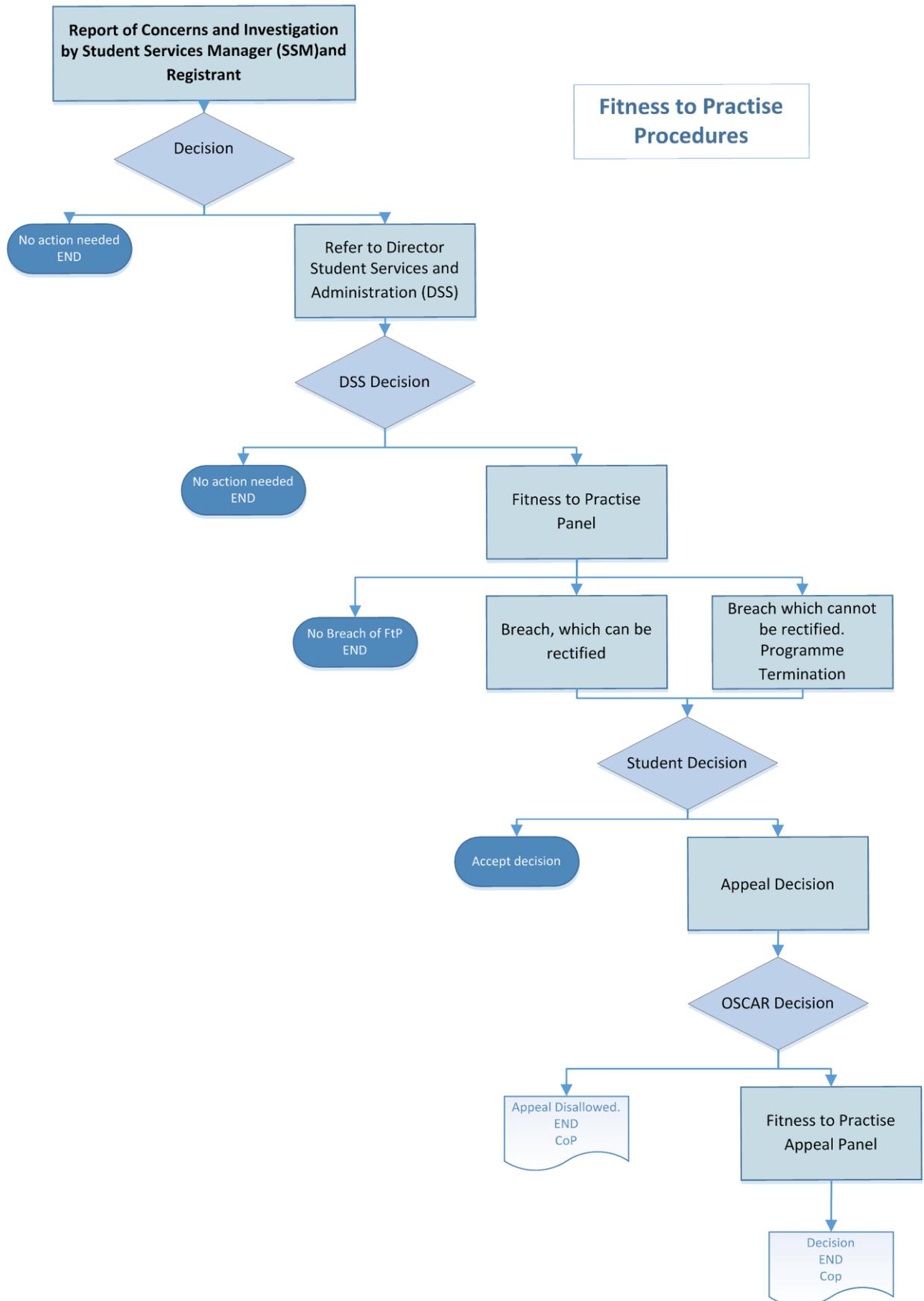
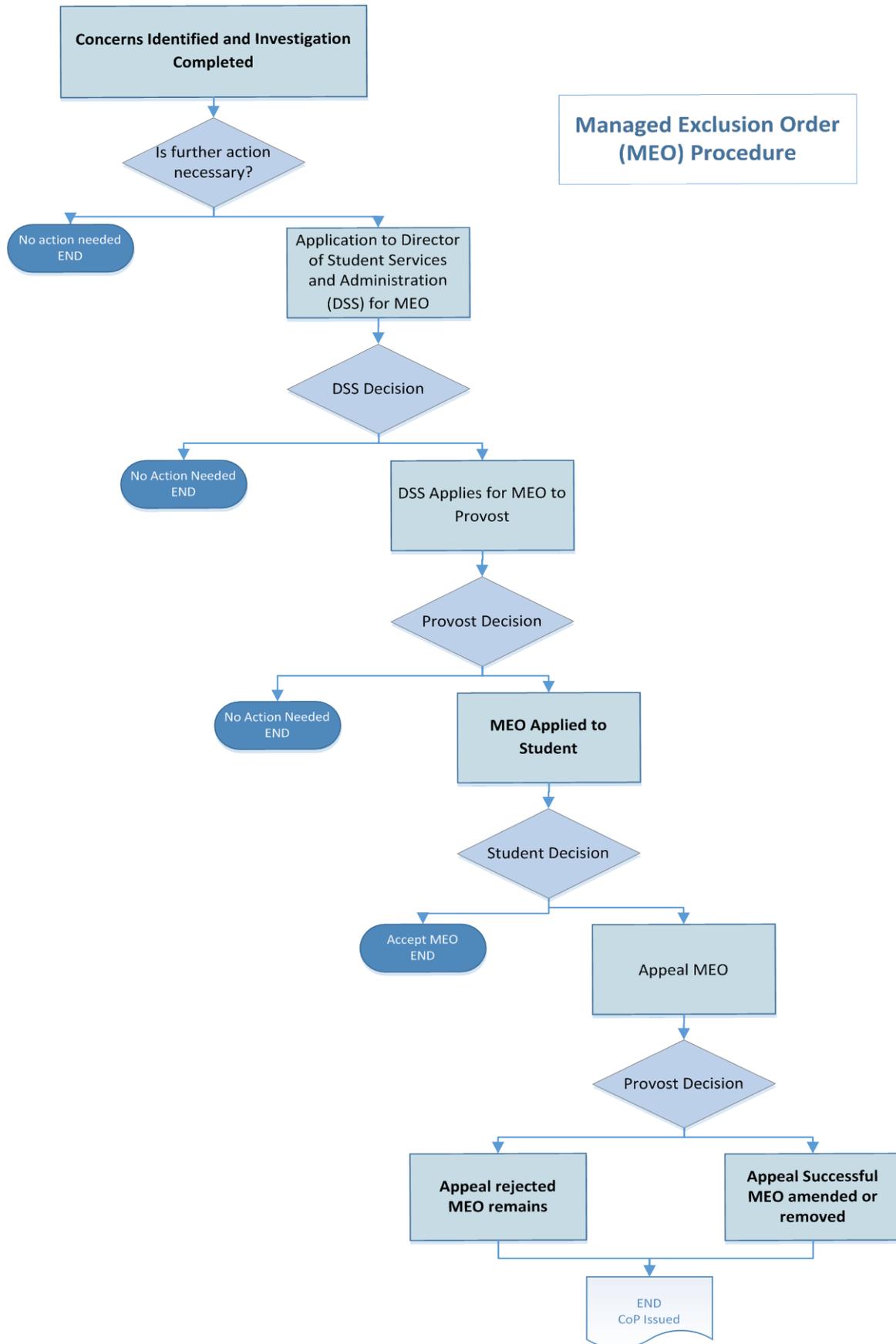


Figure 2: Managed Exclusion Order procedures



Introduction and scope

1. The scope of these *Regulations for fitness to practise* is limited to students studying at the University on programmes of studies that require them to undertake a period of clinical and/or professional experience and which lead to eligibility to apply for Registration with a Registration Body.
2. Students studying for University of Surrey awards with the University's Associated and Accredited Institutions that lead to eligibility to apply for Registration are subject to the regulations of those institutions for fitness to practise (or their equivalents), unless otherwise agreed.

Roles and responsibilities

3. In these *Regulations*, all references to identified senior members of the University, such as the President and Vice-Chancellor, are also to be read as references to their designated Alternates.
4. For the purposes of these *Regulations* the Academic Leader is the person designated by their Executive Dean of Faculty to be the lead academic contact for fitness to practise matters for a programme, a group of programmes or a supervisory team. For programmes that lead to eligibility to apply for Registration, the Academic Leader is also a Registrant of the Registration Body to which the programme is linked.
5. For the purposes of these *Regulations* the term 'Student Services' is used as an umbrella term to cover those support services for students provided by the University. This encompasses Student Support Services, the Centre for Wellbeing, and the Additional Learning Support service.

The definition of fitness to practise

6. For a Registration Body the Registration of a person constitutes a formal and public statement that the person meets the Body's standards for their training, professional skills, behaviour and health and is fit to practise. The University is not a Registration Body but some Registration Bodies rely on statements and declarations made by the University when admitting students to the Register they maintain. In other cases, Registration Bodies accept statements and declarations made on behalf of the University by a member of its staff who is a Registrant of the Registration Body. A list of the Registration Bodies with which the University works is provided below.

Registration Body	URL
British Psychological Society (BPS)	http://www.bps.org.uk/
General Medical Council (GMC)	http://www.gmc-uk.org
Health and Care Professions Council (HCPC)	http://www.hpc-uk.org
Institute of Biomedical Science (IBMS)	http://www.ibms.org/
Nursing and Midwifery Council (NMC)	http://www.nmc-uk.org/
The Royal College of Veterinary Surgeons (RCVS)	http://www.rcvs.org.uk

The definition of professional behaviour

7. Where University programmes lead to eligibility to apply for Registration by a Registration Body, and include a placement in a clinical or professional setting, the University requires that students following those programmes behave at all times in a manner that:
 - (i) conforms to the relevant code of professional conduct or practice (if any), including the Registration Body's requirements with respect to the use of social media;
 - (ii) is consistent with the behaviour required by the relevant profession and by the employers of such professional staff;
 - (iii) does not jeopardise or put at risk the welfare, wellbeing, or safety of others, including: patients; pupils; clients; members of the public; fellow students; co-workers; members of academic, professional or clinical staff;
 - (iv) does not jeopardise or put at risk their own welfare, wellbeing, or safety.

Together, items (i) to (iv) above constitute the University's definition of professional behaviour for the purpose of these *Regulations*.

8. University programmes that lead to eligibility to apply for Registration, and include a period of placement in a health or social care, clinical, or professional setting, introduce students to the codes of conduct and/or behaviour of the relevant profession(s) as part of the students' inductions to their studies. They provide explicit information on the requirements of the relevant Registration Body. Such inductions and introductions make plain that students must observe the requirements of the Registration Body with respect to confidentiality and the non-disclosure of personal sensitive information.

Admission to a programme that leads to professional Registration

9. Applicants to University programmes that lead to eligibility to apply for Registration are likely to be required to make formal declarations about a range of matters as part of their application. These declarations could include stating whether they have previous criminal convictions (whether spent or not) and declarations as to their state of health. For programmes that lead to eligibility to apply for Registration the University will check statements and declarations made by applicants including with the Disclosure and Barring Service (DBS). A note on the categories of students and staff subject to checks with DBS is appended to these *Regulations* (see Appendix 1).
10. The University may contact applicants for a programme that leads to eligibility to apply for Registration, who have made a declaration as part of their application as part of its admissions procedures, to confirm the information they have provided and check with them that they have understood the requirements of the particular Registration Body.

Confidentiality and sensitive personal data in fitness to practise matters

11. When registering to study with the University, students are asked to confirm in writing that they consent to the sharing of sensitive personal data between the departments and sections of the University and third parties, including the University of Surrey Students' Union (USSU). The University confirms that sharing of personal sensitive data will only occur where it is necessary to enable the University to fulfil its duties of care to the student, other students, to safeguard third parties or, in health care, subject to formal agreements with NHS Trusts or independent trust partners. The disclosure of personal sensitive information about disabilities is governed by the

University's policy statement on [Disclosure, confidentiality and sharing of personal data concerning disability](#).

12. For students who are undertaking Regulated Activity¹ within the health and social care sector (including with charitable organisations), either because they are employed to do so, or because they are undertaking a placement, the University will be required to share such personal and sensitive data with the employing organisation or placement provider.
13. For fitness to practise matters the University limits access to sensitive personal information to those who require it to enable the student's professional behaviour to be established and/or who need it to support the student.

Allegation of a failure to meet the University's requirements for professional behaviour

14. Where an allegation is made by any person that a student who is following a University of Surrey programme that leads to eligibility to apply to a Registration Body for Registration has behaved in such a way as to have failed to observe the University's requirements for professional behaviour, as set out in Regulation 7 above, the University will report the matter to the relevant Executive Dean of Faculty, who will investigate it as a matter of urgency.
15. The University will not normally respond to anonymous allegations.

Withdrawal from a placement; application for a Managed Exclusion Order

16. Where a student is undergoing a clinical or professional placement and an allegation is made that they have not observed the University's requirements for professional behaviour the student may be withdrawn from the placement on the Executive Dean's authority after consulting with the placement provider. Where the Executive Dean considers that the seriousness of the allegation warrants it, or the risk of harm to the student or others is immediate, they may direct that the student is withdrawn from the placement at the same time that the placement provider is informed. For students who are employed within the health and social care sector, the University will liaise with the employing organisation to determine actions on suspension from work. The University and the employing organisation will agree in advance the steps that they would each follow in such an exceptional eventuality.
17. In the circumstances outlined in Regulation 16 above the Executive Dean may also apply, via the Director of Students and Administration, to the Provost for a Managed Exclusion Order while the allegation is being investigated.

Managed Exclusion Order

18. A Managed Exclusion Order is a way of managing the access of a student to University premises and services for a specified period of no longer than 20 working days (in the first instance) in the student's interest, in the interests of other students and staff, clients, patients and members of the public and in the interests of enabling information to be gathered and a Fitness to Practise Panel to be convened. The granting of a Managed Exclusion Order does not signify a view on the part of the University that a finding has been made about the student's professional behaviour, or that the student has committed any misconduct. Students who are the subject of a Managed Exclusion Order may be prevented from representing the University at sporting or other public occasions.

¹ In the context of work with children and vulnerable adults, Regulated Activity is 'work that a barred person must not do'. See [Regulated Activity in relation to Children: scope. Factual note by HM Government Safeguarding](#).

19. In cases where the participation of a student in their programme (including on a professional or clinical placement), agreed research activities, in the life of their residence, or in the University more generally appears to pose an immediate threat to their own wellbeing and/or safety, or to the wellbeing and/or safety of other students, staff, clients, patients, third parties or members of the public, the University's Head of Security should be informed. Consideration should also be given to making an immediate application to the Director of Student Services and Administration or, in their absence, to their designated Alternate, for a Managed Exclusion Order.
20. To ensure that it has robust arrangements to handle emergencies, including urgent requests for Managed Exclusion Orders, the University maintains a guide to dealing with such matters with the Head of Security together with a sealed set of out of hours contact details for: the Provost, the Vice-Provosts, the Director of Student Services and Administration the Head of Student Support Services, and their designated Alternates.
21. When seeking a Managed Exclusion Order the Director of Student Services and Administration will seek advice from the designated Academic Leader for the student's area of study, who is a Registrant, the University's Student Services, and the Head of Security, so as to ensure that making a Managed Exclusion Order would be consistent with the student's safety and wellbeing and the safety and wellbeing of others and in order to limit the effect of the Order on the student's studies, where possible. The Academic Leader, in their capacity as a Registrant, will also advise the Director of Student Services and Administration whether the provider of any clinical or professional placement that the student is attending, or expecting to attend, should be notified that the University is applying for a Managed Exclusion Order for the student.
22. Managed Exclusion Orders may apply to the whole of the University's premises, parts of the campus, parts of the campus at specified times, particular services (such as the University's web site or email services) or combinations of all these for a defined period. Before making such an Order the Provost (or their Alternate, as appropriate) will satisfy themselves that the underlying circumstances make such an order necessary. Managed Exclusion Orders do not extend to the premises of placement providers who will need to make their own arrangements to control the student's access. As noted above, for students who are employed within the health and social care sector, the University will liaise with the employing organisation to determine the necessary actions on suspension from work.
23. The duration of an existing Managed Exclusion Order may be extended for a further defined period where the Director of Student Services and Administration, on behalf of the Case Officer, is able to demonstrate to the Provost that:
 - the extension is necessary as the student poses a threat to the safety or well-being of themselves, other members of the University, clients, patients, third parties and/or members of the public
 - the extension is necessary to complete the collection of information or to enable the student and/or the University to complete their preparations for a Fitness to Practise Panel hearing
24. The Provost will consider the recommendation and review the terms recommended for the Order. The Order may be granted where the Provost is satisfied that it is necessary in the interests of the student's safety or well-being, the safety or well-being of others, of the integrity of the University's procedures or in the interests of the University overall.

25. When the Order has been approved by the Provost the Director of Student Services and Administration ensures that the student, the Head of Security, the Senior Warden (where relevant) and others needing to be aware of its terms and conditions to give effect to the Order are provided with that information.

Appeal against a Managed Exclusion order

26. A student may appeal against the grant of a Managed Exclusion Order, or its terms, by writing to the Provost, via the Office for Student Complaints, Appeals and Regulation (OSCAR), providing relevant evidence that one or more of the following grounds applies in their case:
- that the terms of Managed Exclusion Order are excessive
 - that the student does not pose a risk to themselves, other students, staff, or University property, or the integrity of the University's fitness to practise procedures
 - that the University has shown bias or prejudice in the way that it has sought to impose the Managed Exclusion Order on the student
 - that in making the Managed Exclusion order the University has not followed its own procedures or has not followed them with due care
27. Where the Provost receives such an appeal from a student they ask the a different OSCAR Case Officer from the one involved in the granting of the Managed Exclusion Order to investigate the matter and report back to them. The Managed Exclusion Order remains in force until the Case Officer has completed their investigation and the Provost has ruled on the matter.
28. In their investigation, the Case Officer reviews the evidence provided by the student and the grounds for their appeal. They may also meet the student to confirm the grounds for their appeal and the evidence they have put forward.
29. Where the Case Officer is able to establish that the imposition of the Managed Exclusion Order was unfair, excessive, or has the appearance of bias against the student, or that the student has not put forward grounds for their appeal and/or supporting evidence, they advise the Provost accordingly. The Provost considers the report and recommendations of the Case Officer and makes a ruling.
30. The Case Officer conveys the ruling of the Provost, in writing, within five working days, to the student, and other members of the University who need to know the outcome of the student's appeal, such as the Director of Student Services and Administration, the Head of Security, the Head of Student Support Services and the Director of Wellbeing and the Academic Leader for the student's programme. The letter to the student constitutes a Completion of Procedures letter for the student's appeal against the imposition of the Managed Exclusion Order.

Investigation of an allegation of a failure to meet the University's requirements for professional behaviour

31. Where an allegation is made that a student who is following a programme that leads to eligibility to apply for Registration by a Registration Body, has failed to observe the University's requirements for professional behaviour, the allegation is normally investigated by the Student Services Manager for the relevant Faculty on behalf of the Executive Dean.
32. Initially, the Student Services Manager works in consultation with a Registrant of the relevant Registration Body, who is independent of the student, to benefit from their advice. The role of this Registrant in the investigation is to brief the Student Services Manager on what bearing the code of professional conduct or practice of the relevant

Registration Body has on the allegation, and advise on the matters that need to be checked and the information that needs to be gathered in order to reach a view on whether the University's requirements for professional behaviour have been breached. The Registrant will also advise the Student Services Manager whether, under the code of professional conduct or practice of the relevant Registration Body, a meeting with the student will be necessary and the protocols that should be observed for such a meeting.

33. The Student Services Manager conducting the investigation is responsible to the Executive Dean of the Faculty for ensuring that the student is informed that:
 - an allegation has been made about their professional behaviour
 - the nature of the allegation
 - that it is under investigation
 - that they will keep the student informed as the investigation proceeds
34. The above notification is normally sent to the student within a working week of the allegation being received by the University. When writing to the student, the Student Services Manager will advise them to seek the advice and support of the University of Surrey Students Union and/or the student's own professional association or trades union.
35. The Student Services Manager will aim to conduct their investigations into an allegation about a student's professional behaviour as quickly as is possible and consistent with thoroughness and due process; this will normally be within 20 working days.
36. Where the investigations conducted by the Student Services Manager are able to show with reference to particularly cogent evidence that there is no substance to the allegations made against the student, they check this with the Head of the student's School or Department and the Faculty Associate Dean (Learning and Teaching) and report their conclusions to the Executive Dean of the Faculty. The Executive Dean may then halt further proceedings and request the Student Services Manager to advise the student in writing that the allegations have been dismissed. This letter is also copied to the Academic Leader for the student's programme or subject area.
37. Where, after an investigation by the Student Services Manager, an allegation about fitness to practise has been found not to have substance, the report produced by the Student Services Manager is copied to OSCAR for its records.
38. Where the Student Services Manager's investigations show that there is evidence to substantiate the allegations that the student has failed to observe the University's requirements for professional behaviour, they report this in writing to the Executive Dean of Faculty, together with a report on the evidence that has been gathered and the evidence itself.
39. The role of the Executive Dean of Faculty at this point is to satisfy themselves that the investigation has been thoroughly conducted and that the Student Services Manager's report is supported by evidence. When they are satisfied that this is the case the Executive Dean authorises the Student Services Manager to pass their report and the accompanying evidence to the Director of Student Services and Administration, with a request that the matter is put before a Fitness to Practise Panel and to inform the student accordingly.

Referral to a Fitness to Practise Panel

Role of the Director of Student Services and Administration in fitness to practise matters

40. In fitness to practise matters the Director of Student Services and Administration acts as the University's procedural gatekeeper. In keeping with this role the Director checks that the request for a Fitness to Practise Panel to be convened, and the papers forwarded from the Faculty, include the report by the Student Services Manager of their investigation into the allegation and the evidence collected in the course of the investigation, and that there is sufficient information to enable a Fitness to Practise Panel to hear the matter. The Director of Student Services and Administration also checks whether the basis on which the request is made is consistent with these *Regulations for fitness to practise* or whether it would more appropriately be dealt with under other University Regulations, such as the [Regulations for fitness to study](#) or the [Student disciplinary regulations](#). In this connection, and when circumstances warrant it, the Director of Student Services and Administration may also consult the Head of Student Support Services and/or the Disabilities Manager.
41. Where the Director of Student Services and Administration considers that the facts of the matter referred to them by the Faculty are such that it should be dealt with under other University Regulations, such as the [Regulations for fitness to study](#) or the [Student disciplinary regulations](#), they will consult the University's Legal Adviser. If, in the light of the Legal Adviser's observations the Director of Student Services and Administration decides that the matter is better dealt with under different Regulations, they will consult with the Executive Dean of Faculty from which the matter was referred before confirming their decision to take the matter forward under other Regulations.
42. Where a Managed Exclusion Order has previously been made in connection with a matter involving failure by a student to observe the University's requirements for professional behaviour, and the Director of Student Services and Administration considers that it is in the best interests of the student, their safety and wellbeing, or the safety and wellbeing of others (including patients, clients, third parties and the public) to extend the Managed Exclusion Order they may apply to the Provost to extend the Order.

Preparing for a Fitness to Practise Panel

43. Where the Director of Student Services and Administration is satisfied that a matter should be referred to a Fitness to Practise Panel they pass the papers received from the Faculty to an OSCAR Case Officer. The Case Officer compiles the paperwork and distributes it to the members of the Fitness to Practise Panel and the student; this is normally within 20 working days of the Case Officer receiving the papers from the Director of Student Services and Administration.

Fitness to Practise Panel Hearing

44. Fitness to Practise Panels are constituted and conducted in accordance with the provisions of the University's [Regulations for hearings by panels](#). As provided for in those *Regulations* the membership of a Fitness to Practise Panel will include a Registrant who is external to the University.
45. Where a student notifies the University that they wish to be legally represented at any stage of this process, the University will be similarly legally represented.

46. Where the Chair of a Panel consider that it will need to be advised by the Academic Leader for the student's programme or subject area, or a member of the Student Services, they may request their attendance at the hearing.
47. The task for a Fitness to Practise Panel is to find whether the student has breached the University's requirement for professional behaviour on the part of students following a programme that leads to eligibility to apply for Registration by a Registration Body.
48. Where a Fitness to Practise Panel finds that a student has breached the University's requirement for professional behaviour it will need to comment in its findings on the way that the student breached the University's requirement and also to consider the extent to which the student breached the University's requirement.
49. The findings of a University's Fitness to Practise Panel are not those of a Registration Body, which can refuse Registration to a person considered unfit to practise or remove or suspend the registration of a practitioner. Nonetheless, the members of the Fitness to Practise Panel will be mindful that the findings of the Panel may have a serious effect on a student's future career.
50. A Fitness to Practise Panel that is referring to the code of conduct or code of practice of a Registration Body to inform its understanding of that Body's requirements with respect to professional standards, conduct and fitness to practise, will find it helpful to hear the advice of members who are Registrants but may also seek advice from an authoritative member of the Registration Body on matters of interpretation. Ordinarily, such advice will be sought from the Registration Body in advance of the Panel's hearing by the Secretary on behalf of the Chair of the Panel or through OSCAR. Where the Panel wishes to seek further advice in the course of a Fitness to Practise hearing it may adjourn its meeting in order to do so but will explain to the student and any witnesses why the meeting is being adjourned and when it is likely to reconvene.

Findings that a Fitness to Practise Panel may make

51. A Fitness to Practise Panel may make the following findings:
 - (i) that the student has not breached the University's requirements for professional behaviour, that no further action is required and that the matter is concluded;
 - (ii) that the student has breached the University's requirements for professional behaviour, but that having considered the matter, and taken such advice as the relevant Registration Body has been able to offer, the Panel is satisfied that the breach can be repaired through remedial action by the student and that once remedied, the breach is unlikely to compromise the student's eligibility to apply for Registration (see also Regulation 52 below);
 - (iii) that the student has breached the University's requirements for professional behaviour and cannot continue on a programme that leads to eligibility to apply for Registration.
52. Where a Fitness to Practise Panel finds that there has been a breach of the University's requirements for Professional Behaviour that can be repaired (Regulation 51(ii) above) the Panel is required to specify what the student needs to do to repair the breach and how the completion of the repair is to be monitored and confirmed.
53. When writing to the student the Secretary to the Panel will emphasise that subsequent decisions by Registration Bodies are made by them independently, and that the Panel's findings in this matter have been made under the University's

Regulations, not those of the relevant Registration Body, which may take a different view. The Secretary's letter will require the student to confirm in writing, within 5 working days of the date of the Secretary's letter, that they understand that the Panel's findings do not represent an undertaking by or on behalf of the Registration Body to admit the student to its Register.

54. Where the Fitness to Practise Panel finds that the student has breached the University's requirements for Professional Behaviour and cannot continue on a programme that leads to Registration (Regulation 51(iii) above) the student's registration on that programme will be terminated. Where the student does not appeal against the findings of the Panel within the specified time limit (see Regulation 58 below), the Secretary of the Panel issues a Completion of Procedures letter.
55. Where the outcome of the Fitness to Practise Panel hearing is that the student's registration is terminated, the Director of Student Services and Administration ensures that the student receives any interim or alternative award to which they are entitled and a copy of their transcript or its equivalent.

Appeals against the findings of a Fitness to Practise Panel

56. The following paragraphs should be read in conjunction with the University's [Regulations for hearings by panels](#).
57. Students making an appeal against the findings of a Fitness to Practise Panel do so using the University's prescribed standard form, copies of which are available from the [web pages](#) for OSCAR.
58. Appeals against the findings, recommendations and/or penalty made by a Fitness to Practise Panel must be received by OSCAR within 10 working days of the relevant Panel conveying its findings to the student.

Grounds for making an appeal against the findings of a Fitness to Practise Panel

59. In an appeal, the burden of proof passes to the person making the appeal; that is, it is for the student to show that their appeal is consistent with one or more of the grounds set out below and that they can support their appeal with evidence.
60. When making an appeal against the findings and/or the penalty imposed by a Fitness to Practise Panel the University recognises only the following as valid grounds:
 - that the Panel failed to follow the University's Regulations, or failed to follow them with due care
 - that in reaching its finding or imposing the penalty the Panel exhibited bias or prejudice against the student
 - that there is fresh relevant evidence that was not available to the Panel but that has since come to light and should be considered, including that there were extenuating circumstances that were relevant to the matter that were not made known to the Fitness to Practise Panel at the time, for good reason

Investigations by OSCAR

61. When OSCAR receives an appeal against the findings or penalty imposed by a Fitness to Practise Panel the Case Officer assigned to deal with the matter checks whether:
 - (i) the appeal has identified the grounds on which it has been made;
 - (ii) whether the grounds are consistent with those that the University recognises as valid (see Regulation 60 above);
 - (iii) whether the grounds advanced are supported by relevant evidence;

- (iv) whether the appeal is supported by evidence that was not put to the Fitness to Practise panel (fresh evidence) and whether the evidence is relevant to the alleged failure to observe the University's requirements for professional behaviour.
62. Where the student has submitted fresh evidence in support of their appeal the Case Officer will check that the evidence is relevant to the matter and include it in the appeal dossier they compile for the hearing by the Fitness to Practise Appeal Panel. Where the student's appeal meets the requirements set out in Regulations 60 and 61 (i), (iii) and/or (iv) above, the Case Officer checks with a second Case Officer before confirming that a Fitness to Practise Appeal Panel should be convened and making the necessary arrangements. This may include ensuring that the terms of any current Managed Exclusion Order in force enable the student to make necessary preparations for the hearing and for any witnesses to attend the hearing.
63. Where the Case Officer, having reviewed the documents setting out the student's appeal, considers that it does not meet one or more of the conditions set out in Regulations 60 and 61 (i), (ii) or (iii) above, and this is confirmed by a second Case Officer, the first Case Officer writes to the student to dismiss their appeal, explaining the grounds for the dismissal, and that this communication constitutes a Completion of Procedures.

Hearing by a Fitness to Practise Appeal Panel

64. Hearings by Fitness to Practise Appeal Panels are conducted under these *Regulations* and the University's [Regulations for hearings by panels](#). The membership of the Appeal Panel is specified in the [Regulations for hearings by panels](#).

Recommendations that a Fitness to Practise Appeal Panel can make

65. On the basis of the written evidence provided for it and the evidence brought to its attention through the hearing a Fitness to Practise Appeal Panel may:
- confirm the recommendations made by a Fitness to Practise Panel and dismiss the appeal
 - find that there was bias in the way the Fitness to Practise Panel reached its recommendation or in other aspects of the fitness to practise procedure or find that there has been a failure to follow the University's own procedures and/or Regulations or to follow them with due care such as to deny the student a fair hearing and may:
 - direct that the matter be heard anew by a differently constituted Fitness to Practise Panel
 - substitute the findings of the Fitness to Practise Panel with its own findings
 - or, where the unfairness to the student is extreme, nullify the recommendations of the Fitness to Practise Panel and end the procedure.
66. When the hearing by the Fitness to Practise Appeal Panel concludes, the Secretary to the Panel writes to the student, the Director of Student Services and Administration, the Executive Dean of the student's Faculty, and other relevant persons, on behalf of the Appeal Panel, stating whether the student's appeal has been upheld or dismissed. The Secretary's letter also states that it constitutes the completion of the University's procedures and that where the student considers they have grounds to complain against this outcome they may do so to the Office of the Independent Adjudicator for Higher Education.

67. When writing to the student the Secretary to the Panel will emphasise that subsequent decisions by Registration Bodies are made by them independently, and that the Panel's findings in this matter have been made under the University's *Regulations*, not those of the relevant Registration Body, which may take a different view. The Secretary's letter will require the student to confirm in writing, within 5 working days of the date of the Secretary's letter, that they understand that the Panel's findings do not represent an undertaking by or on behalf of the Registration Body to admit the student to its Register.

Records of Fitness to Practise Panel and Fitness to Practise Appeal Panel hearings

68. The outcomes of Fitness to Practise Panel and Fitness to Practise Appeal Panel hearings, including the relevant correspondence, information, dossiers and notes of findings are held securely by OSCAR in accordance with the University's standard records retention policy and arrangements.

Appendix 1

Disclosure and Barring Service

Staff and students within the University of Surrey required to undergo DBS checks include:

- Staff working with children and vulnerable adults in Regulated Activity:
 - Nurses and others providing treatment, therapy or healthcare (and their managers)
 - Tutors and supervisors on summer schools, and managers of those training, supervising, etc on summer schools
 - Staff who carry out frequent outreach work in schools (although this is unlikely to extend to those who simply market the University)
 - Security Staff, as these roles of formally include aspects of care or supervision of students who are under 18 or disabled (as defined under the SVGA)
 - Joint clinical staff who work in hospitals and/or with vulnerable adults and children.
- Students on programmes leading to a professional qualification in nursing, midwifery, dietetics, paramedic science, clinical psychology, physicians associate who are required to go on placement in hospitals, surgeries, nurseries and anywhere else that requires them to be engaged in Regulated Activity relating to children or vulnerable adults
- Student volunteers undertaking work (paid or unpaid) unconnected with their course of study which involves Regulated Activity, including certain aspects of work at Surrey Sports Park
- Research staff and PhD students working on research projects which involves supervising children or vulnerable adults in the course of conducting the research (research per se is unlikely to be Regulated Activity)
- Service providers such as Catering where staff hold alcohol licences requiring DBS checks (enhanced)