

1. PROCEDURE FOR DEALING WITH ALLEGATIONS OF PROFESSIONAL MISCONDUCT AND/OR PROFESSIONAL UNSUITABILITY

1.1 This procedure may be used for students registered on programmes leading to professional registration/accreditation (for example, currently in the Schools of Education and Lifelong Learning, Health Sciences, Norwich Medical School, Pharmacy and Social Work.) It is also applicable to professional students studying for higher and research degrees in these Schools, and the Taught element of Professional Doctorates at the Norwich Medical School.

1.2 Allegations against a student of professional misconduct and/or professional unsuitability shall be made in writing to the Chair of the Fitness to Practice Committee/Board (or the equivalent) at the School offering the professional programme of study concerned. A copy of the allegations must also be sent to the student's Head of School. On receipt of the allegation, the Chair of the Fitness to Practice Committee/Board (or the equivalent) shall inform the student of sufficient details of the allegation(s) or report of concerns as soon as possible.

1.3 It must be borne in mind that an allegation of professional misconduct and/or professional unsuitability is a serious and potentially defamatory one. Consequently it is essential that the proceedings should be conducted on a basis of strict confidentiality.

1.4 On receipt of a written allegation or a report of inappropriate behaviour/conduct, the Chair of the Fitness to Practice Committee/Board shall, in consultation with the relevant Head of School, review and consider how the case should proceed. Where a very serious incident had been reported, which may require immediate action from the Head of School (e.g. immediate suspension of the student from studies/ placement) then the Chair of the FtP Committee/Board should inform the HOS without delay, in order to safeguard all relevant parties.

1.5 In the event that the allegation(s) concerned incident(s) in a setting where the student is also employed as a practitioner/member of staff, the Chair of the Fitness to Practice Committee/Board should talk to the student as soon as possible, in order to ascertain whether the employer was aware of the allegation(s). In complex cases, the Chair of the Fitness to Practice Committee/Board should contact the Chair of the University's Senate Student Discipline Committee for advice and guidance.

1.6 The outcome of the decision of the Chair of the Fitness to Practice Committee/Board shall be one of the following:

- (i) no Fitness to Practice concerns. No records shall be made unless the School was required to do so by PSRB requirements;
- (ii) referral to the student's Adviser, with an email of instructions or a support plan that may help to address the issues identified;
- (iii) referral to a senior member of academic staff (e.g. Senior Adviser, Course Director etc), with an email of instructions and/or request for a meeting to be held with the student;
- (iv) instruct the student to attend a meeting with the full Fitness to Practice Committee/Board. The student should be reminded that s/he could seek the independent support of the Student Union Advice Centre and may be accompanied by a friend who shall not be a legal representative;
- (v) recommend to the Head of the School that the student's conduct should not be considered under General Regulation 14 but should proceed under one of the other General Regulations instead. If recommending disciplinary action under one of the other General Regulations, the Chair should enclose appropriate evidence (e.g. record of unsatisfactory or poor attendance that have shown no significant improvement.)

1.7 In complex cases, the Chair of the Fitness to Practice Committee/Board may recommend to the Head of School that an Investigating Officer be appointed immediately, before a meeting as mentioned in 1.6(iv) above is held. The Investigating Officer shall assemble impartially all the information relevant to the case. The Chair of the Fitness to Practice Committee/Board shall, in consultation with the Head of School and Investigating Officer, determine:

- (i) a realistic timescale for the relevant information to be collected and for the Investigating Officer to complete his/her report. The Chair must inform the student of the agreed timescale* in writing, and provide updates to the student of any progress/delays thereafter;
- (ii) whether the Fitness to Practice Committee/Board should seek the views of external consultants/practitioners from the relevant Professional body, and contact the relevant external bodies if required.

**The investigation and write-up of the Investigating Officer's report would normally take up to 30 working days. On receipt of the Investigating Officer's report, a meeting of the Fitness to Practice Board should be convened within 10 working days. Working days exclude Saturdays, Sundays and University closure days. Please refer to timeline in appendix 2.*

Meeting of the School's Fitness to Practice meeting

1.8 Where a full Fitness to Practice meeting with the student under 1.6(iv) is required, the student would be informed in writing of the allegation(s)/concerns made and s/he would be invited to submit a statement including, where relevant, any extenuating circumstances.

1.9 Prior to its meeting with the student, the Fitness to Practice Committee/Board may instruct the student to go for an Occupational Health/ other specialised medical assessment, and consider if there is a Fitness for Study issue that may explain the student's behaviour/ conduct. The report from the Occupational Health/medical assessment shall be made available to the Fitness to Practice Committee/Board and the student prior to the meeting.

1.10 The outcome of the decision of the full Fitness to Practice Committee/Board shall be one of the following:

- (i) no Fitness to Practice concerns;
- (ii) no further action is required but the student may be warned of the consequences of repeating the conduct/behaviour that gave rise to the allegation(s)/concerns. The student's Adviser may also be asked to provide guidance and support to help address the issues identified;
- (iii) referral to the University's Fitness for Study procedure;
- (iv) referral to other support services e.g. Dean of Students Office, Student Union Advice Centre etc so that the student could be provided with appropriate guidance and support;
- (v) recommend to the Head of the School that a formal warning be recorded on the student's file. In the event that the student continues to demonstrate conduct/behaviour that generates Fitness to Practice concerns, the Chair of the Fitness to Practice Board and the Head of School shall consider whether the student's case should be referred to the University's Senate Student Discipline Committee (SSDC) for consideration;
- (vi) recommend to the Head of the School that the student's case should be referred for consideration under General Regulation 14 by the University's Senate Student Discipline Committee (SSDC). The Chair of the Fitness to Practice Committee/Board shall set out the findings and conclusions of the Committee/Board;
- (vii) where the student's programme of study has a requirement to pass a Fitness to Practice module or its equivalent, the Fitness to Practice

Committee/Board may resolve that the student has not met the professional standards/ expectations of the programme of study and shall not be permitted to progress to the next stage of study.

Meeting with the University's Senate Student Discipline Committee

1.11 To proceed with 1.10(vi), the Secretary of the Senate Student Discipline Committee shall be a representative from the Learning and Teaching Service sitting in Mode C.

1.12 The Head of School shall submit to the Secretary of the Senate Student Discipline Committee (Mode C: Professional Misconduct/Unsuitability) such evidence, including the report of the investigating officer and the findings of the Fitness to practice Committee/Board, as the Head of School shall deem fitting. The Secretary shall send copies of the evidence to the members of the Panel and at the same time to the student concerned and shall convene a meeting of the Panel as soon as possible.

1.13 The Head of School may nominate staff/ external contacts to be witnesses, to provide further information at the meeting. If witnesses are to be called, their names and contact addresses should be submitted to the Secretary along with the evidence referred to above. All witnesses must have some relevance to the case and for each witness proposed, a brief supporting statement must be provided by the Head of School. The decision of the Chair of the Senate Student Discipline Committee Panel shall be final regarding the witnesses to be called.

1.14 The Senate Student Discipline Committee Panel may also nominate witnesses, the decision of the Chair regarding the witnesses to be called being final.

1.15 The summons to the student shall be delivered to the student's University email address and contact address at least twenty (20) working days (Saturdays, Sundays and University closure days excepted) before the meeting of the Panel. The summons should include the evidence put forward by the Head of School in accordance with paragraph 1.12 above, mode and membership of the Panel, the name of the Presenter of the case (normally the Head of School), the name(s) of any witness(es) called and the date, time and place of the hearing. The student may nominate witnesses in accordance with the terms indicated in paragraph 1.13 above (except that the brief supporting statement shall be provided by the student) and should check that his/her selection of witnesses are willing and available to attend, before submitting the details to the Secretary at least two working days (Saturdays, Sundays and University closure days excepted) prior to the hearing. The decision of the Chair of the Panel regarding witnesses to be called shall be final.

1.16 On receipt of the summons from the Secretary in accordance with paragraph 1.15 above, the student may also provide the Secretary with a statement concerning

the allegations against him or her and/or any additional written evidence as he or she considers relevant to the case. Such information submitted will be circulated to the Chair of the Senate Student Discipline Committee, Panel members and the Presenter in advance of the hearing by the Secretary.

1.17 In terms of the proceedings for the Senate Student Discipline Committee Panel's meeting with the student, the case shall be presented by the Head of School, followed by the student's response to the case. The student may bring to the hearing a friend (or representative from the Student Union Advice Centre) who shall not be a legal representative, to help the student to present his/her case, but the student shall answer any questions posed by the Committee. Equally, the Head of School may also bring a friend to the hearing except that the Head of School as Presenter of the case shall not present his/her case via a friend. The names and contact addresses of such friends should be notified to the Secretary at least two working days (Saturdays, Sundays and University closure days excepted) prior to the hearing.

1.18 The Panel shall consider the oral and/or written evidence of the Presenter (normally the Head of School), and of the student. It shall have the power to seek such other evidence as it deems necessary.

1.19 The hearing may proceed in the absence of the student if due notice of the meeting has been given and no valid reason of absence has been provided by the student. The hearing may proceed in the absence of witnesses if due notice of the meeting has been given to the witnesses and no valid reason of absence has been provided. The Chair of the Senate Student Discipline Committee may consider requests for the student and/or witness(es) to attend virtually e.g. by Skype.

1.20 The ruling of the Chair of the Senate Student Discipline Committee on any point of procedure shall be final.

1.21 The Panel may exonerate the student from the allegation(s) presented against him/her or determine that on balance of probabilities, the student committed wholly or in part the alleged offence(s). If the Committee finds the student guilty of professional misconduct and/or of professional unsuitability, the Panel shall have the power to exclude on a temporary basis or permanently expel him or her from further study in the University. The Panel may also impose such other penalty as it considers appropriate, provided that no such penalty requires or implies a concession or exemption under the Regulations governing the award of degrees. Penalties imposed which require or imply a concession or exemption under the University's regulations, are subject to approval by the Pro-Vice-Chancellor (Academic) and the Director of University Services for the relevant service (LTS or PGR).

1.22 When the Panel has reached its decision the Secretary shall inform the student in writing within five working days, giving reasons for the decision, and shall copy this communication to the Head, the Chair of the Fitness to Practice Committee/Board,

the Senior Advisor of the student's School and the relevant Course Director. The student shall be informed of the right to appeal against the decision in accordance with section 2.

1.23 If the student is found guilty of professional misconduct and/or professional unsuitability, the Head of School and the Chair of the Fitness to Practice Committee/Board shall decide whether a report should be made to the relevant professional, regulatory and/or statutory body.

2. PROCEDURE FOR APPEALS AGAINST DECISIONS OF THE STUDENT SENATE DISCIPLINE COMMITTEE (MODE C: PROFESSIONAL MISCONDUCT/ UNSUITABILITY)

A student may appeal against decision(s) of the Student Senate Discipline Committee by lodging the appeal with the Director of Learning and Teaching Services in accordance with section D of the University's disciplinary procedures:

<http://www.uea.ac.uk/calendar/section3/regs%28gen%29/disciplinary-procedures/sectiond>

Approved by The Senate: 10 June 2015