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| Fitness to Practise AppealTaught Students Only |

**This form is intended for use by students on taught programmes of study**

Before completing this form please read the [Fitness to Practise Handbook](https://www.hud.ac.uk/media/policydocuments/Fitness-to-Practise-Handbook.pdf)

Your responses should be word processed and be clear and concise. It is recommended that you seek help and advice on completing this form from the [Students’ Union Advice Centre.](https://www.huddersfield.su/advice)

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| Section One: General Information | | | | |
|  |  | | | |
| Surname/Family Name |  | | | |
| First Name(s) |  | | | |
| Student ID Number |  | | | |
| School | Please select | | | |
| Course |  | | | |
| Personal Email Address |  | | | |
| Have you sought advice from the Students’ Union Advice Centre when completing this form? | | Yes | No | Prefer not to say |

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| Section Two: Grounds for Appeal |

**Please read the** [Fitness to Practise Handbook](https://www.hud.ac.uk/media/policydocuments/Fitness-to-Practise-Handbook.pdf) **before completing this section, as this details the grounds upon which you may appeal**.

If grounds are believed to be present then you may appeal on either or both grounds.

Please check one or both of the boxes below.

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| 2a) |  | There is evidence that the hearing was not conducted fairly |
| 2b) |  | There is new evidence which should be taken into account and for very good reason was not made available at the time of the hearing |

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| Section Four: Evidence |

Circumstances cited in an appeal must be supported by independent documentary evidence. This form must be accompanied by all evidence that you wish to be considered.

If you will be submitting your appeal more than 10 working days after the release of the outcome of the Fitness to Practise Hearing, please remember to provide evidence to demonstrate why you were not able to meet this deadline.

Please **list** below the documents that you are submitting. Please submit your evidence as a separate document(s).

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**The University will accept copies of evidence, and this includes electronic versions of evidence i.e. a scan or photograph of your evidence. However the University reserves the right to request to see the original copy, and to confirm the authenticity with the issuer of that evidence. Even if the original is not requested, random spot checks may be carried out to confirm the authenticity. If your evidence is found to be fully or partially fraudulent, the University will deal with this under the** [**disciplinary regulations**](https://www.hud.ac.uk/media/policydocuments/Student-Handbook-of-Regulations.pdf#page=117)**, and may be obliged to disclose this allegation to external professional or statutory bodies.**

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| Section Five: Summary |

**This section MUST be completed. If it is not, your appeal will not be processed.**

Please summarise the main points of your case, preferably in bullet points in no more than **200 words**. Do not refer to the rest of your form. Please ensure you reference each piece of evidence and its relevance to your appeal.

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| Section Six: Declaration |

Please ensure that you have completed all relevant sections of this form. Please submit your form and evidence to [k.engel@hud.ac.uk](mailto:k.engel@hud.ac.uk)

If you have any problems submitting your form or evidence please contact [k.engel@hud.ac.uk](mailto:k.engel@hud.ac.uk)

Failure to complete this form correctly and submit evidence promptly may delay the process of your appeal or your appeal not being upheld.

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| Please confirm whether you are happy for the above information to be shared with your school. | Yes | No |
| Signed: | Date: | |

*Please note that we are able to accept electronic signatures, and that you are not required to print, sign and scan your appeal form.*

If you are unable to submit this document and its associated evidence to the email address provided, and would prefer to submit it as a paper copy, you must do so to the following address:

Registry

Fitness to Practice Appeal

Registry

University of Huddersfield

Queensgate

HD1 3DH