

# Suitability/Fitness to Practise Procedure

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PRIFYSGOL  
**BANGOR**  
UNIVERSITY

<b>Date</b>	<b>Supersedes</b>	<b>Description of Change</b>
1 February 2021	2019 Version 1.2	Minor amendments to wording, and a timescale included for any investigations into suitability or fitness.
1 November 2019	Version 1.1	Minor amendments to wording.

<b>Document Owner</b>	<b>Approved By</b>	<b>Date Approved</b>	<b>Review Frequency</b>
Head of Governance and Compliance.	Senate Regulations and Special Cases Committee.	20 January 2021.	Every three years.

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

# Suitability/Fitness to Practise Procedure



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## Introduction

1. This procedure relates to individuals who are currently (or who were during the period in question) undertaking professional programmes within the Schools of Education and Human Development, Health Sciences, Medical Sciences, Psychology, and Sport, Health and Exercise Sciences (within the College of Human Sciences) at Bangor University. This Procedure covers incidents whilst at University and elsewhere, including whilst on placements.
2. This procedure is informed by the relevant professional guidance, regulations and code of practice.
3. The University, in conjunction with its external partners, has a responsibility to ensure that students are suitable for the professional programme that they are studying. An investigation into suitability or fitness under this Procedure can occur at any time during a student's period of study at the University, and can also be commenced or continued should the individual no longer be a student as long as the allegation(s) relate(s) to their time as a student on a relevant programme at Bangor University covered by this Procedure. A decision will normally be reached within 10 working days of the start of any such investigation.
4. This Procedure does not cover applicants for these programmes, whose suitability for the programme is considered under relevant admissions processes.
5. Where this Procedure assigns duties specifically to Schools, Heads of School, School Officers or School Committees these may be undertaken at College level by the Dean of College, College Officers or College Committees respectively, and as appropriate.
6. There may be a number of reasons why a student may not be suitable to practise; examples include, but are not limited to:
  - i. Capability and / or performance issues;
  - ii. A criminal offence including any caution or reprimand or an ongoing investigation by the police or a relevant professional, regulatory or statutory body;
  - iii. A failure to advise the University of a criminal offence including a caution or

- reprimand;
- iv. Physical or verbal abuse or intimidation of fellow students, patients, clients, colleagues, members of staff or members of the public;
- v. Failure to rectify behaviour that has been subject to any disciplinary actions under the University's regulations;
- vi. Repeated unprofessional behaviour;
- vii. Falsification of documents, clinical, personal or academic records, data or research material;
- viii. Publishing, including via social networking sites, inappropriate material including statements and images;
- ix. A suspected drug/alcohol related problem;
- x. Being barred or disqualified from working with a particular group of people (see paragraph 8);
- xi. Being investigated under another University regulation, code or procedure such as the Academic Integrity Procedure, the Student Discipline Regulation or the Student Code of Conduct;
- xii. Physical or mental health condition which, despite reasonable adjustments or treatment, affects a student's fitness to practise;
- xiii. Breaches of confidentiality;
- xiv. Bringing the University or the profession into disrepute.

The burden of proof to be applied to this Procedure is that on the balance of probabilities the University is satisfied that on the evidence presented, the occurrence of the event was more likely than not.

All processes conducted under this procedure must be non-discriminatory and unbiased, and privacy and confidentiality must be maintained at all stages, with the information only shared with those who have a right to see it, and in accordance with the Data Protection Act 2018 and the General Data Protection Regulations.

Any allegations made under this Procedure must be factual and be supported by documentary evidence. Any conflicts of interest must be declared to the relevant Dean of College / Head of School as appropriate before members of staff play any part in the processes that form part of this Procedure.

7. Processes will be undertaken in accordance with this Procedure to:

- Uphold professional standards and the interests of all individuals involved, including, but not limited to, relevant partners such as Social Care Wales (SCW), British Association for Counselling and Psychotherapy (BACP), Betsi Cadwaladr University Health Board (BCUHB), and the Nursing and Midwifery Council (NMC);
- Protect children (people under the age of 18), and school pupils who have reached the age of 18;
- Protect adults at risk, and carers;

- Protect the public;
  - Protect the University;
  - Ensure that students entering and/or progressing on their programme are of good character;
  - Ensure compliance with any relevant professional code.
8. To ensure the suitability of students, the University has specific procedures and arrangements when admitting students to the degrees covered by this Procedure, and during the student's time at the University these may include the following (not all of which are relevant for every programme covered by this Procedure):
- Criminal Records checks from the Disclosure and Barring Service (DBS) and non-UK checks where applicable;
  - Prohibition order checks from the Department for Education;
  - A requirement that students declare that neither they nor, as far as they are aware, members of their household are disqualified from childcare;
  - A requirement that students declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013);
  - Advice to applicants regarding relevant considerations in relation to their ability to meet the rigour and demands of the relevant profession;
  - A student contract, which includes reference to the issue of suitability and the Suitability / Fitness to Practise Procedure;
  - Advice to students regarding standards of professional behaviour;
  - Readiness assessments for placements;
  - Information on professional body requirements for eligibility to register or qualify;
  - Monitoring of attendance and punctuality;
  - Health screening.
9. This procedure should be used in relation to, but not limited to, the following circumstances:
- Where there are allegations of conduct or practices that are not consistent with professional standards, reported to Bangor University.
  - Where there are allegations of conduct or practices that contravene the rules/regulations of a partner / placement location.
  - Where there is any reasonable concern that a student or individual might not be suitable for the programme of study.
  - Where there is reasonable concern that a student might be unsuitable for the professions for which the programme of study provides entry.
  - Where a student does not pass any relevant readiness for placement assessment, where this is applicable to their programme of study.
  - Where a student breaches any relevant professional code of practice.

10. Inappropriate conduct in relation to suitability includes, but is not limited to:

- Failing to comply with the policies and procedures of the placement provider or hosting agency, including policies on the use of email, internet, social media, external hard drives, portable equipment and mobile phones.
- Failing to comply with confidentiality principles and policies.
- Falsification of records, including dishonest accounts of work undertaken or for financial reclaim.
- Exhibiting bullying, aggressive, violent, discriminatory, inappropriate, intimidating, or harassing behaviour including inappropriate use of Social Media.
- Repeated drug or alcohol abuse affecting behaviour and/or random tests.
- Exploiting the vulnerability of a child, parent, individual using services, carer, patient, or any other person in the context of a placement setting.
- Establishing an inappropriate personal relationship with a member of staff, child, service user, carer, patient, adult at risk or any other person.
- Becoming involved with or contacting others who have engaged in inappropriate conduct, as listed here, and where there is insufficient evidence to demonstrate that the student has not also engaged in such behaviour.
- Failing to rectify behaviour that has been subject to any actions under the University's regulations, procedures and codes.
- Committing a criminal offence, leading to notification from the police of an arrest, caution, or conviction, excluding those protected convictions or cautions that are not subject to disclosure by the DBS.
- Unexcused absences and poor attendance record.

11. The procedure would not normally be used in the following circumstances although there may be reasons why this Procedure may run alongside the processes outlined below in certain circumstances, which should be made clear to the student:

- Where concerns about suitability are raised during the application process, before a student has registered for the programme. In such cases the University's admissions procedures should be used. These include the Policy and Code of Practice for Recruitment and Admissions (Admissions Policy), relevant policies in relation to criminal convictions, and all procedures defined for individual programmes.
- When a student engages in academic misconduct in either examination or non-examination conditions. In such cases, the Academic Integrity Procedure should be used.
- When there are concerns about a student's academic progress. In such cases the concerns should be addressed via that student's Personal Tutor and, where appropriate, by the Examining Board.
- Where, on health grounds, a student is causing significant concern and/or presenting a risk of harm to them self or others. In such cases, the Fitness to

Study Procedure could be used.

- When a student is unable to pursue their studies for personal reasons that are unrelated to the student's suitability to practise. In such case, the University's procedures for considering extensions to submission deadlines or interruption of study should be used.

12. Where there is a need to clarify whether a particular case should be considered under this procedure or another procedure or process, for example, where the conduct may have also breached one or more of the Bangor University regulations like those requiring disciplinary procedures, advice can be sought from the Head of Governance and Compliance (or nominee), including guidance on the timing and order of proceedings. Advice should also be sought from the relevant external partner.

13. If at any stage, there are concerns that a student's conduct is endangering others or otherwise impacting negatively on the School, placement location, external partners, or Bangor University, the student may on the authority of the Head of School, Head teacher, Director of the hosting agency, Professional Lead or any other authorised person be removed from the placement immediately, pending the outcome of the procedures described. The Head of School and the Programme Lead (who may be a University member of staff or an external partner member of staff dependent on the programme<sup>1</sup>) must be notified of any student who is removed from a placement. The student has a right to know the case against them and to be given a fair opportunity to reply to that case before any decision as to their suitability to practise is made, however in certain circumstances there may be a need to temporarily remove the student from placement pending the outcome of the investigation.

14. The expectation is that causes for concern about a student's suitability / fitness to practice are initially addressed, as soon as possible, through whichever internal process is relevant to the School. Concerns about a student's suitability / fitness to practise may be addressed by the Personal Tutor, Senior Tutor, Placement Lead, or any person with designated responsibility. This may take place in an informal setting, such as during or after classes, during pastoral or development meetings, during unscheduled meetings or discussions etc. but must be recorded on the student's record.

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<sup>1</sup> **e.g.** where the policy is instigated for a student midwife the Programme Lead must be the Lead Midwife for Education (LME) or deputy LME and should be consulted on all matters that affect Midwifery Education.

### **Stage One: Consideration at College / School level**

15. If an issue arises that cannot be addressed with the student as part of the ongoing problem management process relevant to the programme, then it is expected that those with the designated responsibility will arrange appropriate meetings to discuss the concerns. These meetings should normally involve the Programme Lead and a representative from the relevant partnership, it may also involve the relevant Head of School / Dean of College. A record of any discussions must be kept on the individual's file at the University.
16. Prior to the meeting the Programme Lead or Head of School or a nominee may investigate the concerns in any manner that they deem appropriate in order to gather relevant information, which should include discussions with the relevant external partner.
17. In advance of any such meeting the student must be:
  - Informed that they may be accompanied by a representative of the Students' Union or relevant Professional Union who may speak on behalf of the student;
  - Informed that they may bring a friend or family member that has no connection to the case for support. This individual will not have any speaking rights;
  - Provided with specific evidence of concerns and any previous correspondence setting out those concerns;
  - Provided with a copy of the specific code of practice/programme guidance/professional requirements to which the specific issue(s) relate(s);
  - Provided with a copy of this Procedure;
  - Invited to submit a written statement regarding the areas of concern.
18. Following the discussion with the student the Programme Lead / Head of School or nominee, in consultation with the external partner(s) will decide as follows:
  - a) The situation is deemed to merit no further action at that point. OR
  - b) A set of actions have been identified to resolve the situation(s), which may include continuations of the placement or the arrangement of an alternative placement where necessary. The placement may include formal monitoring. OR
  - c) The student should be offered an opportunity to change programmes to one without a placement if such an opportunity exists. OR
  - d) The situation cannot be resolved and/or there is sufficient concern for the matter to be referred to Stage Two of this Procedure which will involve consideration by a Suitability / Fitness to Practise Panel. OR
  - e) An adjournment should be introduced to allow for further investigation. The adjournment should be for no longer than 10 working days, where practicably

possible.

Arrangements to pursue the outcome specified in Section 18 will be determined and agreed at the conclusion of the meeting and will be recorded in a report which should be placed on the student's record. The student must also be provided with a copy. In the case of 18(b) above, the report should include specific details of the arrangements agreed to monitor and review progress. A timeline should be identified for the monitoring arrangements, and monitoring should be undertaken regularly in line with those arrangements with outcomes recorded.

19. Where necessary, the meeting can be reconvened at any time at the discretion of the Programme Lead / Head of School or by an external partner. Reasons for reconvening include:

- a) To review the success or otherwise of the monitoring and review arrangement and to formally modify/strengthen them.
- b) To review the situation at the conclusion of the timeline.

20. Where monitoring subsequently demonstrates that adequate improvements have not taken place, or the incident is of sufficient concern or severity in the opinion of the Programme Lead / Head of School, having consulted with the relevant external partner, the case will be referred to Stage Two of this Procedure.

### **Stage Two: Referral of a Student to a Bangor University Suitability / Fitness to Practise Panel**

21. Where concerns remain following Stage One with the student, or the incident is of sufficient concern or severity the Programme Lead or the Head of School will ask a School Officer (the "Case Presenter" normally a member of academic staff from the relevant School) to coordinate the referral of the case to a Bangor University Suitability / Fitness to Practise Panel.

22. The Case Presenter will inform the student, that concerns about suitability / fitness to practise exist, or remain, and that these concerns will be reported for consideration by a University Suitability / Fitness to Practise Panel. The student should be signposted to sources of support at this stage e.g. Students' Union.

23. The Case Presenter will:

- Collate evidence for submission to the Suitability / Fitness to Practise Panel.
- Identify the witnesses who will be invited to attend the Panel.
- Liaise with the external partner / placement provider if applicable.
- Liaise with the Head of Governance and Compliance.

24. The Case Presenter, reporting to the Head of School (or nominee), will prepare a report, with supporting evidence, for submission to a Suitability / Fitness to Practise



Panel.

25. The report must include the following sections:

- a) The report from any previous meetings with the student.
- b) Any representations from the student or their Union Representative.
- c) The evidence supporting the allegation, which should be indexed and cross-referenced.

26. The Case Presenter will:

- Submit the report to the Head of Governance and Compliance.
- Provide a list of witnesses to be invited to attend the Suitability / Fitness to Practise Panel.
- Name the person (normally the Case Presenter) who will present the allegations against the student at the Suitability / Fitness to Practise Panel.

27. The report should be submitted to the Head of Governance and Compliance (or nominee) within 10 working days, where practicably possible, of the date on which the case was reported to the Head of School.

### **Suitability / Fitness to Practise Panel ("Panel")**

28. After receiving a referral from the Case Presenter, the Head of Governance and Compliance (or their nominee) will convene a Panel.

29. The Head of Governance and Compliance (or nominee) will:

- Inform the student that concerns about their conduct or suitability have been referred to a Panel. The student should also be informed that information relating to this referral will be shared with the placement provider and / or the professional body.
- Provide the student with a copy of this Procedure, and remind the student of their right to submit a statement to the Panel (as described in paragraph 31).
- Inform the placement provider and/or the professional body.
- Where relevant, inform the Case Presenter that further work on the report is required, if there are omissions in the evidence, or if the submission does not fulfil the requirements as defined in this Procedure.
- Arrange a meeting of the Panel. The date of the Panel should normally be set for no later than 10 working days, where practicably possible, after the case has been referred to the Head of Governance and Compliance (or nominee).
- Notify the student of the date of the Panel, ensuring that the student is given a minimum of 10 working days' notice of the date of the Panel meeting, where practicably possible, unless by agreement with the student an earlier date can be arranged.
- Ensure the impartiality of the members of the Panel.
- Provide the Panel, where appropriate, with a copy of this Procedure and the

relevant professional standards.

- Serve as Secretary to the Panel and produce a report of the Panel for approval by the Chair of the Panel.

30. The Suitability to Practise Panel will be constituted as follows:

- Chair: A Dean or Head of School from another College, who is a member of Senate.
- An academic member of staff from the relevant School, ideally with knowledge of the relevant professional code. This member of staff must not have had any prior dealings with the case.
- At least one or a maximum of two external members. A key criterion will be that the external member(s) will have authoritative knowledge of the relevant professional standards, and will not have had any previous involvement with the student. The external member(s) will normally be selected from a relevant external partner but can also be selected from another University in exceptional circumstances.
- The President of the Students' Union or a Sabbatical Officer nominated by the President.
- Head of Governance and Compliance (or nominee) acting as Secretary to the Panel.

**Members of the Panel must be impartial, and cannot have had any previous involvement with the case.**

31. The rights and responsibilities of the Student are as follows:

- The student can ask the Head of Governance and Compliance (or nominee), Programme Lead, Personal Tutor, or Placement Tutor for advice on how the Procedure and the Panel will be conducted.
- The student has the right to submit a statement to the Panel and to bring to the attention of the Panel any matters pertinent to the case including submitting statements from witnesses.
- The student must ensure that all relevant information is provided to the Head of Governance and Compliance (or nominee) a minimum of 10 working days before the Panel meeting. New information presented by the student at the Panel meeting will be considered at the discretion of the Chair.
- Normally the student will have access to exactly the same documents as the Panel members. In accordance, with the requirements of the General Data Protection Regulation and the Data Protection Act 2018, these documents may be redacted to protect the personal information of others.
- The student has the right to be accompanied at the Panel by one individual, for example, a fellow student, friend, member of staff, a representative from the Students' Union or a legal representative. The individual accompanying the student will have the right to speak on their behalf at the Panel meeting.

It will be the student's responsibility to ensure that the individual is given details of the venue, time, and date of the Panel and copies of all the relevant documents. The non-availability of the accompanying individual will not in itself be a reason to cancel the Panel meeting if the date has already been agreed, and a student if they wish, should find an alternative person to accompany them. The student must not be accompanied by a member of staff who has links in any way with the case.

- The student has the right to call witnesses (as defined in this Procedure) but must provide the Head of Governance and Compliance (or nominee) with the names of all witnesses a minimum of 5 working days before the Panel. It will be the student's responsibility to ensure that named witnesses are given details of the venue, time and date of the Panel and copies of all the relevant documents. The non-availability of the student's named witnesses will not be in itself be a reason to cancel the Panel meeting if the date has already been agreed.
- The Head of Governance and Compliance (or nominee) must be informed in writing a minimum of 5 working days before the Panel (or if an earlier date has been mutually agreed, as soon as is practicably possible) if the student intends to be accompanied by a representative of a professional organisation or by a legally qualified person. It should be noted that this is an internal process and therefore not one where the University would normally expect legal representatives to be present, but the University is willing to allow this as long as the appropriate notice period has been given. The name and professional status of that person should be given. The University reserves the right to appoint their own legal representative in cases where this is relevant.
- The student has the right to seek a postponement of the Panel meeting where there are mitigating circumstances. The student must request a postponement a minimum of 3 working days before the date of the Panel.
- Information relating to a Panel will be retained by the University in accordance with published retention periods.

32. In the absence of mitigating circumstances, and with the agreement of the Chair, a Panel meeting can proceed in the absence of the student if the student does not attend at the appointed time and has not contacted the Head of Governance and Compliance (or nominee) at least 3 full working days before the scheduled time for the Panel meeting to arrange a postponement. For the avoidance of doubt, a Panel meeting can only be delayed if the student is able to provide documentary evidence of mitigating circumstances that prevent attendance. The Chair of the Panel has authority to decide whether the mitigating circumstances presented by a student are sufficient to warrant a postponement of the Panel meeting. Under no circumstances can a Panel meeting be delayed more than once.

33. The role of the Panel will be as follows:

- To establish the facts of the case.
- To determine whether the allegations have been substantiated.
- To consider the relevant codes of practice, guidelines, and any specific policies or procedures related to a placement location or other location where relevant to the allegations.
- Determine the outcome for the student as defined by paragraph 36.
- To prepare a report on the proceedings.

34. The conduct of the Panel will normally be as follows:

- a) A Closed Session for Panel members, where the Chair will advise the Panel of its role.
- b) The Chair will invite the Case Presenter, the student, representative, and witnesses (where relevant) to join the Panel meeting.
- c) The Chair will invite the Case Presenter to present the case.
- d) The Panel members will be invited to ask questions of the Case Presenter.
- e) The student or representative will be invited to present a response regarding the allegations.
- f) The Panel members will be invited to ask questions of the student.
- g) The student's representative may respond on their behalf at the invitation of the student.
- h) The student and Case Presenter may ask questions of each other.
- i) The witnesses will be called to respond to questions put to them by the Panel.
- j) The student, their representatives, the Case Presenter, and any witnesses will withdraw.
- k) The Panel will deliberate its findings.
- l) The Panel will seek to ensure that the Case Presenter, the student, and representative are present to hear the findings of the Panel.

**Any questions put to the student by the Case Presenter, or any questions put to the Case Presenter or any witnesses by the student must be made through the Chair.**

35. In exceptional cases, the Panel meeting can be adjourned for no more than 10 working days in order for additional evidence, as defined by the Panel, to be provided.

36. The Panel must choose one of the following outcomes, either in whole or in part:

- a) Unconditional continuation of studies and / or placement.
- b) Conditional continuation of studies and / or placement. This may include additional professional or academic conditions for instance an alternative placement, special supervision or a recommended programme of action where appropriate. This may also include the provision of additional pastoral or welfare support.

- c) Suspension of programme and / or placement until such time as the student is able to continue without concerns about Suitability/ Fitness to Practise. The Panel reserves the right to dictate how such Suitability / Fitness may need to be evidenced.
- d) Termination of studies and placement on the programme for which the student is registered, with an option to offer a theoretically-based alternative programme without a practice element if one is available.
- e) Termination of studies and placement on the programme for which the student is registered, and recommendation to the Head of Governance and Compliance (or nominee) that the student be ineligible for registration on any other programme at the University for a specified or unspecified period. This fact is to be included in any reference or transcript provided to alternate institutes from Bangor University.

If outcome 36(b) or 36(c) is chosen, the Panel report must include specific details of the arrangements agreed for monitoring and reviewing progress. A timeline will be identified for the monitoring arrangements. Monitoring should be undertaken regularly in line with those arrangements and should be recorded.

37. The Head of Governance and Compliance (or nominee) will confirm with the student, the Head of School, the placement provider, professional body, and the Programme Lead of the Panel's decision, and any conditions relating to the decision, in writing within 10 working days of the Panel meeting, where practicably possible. The student will be provided with details of the Appeals procedure.

### **Appeals Procedure**

38. Appeals by the student against the decision of a Panel should be submitted in writing to the Head of Governance and Compliance within 10 working days, where practicably possible, of the date on which the student receives written notification of the Panel's decision.

39. Appeals against the decision of a Suitability / Fitness to Practise Panel will only be considered on the following grounds:

- There were defects or irregularities in the conduct of the Panel, where such defects, irregularities, or advice could have affected the Panel's decision.
- The existence of exceptional personal circumstances which relate to the Panel's decision. The appellant must explain why such personal circumstances were not made known to the Panel before its meeting. Where a student could have reported exceptional circumstances to the Panel prior to its meeting, but did not do so, those circumstances cannot subsequently be cited as grounds for appeal.
- That the decision was unreasonable and could not be sustained by the facts of the case.
- That new relevant evidence unknown to the Panel when making their decision,

has come to light, where the student can show good reason why they could not have provided the evidence at the Panel.

The Head of Governance and Compliance will consider the grounds provided in Section 38 above, and will then arrange for the appeal to be submitted to the Pro Vice-Chancellor (Education and Student Experience).

40. The Pro Vice-Chancellor (or nominee) will investigate the concerns in order to gather full and relevant information before making a judgment on the appeal, this may include discussions with relevant external partners. The Pro Vice-Chancellor's decision will normally be issued within 10 working days, where practicably possible, of the date when an appeal is received. If this timeframe is expected to be longer, the student will be informed at the earliest opportunity and give a revised expected date for an outcome.

41. The Pro Vice-Chancellor may reach one of the following conclusions:

- That the appeal is not upheld. The Pro Vice-Chancellor will instruct the Head of Governance and Compliance (or nominee) to inform the appellant that the appeal was not upheld and that the University's procedures have been concluded. A Completion of Procedures Letter will be issued to the student at this stage.
- That the appeal is upheld. The Pro Vice-Chancellor will instruct the Head of Governance and Compliance to arrange a Panel, with different members to the original Panel, to consider the case. In the instructions, the Pro Vice-Chancellor will identify the grounds upon which the appeal was upheld.

42. Once the Suitability / Fitness to Practise Procedure has been completed, a student may submit a complaint to the Office of the Independent Adjudicator (OIA). The OIA runs an independent scheme to review student complaints. Bangor University is a member of this scheme. If you are unhappy with the outcome from Bangor University, you may be able to ask the OIA to review your case. You can find more information about making a complaint to the OIA, what it can and cannot look at and what it can do to put things right here: <https://www.oiahe.org.uk/students>. You normally need to have completed this procedure before you complain to the OIA. Bangor University will send you a letter called a 'Completion of Procedures Letter' when you have reached the end of these processes and there are no further steps you can take internally. If your complaint/appeal is not upheld, Bangor University will issue you with a Completion of Procedures Letter automatically. If your complaint/appeal is upheld or partly upheld you can still ask for a Completion of Procedures Letter from Bangor University if you want one. You can find more information about Completion of Procedures Letters and when you should expect to receive one here: <https://www.oiahe.org.uk/providers/completion-of-procedures-letters>.

To bring a complaint to the OIA, you need to submit a completed OIA Complaint

Form within 12 months of the date of Bangor University's final decision (usually the date of the Completion of Procedures Letter), and you will normally need to send the OIA your Completion of Procedures Letter.

### **Termination of Proceedings**

43. Termination of any Bangor University proceedings against a student, or former student, will have no bearing on proceedings currently underway by any professional body or Partner Agency who may continue with their own investigations and actions.
44. The University may be required to provide information to these investigations relating to its Suitability / Fitness for Practise cases under these circumstances.