

THE UNIVERSITY'S ACADEMIC REGULATIONS: 2018-19

SECTION F: REGULATIONS FOR OCCUPATIONAL THERAPY (PRE-REGISTRATION), PHYSIOTHERAPY (PRE-REGISTRATION), AND SOCIAL WORK PROGRAMMES OF STUDY

F1 Introduction

F1.1 These regulations set out programme-specific regulations for Health and Care Professions Council (HCPC) pre-registration approved programmes of study in Occupational Therapy and Physiotherapy and Scottish Social Services Council (SSSC) approved programme(s) in social work which are identified in Regulation A4.1a as awards of the University.

F1.2 Individual regulations within this section have been designed to reconcile differences between the University's regulatory requirements and the requirements of the HCPC and SSSC. Application of these regulations enable Social Work students to meet SSSC requirements as registered students and enable Occupational Therapy and Physiotherapy students to meet HCPC for eligibility to apply for registration following graduation.

F1.3 In applying the programme-specific regulations, account will be taken of the regulations contained in Section A: General Regulations which apply to all programmes of study offered by the University and to the following regulations contained in Section B: Undergraduate Regulations and Section C: Taught Masters Regulations:

- a) Regulation B1: Introduction
- b) Regulation B2: Definitions
- c) Regulation C1: Introduction
- d) Regulation C2: Definitions

F2 Definitions

F2.1 As a means of helping to ensure that the University's academic regulations are consistently interpreted and applied, the following definitions are applicable to Occupational Therapy (Pre-registration), Physiotherapy (Pre-Registration) and Social Work programmes of study. In so doing, account will also be taken of the definitions included in Regulation A3 as appropriate.

- a) **Occupational Therapy (Pre-Registration) and Physiotherapy (Pre-Registration)** students are not professionally registered with HCPC for the programme of study that they are undertaking.

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- b) **Social Work** students are professionally registered with SSSC for the programme of study that they are undertaking for the duration of the Programme.
- c) Some theoretical modules may include clinical examinations as their summative assessments. **Objective structured clinical examination (OSCE)/Objective structured clinical assessment (OSCA)** are examinations in which a student is required to achieve essential criteria to ensure safe practice. Objective structured clinical examination is assessed through a structured observation by an individual trained to HCPC standards. Essential criteria are set by a panel and made available to students prior to the examination. **Justified Objective Structured Clinical Examination** are examinations in which a student is required to achieve essential criteria to ensure the appropriate application of clinical skills and provide the theoretical justification for the choice and of that skill.
- d) **Progression points** are set points within an HCPC pre-registration and SSSC programme of study. Professional progression points provide an opportunity for a Programme Assessment Board to ensure that a student has achieved outcomes, including competencies in order to progress with their programme of study. The progression point will be at the end of each full year of study.

F3 Award regulations for HCPC pre-registration and SSSC approved programmes

- F3.1 In addition to meeting the requirements of Regulation F.3 a student must satisfy the requirements of Regulation A4.3.
- F3.2 In accordance with Regulation A5.7 the exit awards defined in Regulation F3.4 to F3.7 and F3.9 to F3.12 have been approved for students who are unable to complete a HCPC pre-registration or SSSC approved programme of study.
- F3.3 A **certificate of credit** will be awarded to a student who has achieved a recognised volume of credit through successfully completing an approved SCQF level 10 or 11 module or modules but who has not satisfied the requirements for any of the awards of the University listed in Regulation A4.1a) or e). A certificate of credit is not an award of the University.
- F3.4 A **Postgraduate certificate in Health and Social Care Studies** will be awarded to a student who has gained a minimum of 60 credits at SCQF level 11.

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- F3.5 A **Postgraduate certificate in Health and Social Care Studies with distinction** will be awarded to a student who has gained a minimum of 60 credits at SCQF level 11 of which a minimum of 40 credits must be at a grade of D1 or above on the Master's Grading Scale.
- F3.6 A **Postgraduate diploma in Health and Social Care Studies** will be awarded to a student who has gained a minimum of 120 credits at SCQF level 11.
- F3.7 A **Postgraduate diploma in Health and Social Care Studies with distinction** will be awarded to a student who has gained a minimum of 120 credits at SCQF level 11 of which at least either:
- a) a minimum of 80 credits at SCQF level 11 are at a grade of D1 or above on the Master's Grading Scale or
 - b) a minimum of 40 credits at SCQF level 11 are at a grade of D2 or above on the Master's Grading Scale plus a minimum of 20 credits at a grade of D1 or above on the Master's Grading Scale.
- F3.8 A **Post Graduate Diploma in Occupational Therapy (Pre-Registration)** will be awarded to a student who has gained a minimum of 180 credits at SCQF level 11, which must include all modules with the exception of the dissertation or equivalent, and 80 credits at SCQF level 10 in Occupational Therapy practice placement modules comprising of at least 1000 hours of successful practice experience.

In keeping with the standards of the Royal College of Occupational Therapists (RCOT), the period of learning for this award must be greater than 90 weeks of study. The period of learning cannot exceed 4 years, however in exceptional circumstances the Programme/Professional Lead is required to apply to the RCOT in writing for an extension of 6 months.

This award will provide graduates with eligibility to apply for registration with the Health and Care Professions Council and Membership of the Royal College of Occupational Therapists.

Regulation A4.8 concerning aegrotat awards cannot be applied for this named award.

- F3.9 A **Post Graduate Diploma in Physiotherapy (Pre-Registration)** will be awarded to a student who has gained a minimum of 180 credits at SCQF level 11, which must include all modules with the exception of the dissertation or equivalent, and 80 credits at SCQF level 10 in Physiotherapy practice placement modules normally comprising of at least 1000 hours of practice experience.

This award will provide graduates with eligibility to apply for registration with the Health and Care Professions Council and Membership of the Chartered Society of Physiotherapy.

Regulation A4.8 concerning aegrotat awards cannot be applied for this named award.

- F3.10 A **Post Graduate Diploma in Social Work** will be awarded to a student who has gained a minimum of 180 credits at SCQF level 11, which must include all modules with the exception of the dissertation or equivalent, and 120 credits at SCQF level 11 in Social Work practice placement modules.

This award will provide graduates with eligibility practise in Social Work with registration through the SSSC.

Regulation A4.8 concerning aegrotat awards cannot be applied for this named award.

- F3.11 A **Master of Science degree in Health and Social Care Studies** will be awarded to a student who has gained a minimum of 180 credits at SCQF level 11, of which a minimum of 40 credits at SCQF level 11 must be derived from a dissertation module or equivalent. Students who gain this award will not be eligible for professional registration.

- F3.12 A **Master of Science degree in Health and Social Care Studies with Distinction** will be awarded to a student who has gained a minimum of 180 credits at SCQF level 11, of which a minimum of 40 credits at SCQF level 11 of which at least either:

- a) a minimum total of 120 credits at SCQF level 11 are at a grade of D1 or above on the Master's Grading Scale; or
- b) a minimum total of 80 credits at SCQF level 11 are at a grade of D2 or above on the Master's Grading Scale plus a minimum of 20 credits at a grade of D1 or above on the Master's Grading Scale.

Students who gain this award will not be eligible for professional registration.

- F3.13 A **Master of Science degree in Occupational Therapy (Pre-Registration)** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 220 credits at SCQF level 11, of which a minimum of 40 credits at SCQF level 11 must be derived from a dissertation module or equivalent. Students must achieve an additional 80 programme specific undergraduate credits from practice modules comprising of at least 1000 hours of successful practice experience.

In keeping with the standards of the Royal College of Occupational Therapists (RCOT), the period of learning for this award must be greater than 90 weeks of study. The period of learning cannot exceed 4 years, however in exceptional students may apply to the RCOT for an extension of 6 months.

This award will provide graduates with eligibility to apply for registration with the Health and Care Professions Council and Membership of the Royal College of Occupational Therapists.

Regulation A4.8 concerning aegrotat awards cannot be applied for this named award.

- F3.14 **A Master of Science degree in Physiotherapy (Pre-Registration)** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 220 credits at SCQF level 11, of which a minimum of 40 credits at SCQF level 11 must be derived from a dissertation module or equivalent. Students must achieve an additional 80 programme specific undergraduate credits from practice modules normally comprising of at least 1000 hours of practice experience.

This award will provide graduates with eligibility to apply for registration with the Health and Care Professions Council and Membership of the Chartered Society of Physiotherapy.

Regulation A4.8 concerning aegrotat awards cannot be applied for this named award.

- F3.15 **A Master of Social Work degree** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 220 credits at SCQF level 11, of which a minimum of 40 credits at SCQF level 11 must be derived from a dissertation module or equivalent. Students must achieve an additional 120 programme specific SCQF level 11 credits from practice modules and satisfy all other SSSC professional registration requirements. Regulation A4.8 concerning aegrotat awards cannot be applied for this named award.

- F3.16 **A Master of Science degree in Occupational Therapy (Pre-Registration) with distinction** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 220 credits at SCQF level 11, of which a minimum of 40 credits at SCQF level 11 must be derived from a dissertation module or equivalent.

- a) A minimum total of 140 credits at SCQF level 11 are at a grade of D1 or above on the Master's Grading Scale; or

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- b) A minimum total of 100 credits at SCQF level 11 are at a grade of D2 or above on the Master's Grading Scale plus a minimum of 20 credits at a grade of D1 or above on the Master's Grading Scale.
 - c) Students must achieve an additional 80 programme-specific SCQF level 10 credits from practice modules, all at the first attempt. In addition, comprising of at least 1000 hours of successful practice experience.
 - d) Students must satisfy all other HCPC professional registration requirements.

In keeping with the standards of the Royal College of Occupational Therapists (RCOT), the period of learning for this award must be greater than 90 weeks of study. The period of learning cannot exceed 4 years, however in exceptional students may apply to the RCOT for an extension of 6 months.

This award will provide graduates with eligibility to apply for registration with the Health and Care Professions Council and Membership of the Royal College of Occupational Therapists.

Regulation A4.8 concerning aegrotat awards cannot be applied for this named award.

F3.17 A Master of Science degree in Physiotherapy (Pre-Registration) with distinction will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 180 credits at SCQF level 11, of which a minimum of 40 credits at SCQF level 11 must be derived from a dissertation module or equivalent.

- a) a minimum total of 140 credits at SCQF level 11 are at a grade of D1 or above on the Master's Grading Scale; or
- b) a minimum total of 100 credits at SCQF level 11 are at a grade of D2 or above on the Master's Grading Scale plus a minimum of 20 credits at a grade of D1 or above on the Master's Grading Scale.
- c) Students must achieve an additional 80 programme-specific SCQF level 10 credits from practice modules, all at the first attempt. In addition, comprising of at least 1000 hours of practice experience.
- d) Students must satisfy all other HCPC professional registration requirements.

This award will provide graduates with eligibility to apply for registration with the Health and Care Professions Council and Membership of the Chartered Society of Physiotherapy.

Regulation A4.8 concerning aegrotat awards cannot be applied for this named award.

- F3.18 A **Master of Social Work degree with distinction** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 340 credits at SCQF level 11, of which a minimum of 40 credits at SCQF level 11 must be derived from a dissertation module or equivalent.
- a) a minimum total of 200 credits at SCQF level 11 are at a grade of D1 or above on the Master's Grading Scale; or
 - b) a minimum total of 120 credits at SCQF level 11 are at a grade of D2 or above on the Master's Grading Scale plus a minimum of 40 credits at a grade of D1 or above on the Master's Grading Scale.
 - c) Regulation A4.8 concerning aegrotat awards cannot be applied for this named award.

F4 Admission Regulations

- F4.1 In addition to meeting the requirements of Regulation C4, students applying to HCPC approved Occupational Therapy (Pre-Registration), Physiotherapy (Pre-Registration) or SSSC approved Social Work programmes of study will also be required to undertake a PVG Disclosure Scotland (or equivalent) process. Applicants for HCPC approved Occupational Therapy (Pre-Registration) and Physiotherapy (Pre-Registration) programmes will also be required to undertake Occupational Health screening by the University's Occupational Health providers. The School's Fitness to Practice Committee makes the final decision regarding entry onto either the Occupational Therapy (Pre-Registration), Physiotherapy (Pre-Registration) or Social Work programmes should there be a disclosure issue.
- F4.2 In accordance with HCPC requirements, students applying for recognition of prior learning to be taken into account admission to a programme of study leading to an HCPC approved Occupational Therapy (Pre-Registration) or Physiotherapy (Pre-Registration) programme award may apply to have Recognition of Prior Learning (RPL) accredited as part of learning undertaken must not exceed a maximum of 50 per cent of the programme, provided all programme, professional and other requirements are met in full.

F5 Attendance Regulations

- F5.1** Theory modules which are identified as incorporating professional skills or content that is central to the ability to undertake practice placements will require a minimum of 80% attendance to be achieved. This is to safeguard members of the public who may be service users encountered by students during practice placements.
- a) Students who fail to meet the minimum of 80% attendance for face-to-face elements of a theory module where this is required will normally not be permitted to undertake the assessment for that module which will constitute a fail for that module. In this situation, a student would be suspended from the programme at that point and required to return the next academic year to repeat the module with 80% attendance being achieved.
 - b) Failure to meet 80% attendance for face-to-face elements on a second and final attempt of a theory module will normally lead to the student being withdrawn from the programme.
 - c) Where students who have approved Extenuating Circumstances are unable to achieve the face-to-face attendance requirement of a theory module as a direct result of these circumstances, the module will normally be discontinued and considered void at the point where the minimum attendance cannot be achieved. In this situation, students would be required to repeat the module as a first attempt with the minimum face-to-face attendance being achieved.
- F5.2** Practice modules will require a minimum of attendance in keeping with professional body requirements. Specific requirements will be clearly outlined in relevant Programme Specifications, Programme Handbooks and Module Descriptors.
- a) Students who fail to meet the minimum attendance for a practice module without valid reason will normally have their placement discontinued at the point where the minimum attendance requirement cannot be achieved. This will constitute a fail for the module, and in these circumstances the student will be referred to the Fitness to Practise panel within the School of Health and Social Care. In this situation, students would normally be required to repeat the module as a second and final attempt with the minimum attendance requirement being achieved as a minimum.
 - b) Where students who have approved Extenuating Circumstances are unable to achieve the attendance requirement of a practice module as a direct result of these circumstances, the placement will normally

be discontinued and considered void at the point where the minimum attendance cannot be achieved. In this situation, students would be required to repeat the module as a first attempt with the minimum attendance being achieved.

F6 Assessment Regulations

- F6.1 In addition to meeting the requirements of Regulation C.5, account will be taken of Regulations F6.2, F6.3, F6.6, F6.7, F6.8 and F6.9 by the Programme Assessment Board considering the performance of individual students enrolled on Occupational Therapy (Pre-Registration), Physiotherapy (Pre-Registration) or Social Work theory or practice modules approved as part of the structure of a master's programme of study approved by the relevant regulatory body.
- F6.2 The award of Merit is not available on HCPC pre-registration approved practice modules. To pass an HCPC pre-registration approved practice module a student must achieve a Pass grade.
- a) If only one component is used a Pass grade must be achieved in that component.
 - b) If two components are used a Pass grade must be achieved in each component.
 - c) A Pass grade must be achieved in each individual element of any component of assessment.
- F6.3 To pass an Occupational Therapy (Pre-Registration) or Physiotherapy (Pre-Registration) theory module, or a Social Work theory or practice module (SCQF level 11) at the first attempt, a student must achieve a module mark of P1 on the Masters Grading Scale. The module mark will be derived from the component or components of assessment.
- a) If only one component is used a component mark of P1 or above on the Masters Grading Scale must be achieved.
 - b) If two components are used the module mark will be based on the weighted marks achieved for each component of assessment, and no individual mark for a component of assessment may be at F1 or below on the Masters Grading Scale.
 - c) A mark of P1 or above on the Masters Grading Scale must be achieved for each individual element of any component of assessment.

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- F6.4 A student enrolled on a HCPC approved Occupational Therapy (Pre-Registration) or Physiotherapy (Pre-Registration) practice module (SCQF Level 10) will be entitled to one reassessment opportunity only in that module. When the first attempt and retrieval process for the module have been exhausted, the student is deemed to have failed the requirements of the course and therefore must be withdrawn from the named award.
- a) If only one component of assessment is used, a student who does not meet the requirements of Regulation F6.2a) or Regulation F6.3a) will be reassessed in that component.
 - b) If two components of assessment are used, a student who does not meet the requirements of Regulation F6.2b) or Regulation F6.3b) will be reassessed in any component where a pass grade has not been achieved as appropriate.
 - c) In providing students with the opportunity to make good any initial assessment failure account will be taken of Regulations A7.11, A7.12, A7.13 and Regulations F6.2c) and F6.3c) as appropriate.
- F6.5 A student enrolled on a HCPC approved theory module or SSSC approved theory or practice module (SCQF Level 11) will be entitled to one reassessment opportunity in that module. In exceptional circumstances a Programme Assessment Board has the discretion to permit one further reassessment opportunity.
- a) If only one component of assessment is used, a student who does not meet the requirements of Regulation F6.2a) or Regulation F6.3a) will be reassessed in that component.
 - b) If two components of assessment are used, a student who does not meet the requirements of Regulation F6.2b) or Regulation F6.3b) will be reassessed in any component where a mark of P1 or above on the Master Grading Scale has not been achieved as appropriate.
 - c) In providing students with the opportunity to make good any initial assessment failure account will be taken of Regulations A7.11, A7.12, A7.13 and Regulations F6.2c), and F6.3c) as appropriate.
- F6.6 In accordance with regulation F6.2 a student enrolled on an HCPC pre-registration approved masters programme of study will be entitled to complete one reassessment in each practice module (SCQF Level 10) where not AHP-SW Fitness to Practise issues remain outstanding.
- a) The reassessment opportunity will normally replace the next practice placement module within the programme calendar.

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- b) Until the compulsory reassessment opportunity presents itself to the student, credits not achieved at original assessment are classified as pending reassessment credit and not failed credit.
 - i) When considering a student's academic profile, outstanding theory module credits have the status of credits pending, until the compulsory assessment opportunity until the student has had an opportunity to complete the module.
 - ii) When considering a student's academic profile, outstanding practice module credits have the status of credits pending, until the student has had an opportunity to complete the module.
 - iii) A student who has been granted extenuating circumstances against a theory module assessment, where that assessment constitutes the first module assessment opportunity for the parent intake/cohort/group, the timing of the assessment will be determined by the Programme Assessment Board.

F6.7 In accordance with regulation F6.3, a student enrolled on an HCPC approved pre-registration masters programme of study or SSSC approved masters programme of study will be entitled to complete one reassessment in each theory module or each SSSC approved practice module (SCQF Level 11).

- a) Until the compulsory reassessment opportunity presents itself to the student, credits not achieved at original assessment are classified as pending reassessment credit and not failed credit.
 - i) When considering a student's academic profile, outstanding theory module credits have the status of credits pending, until the compulsory assessment opportunity until the student has had an opportunity to complete the module.
 - ii) When considering a student's academic profile, outstanding practice module credits have the status of credits pending, until the student has had an opportunity to complete the module.
 - iii) A student who has been granted extenuating circumstances against a theory module assessment, where that assessment constitutes the first module assessment opportunity for the parent intake/cohort/group, the timing of the assessment will be determined by the Programme Assessment Board.

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- b) A student may choose to be reassessed at any available earlier opportunity than the compulsory reassessment opportunity. If a student chooses this option it will count as their sole reassessment opportunity.

F6.8 To pass at reassessment, a student enrolled on an HCPC approved pre-registration practice module (SCQF 10) must achieve a minimum overall module mark of Pass.

- a) If only one component is used a pass grade must be achieved in that component.
- b) If two components are used a pass grade must be achieved in each component.
- c) A pass grade must be achieved in each individual element of any component of assessment.

F6.9 To pass at reassessment, a student enrolled on an HCPC approved pre-registration theory module or SSSC approved theory or practice module (SCQF Level 11) must achieve a minimum overall module mark of P1 or above on the Masters Grading Scale.

- a) If only one component of reassessment is used, a student must achieve a minimum mark of P1 or above on the Masters Grading Scale in that component.
- b) If two components of reassessment are used, a student must achieve a minimum module mark of P1 or above on the Masters Grading Scale based on the weighted marks achieved for each component of reassessment with no individual mark for a component of reassessment falling below F1 or below on the Masters Grading Scale. The weightings between the two components used for the reassessment will be identical to those used for the original assessment.
 - i) When considering a student's academic profile, outstanding theory module credits have the status of credits pending until the student has had an opportunity to complete the module.
 - ii) When considering a student's academic profile, outstanding practice module credits have the status of credits pending, until the student has had an opportunity to complete the module.

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- iii) A student who has been granted extenuating circumstances against a theory module assessment, where that assessment constitutes the first module assessment opportunity for the parent intake/cohort/group, the timing of the assessment will be determined by the Programme Assessment Board.

F7 Continuation of study regulations

- F7.1 In addition to meeting the requirements of Regulation F7, all programmes of study leading to an award of the University listed in Regulation A4.1a) and e) must satisfy the requirements of Regulation A8.
- F7.2 A student enrolled on a programme of study leading to an award of the University listed in Regulations A4.1a) and e) may be permitted to progress to the next year of study carrying a failure in normally **no more than 20 credits** from practice and theory modules combined due to the format of the HCPC pre-registration and SSSC approved programmes involving study in three consecutive trimesters for two consecutive years.
- F7.3 In accordance with requirements of the HCPC and SSSC, the Programme Assessment Board may not award a compensatory pass for any theory or practice module.
- F7.4 A student who is not permitted by the Programme Assessment Board to progress to the next year of study may be permitted to continue their studies at the same level either in the same programme or on an alternative programme of study providing that the student has met the admission requirements for that programme.
- F7.5 In accordance with regulatory requirements, students enrolled on a HCPC pre-registration or SSSC approved programme of study must declare to the School Fitness to Practice Committee on entry to their programme of study, at the end of each stage of study and prior to completion of the programme that they are of Good Health and Good Character.
- F7.6 In accordance with HCPC and SSSC requirements, the School Fitness to Practice Committee will consider all student self-declarations of Good Health and Good Character and Disclosure Scotland reports with a view to:
- a) confirming that each individual student meets School Fitness to Practice requirements and is eligible to continue to the next stage of their programme of study, or
 - b) confirming that each individual student meets School Fitness to Practice registration requirements and is eligible for registration, or

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- c) confirming that an individual student does not meet School Fitness to Practice progression or registration requirements and agrees an outcome using SHSC Fitness to Practice processes.

AHP-SW FITNESS TO PRACTISE REGULATIONS

FP1 CONSIDERATION OF FITNESS TO PRACTISE

- FP1.1 Fitness to Practise regulations apply to Occupational Therapy, Physiotherapy and Social Work programmes. Students on these programmes are required at all times to demonstrate that they are trustworthy, of good character and in good health, in order that the University can affirm that they are fit to practice. This is in keeping with the requirements of the Health and Care Professions Council (regulatory body for Occupational Therapy and Physiotherapy) and the Scottish Social Services Council (regulatory body for Social Work).
- FP1.2 The Fitness to Practise procedure provides a fair and effective process for considering cases where there is “cause for concern” about a student’s suitability for professional education and training, that is, their ‘fitness to practise’. What constitutes cause for concern is defined by the School with reference to the relevant Professional, Statutory and Regulatory Body (PSRB) code of practice.
- FP1.3 The procedure will be invoked where students’ behaviour gives cause for concern about their fitness to practise. Examples include behaviour that:
- i) is deemed to be damaging or dangerous to service users, other students or course providers;
 - ii) creates unacceptable personal risk for the student or for others;
 - iii) brings the profession or the University into disrepute;
 - iv) is deemed to be detrimental to the safety, dignity, and wellbeing and personal and/or professional reputation of others;
 - v) causes serious concern for their own safety or that of others;
 - vi) is not commensurate with expectations of the student’s relevant Professional Code.

The procedure may also be invoked by referral from other University disciplinary procedures, such as where students are:

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- i) found to be in breach of the University Disciplinary regulations with regard to Academic Misconduct at a level of 'Malpractice' or 'Misconduct'
 - ii) found to be in breach of the University regulations with regard to non-Academic Misconduct.
- FP1.4 The behaviour in question may normally arise within course activity (i.e. at the University or on Placement) however other behaviour or actions, particularly those warranting intervention of police or other authorised body, or which may lead to criminal charges, may also be considered under Fitness to Practise Regulations.
- FP1.5 Any member of academic staff involved with a student's programme who has concerns regarding their Fitness to Practise should inform the Authorised Officer (normally the Dean of School) or his/her nominee in writing as soon as is practicably possible.
- FP1.6 Any member of staff in a placement area, external agency or any other person may raise concerns regarding a student's fitness to practise in writing to the Authorised Officer or his/her nominee as soon as practicably possible.
- FP1.7 Referral to the Fitness to Practise procedure will result in an initial investigation of the circumstances by the Authorised Officer or his/her nominee. In the case of Social Work, where students must be registered with the SSSC, the regulatory body will be notified and guidance sought where so required.
- FP1.8 The student will be notified immediately in writing of an impending investigation into the alleged "cause for concern" and its nature.
- FP1.9 Where the initial investigation indicates that the matter is of a serious nature and the student is on practice placement, if it is thought necessary because of the seriousness of the issue, the student may be temporarily withdrawn from the placement, with immediate effect, by the Authorised Officer or his/her nominee, pending further investigation in accordance with these procedures, the relevant professional body regulations or criminal proceedings.
- FP1.10 Consideration must be given by the Authorised Officer or his/her nominee as to whether there may be grounds for the student to be suspended or partially excluded from the University immediately, pending any investigation or hearing, or the conclusion of criminal proceedings or receipt of a satisfactory medical assessment.

FP2 INVESTIGATION

FP2.1 On receipt of a report of an alleged offence, the Authorised Officer (normally the Dean of School or his/her nominee) will decide on one of the following:

- i) where the primary concern relates to “good health”, a referral will be made to Occupational Health and their recommendations implemented; *or*
- ii) where further investigation is required, the student will be contacted within 10 working days.

FP2.2 When further investigation is required, the Authorised Officer will appoint an appropriate member of staff as the Investigating Officer who will carry out an initial investigation and compile a report.

- i) The nature of all causes for concern must be notified to the student before an investigatory meeting takes place.
- ii) Where alleged causes for concern are based on anecdotal evidence the Investigating Officer tests the anecdotal evidence, for example by obtaining corroborating documentary evidence or by interviewing relevant people.
- iii) Copies of contemporaneous evidence relevant to all causes for concern must be retained in the FtP file, including placement learning records.

FP2.3 The Investigating Officer’s report will be sent to the student by the Investigating Officer within 10 working days of the preliminary investigation. The student shall either confirm its accuracy or ask the Investigating Officer to consider any proposed amendments within five working days of its receipt.

FP 2.4 On receipt of the Investigating Officer’s approved report the Authorised Officer will decide on one or more of the following:

- i) There is no case to answer and no further action is required.
- ii) Further investigation is required.
- iii) It is required that specific conditions be met or remedial actions be undertaken for example a submission of a written apology. Failure to meet or carry out the specific action or condition may lead to a meeting of the Fitness to Practise Panel.

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- iv) A written warning should be issued.
 - v) A Fitness to Practise Panel should be convened
- FP2.5 The Authorised Officer will communicate the outcome under FP2.4 to the student within 5 working days of receipt of the Investigating Officer's approved report.
- FP2.6 Where FP 2.4 v) is invoked, the Authorised Officer will convene a Fitness to Practise Panel hearing which will meet normally within 15 working days of the report being sent to the student. The letter of invitation will include a link to Fitness to Practise Regulations. The Panel will have no fewer than three and not normally more than four members, at least two of whom must be professionally qualified in the field and one of whom is normally be appointed from outside the University e.g. the relevant professional or partner body.
- FP2.7 The student will be given at least 10 working days' notice of the date and time of the Fitness to Practise Panel meeting unless the student agrees to an earlier date.
- FP2.8 If the matter giving rise to the alleged offence(s) involves consideration of any documentation, the student will have the opportunity to inspect all the relevant documentation considered by an Investigating Officer and/or submitted by a student before the Panel Hearing takes place and shall be entitled to question the accuracy of such documentation up to five working days before the scheduled Panel Hearing.
- FP2.9 A student shall be entitled to be accompanied and, where applicable represented, by a person who can provide support and, where applicable, guidance to the student concerned at investigation meetings or hearings. That person may not be present either as a legal or trade union representative and must be a member of the Edinburgh Napier University 'community', i.e. a member of University staff, an office bearer or member of staff of Napier Students' Association, a member of staff from Edinburgh Napier Student Advice (ENSA) or another student. Any 'accompanying' person or representative must not have been involved in the incident under investigation.
- FP2.10 With regard to the Edinburgh Napier University 'community' as defined in FP2.9, only ENSA staff will be regarded as being permitted to represent the student. All other members of the 'community' will be regarded as accompanying the student.

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- FP2.11 The student will be advised that if they do not attend the meeting without good cause being provided in advance, the Panel meeting may proceed in their absence.
- FP2.12 At the Panel meeting the Investigating Officer will be required to present his/her report and outline the concerns. The student will be given the opportunity to respond to the concerns raised, to ask questions or seek clarification. There will then be an opportunity for a fuller discussion, including questions from the Panel members, with particular emphasis being placed on any implications for the student's fitness for future professional practice.
- FP2.13 The student will then be required to withdraw from the meeting and the Fitness to Practise Panel will decide on any of the prescribed outcomes in Section FP3 below.

FP3 OUTCOMES

- FP3.1 The Fitness to Practise Panel may decide on one or more of the following outcomes:
- i) There is no case to answer and no further action is required.
 - ii) The Panel meeting should be adjourned because further investigation is necessary.
 - iii) A written warning should be issued.
 - iv) It is required that specific conditions be met or remedial actions be undertaken for example a submission of a written apology. Failure to meet or carry out the specific action or condition may lead to a further meeting of the Fitness to Practise Panel.
 - v) It is required that the student undertakes a programme of observation, supervision, rehabilitation or treatment, subject to review by the Dean of School or his/her nominee after a given period.
 - vi) A recommendation is made to the Programme Board of Examiners that the student intermits their study in accordance with the Academic Regulations.

vii) The student terminate professional education and training and it is recommend to the Programme Board of Examiners that the student be given the option to transfer to an alternative non-professional practice course, (if available) or that the Programme Board of Examiners consider conferment of an award in accordance with the Academic Regulations and where enough credits have been accrued. In addition, it may be necessary to seek a further amendment by Convenor's action regarding referral to Disclosure Scotland – Duty to Refer.

FP3.2 Where the offence is such that the student is considered unfit to undertake professional practice as in FP3.1 vii) above and the Panel is of the opinion that the relationship between the student and the University may be permanently untenable, the Panel may consult with the University's Appeals, Complaints and Conduct Officer (ACCO) on whether the matter should also be the subject of a hearing under the University's Student Conduct Regulations.

FP3.3 Wherever possible the student will be invited back into the meeting to be informed of the outcome.

FP3.4 Written notification of the outcome should be sent to the student within 5 working days of the Fitness to Practise Panel.

FP4 INDEPENDENT EXTERNAL REVIEW

FP4.1 If on receipt of the outcome outlined in FP3.4 above, should the student remain dissatisfied they are entitled to ask the Scottish Public Services Ombudsman (SPSO) to look at the matter. The SPSO considers matters from students who remain dissatisfied at the conclusion of the University's procedures. The SPSO looks at issues such as service failure and maladministration (administrative fault) as well as the way the University has implemented its regulations. The SPSO will not consider matters that concern the exercise of academic judgment.

FP4.2 The Scottish Public Services Ombudsman (SPSO) is the final stage for complaints about public services in Scotland. This includes any dissatisfaction following the completion of a university's internal procedures. If you remain dissatisfied with a university or co-operative after fully engaging with an internal procedure, you can ask the SPSO to look into the matter. The SPSO cannot normally look at matters:

- where you have not gone all the way through the university's specific procedure to deal with the matter; or
- that have been, or are being, considered in court.

The SPSO's contact details are:

SPSO
Freepost SPSO
Bridgeside House
99 McDonald Road
Edinburgh
EH7 4NS

Freephone 0800 377 7330

Online contact www.spsso.org.uk/contact-us

Website www.spsso.org.uk

Mobile site: <http://m.spsso.org.uk>