Appendix 4 - Glossary

TERM	DESCRIPTION
Appeal Panel	A panel convened by Student Cases to consider an appeal against the findings and/or recommendations of a University Level Panel. The Fitness to Practise Appeal Panel reviews the grounds of appeal and supporting evidence and determines whether the original decision should be upheld, amended or overturned.
Burden of Proof	Within this Procedure "on the balance of probability" is used by the Investigating Officer and Programme Lead when assessing documentation and determining how to proceed. In a Panel Hearing it is for the University to show to the Panel, whether, on the balance of probability (more likely than not) that the health concern or the alleged unprofessional behaviour or conduct on the part of the Student did take place and that the unprofessional behaviour or conduct impaired the Student's Fitness to Practise and the seriousness of that impairment. Where the Student presents mitigation in their defence, it is for the Student to show, on the balance of probabilities, the validity and relevance of the mitigation.
Closure of Proceedings Letter (CoP)	A formal written notification issued by the University confirming that consideration of a Fitness to Practise matter under the University's internal procedures has concluded prematurely due to either the Student's transfer onto another, non-regulated, programme, or withdrawal from their current programme of study.
Concerns Review Panel	(Also known as a 'Case Management Conference' or 'CMC') Convened by the Policy Advisor prior to it being established that there is a case to be investigated under this Procedure. The membership is not set but determined by the designated Fitness to Practise Programme Lead and will be unique to the concerns raised about a Student. This meeting is not recorded. The outcome will be known through either a Notice of Investigation issued to the Student, or a note on their file as to why an investigation is not being pursued at this time. The University will endeavour to hold a Concerns Review Panel within 10 working days of the concerns being raised, where possible.
Conditions and Undertakings	Conditions and Undertakings may be imposed by a Fitness to Practise Lead, following their assessment of the Investigating Officer's report, or as an outcome of the Faculty Level Review. A Fitness to Practise Panel may also decide to introduce Conditions and Undertakings unique to the student following a University Level Panel Hearing. Conditions and Undertakings may include restrictions on clinical placements, a requirement to undertake treatment or seek therapeutic interventions, a requirement to undertake exercises designed to promote reflection, monitoring arrangements, requirements regarding disclosure of Fitness to Practise proceedings or restrictions on future conduct. They are designed to ensure future and/or ongoing Fitness to Practise and are usually considered to be rehabilitative in nature.
Disclosure and Barring Service (DBS)	A body formed from the Criminal Records Bureau and the Independent Safeguarding Authority to carry out checks on individuals applying to work in specified occupations and/or places in order to establish whether an applicant, including an applicant to a Registration or Regulatory Body, has previous convictions. The University has a duty to make a report to the DBS where a Student is removed from a regulated activity as a result of concerns of risk of harm to children or vulnerable adults.

Documentation Bundle	A Documentation Bundle is produced in advance of a University Level Panel Hearing and contains an identification of the Registration or Regulatory Body guidance that may be referred to, or consulted, during the hearing; membership of the Panel; a chronology of events; the allegations being considered and why they might be seen to impair Fitness to Practise; who the Panel will hear from; a list of the written evidence to be considered; copies of the documents submitted by the Faculty in support of its case; and, copies of the documents to be submitted by the Student in support of their case.
Faculty Level Review	A Faculty Level Review provides the appropriate Fitness to Practise Lead with an opportunity to assure themself that the investigation has been thorough, appropriate and has afforded the Student with sufficient opportunity to present mitigating evidence. It also enables the Fitness to Practise Lead to assess whether the Student 's health or wellbeing or professional conduct is such that a University Level Panel Hearing should be convened to determine their Fitness to Practise.
Fitness to Practise (FtP)	For Programmes that are linked to one or more Registration or Regulatory Bodies in each case the University follows the definition of Fitness to Practise that the relevant Registration or Regulatory Body itself follows.
Fitness to Practice Impairment	A finding that a Student's health and/or professional conduct raises concerns about their ability to practise safely, effectively, professionally in accordance with the standards required by the relevant Professional Standards Regulatory Body (PSRB). Assessment of an impairment of fitness to practise focuses on the current moment in time.
Fitness to Practise Programme Lead (FtP Lead)	This academic member of staff is the nominated Fitness to Practise School/Department/Programme lead. They are the designated contact to receive expressions of concern about the health/wellbeing and/or conduct of students. Additionally, they take responsibility for formalising the concerns to be investigated, sign off on the Investigating Officer's report and take the decision on whether and how to proceed at three points in the Procedure.
Fitness to Practise Policy Advisor	The designated Exeter University Professional Services member of staff responsible for overseeing the administration of the Fitness to Practise Procedure (FtP). The FtP Policy Advisor coordinates communications, procedural arrangements, documentation, meetings, reviews and hearings, and provides procedural advice to those involved in the application of this Procedure.
Health and/or Wellbeing Concerns	Any concern relating to a Student's physical health, mental health, wellbeing or other health-related circumstances that may affect their ability to meet the requirements, standards or competencies of their Programme or profession.
Intercalation / Intercalated Studies	A period, usually of one year, in which a medical Student can study a subject of their choice outside the Programme for which they are registered, at either Bachelor's or Master's degree level. The University of Exeter normally locates Intercalated Studies between the fourth and fifth years of a Programme in Medicine. Studies during Intercalation may be undertaken at the University or at another University with which it has a formal agreement to facilitate such an arrangement.
Investigating Officer (IO)	A member of the University's staff appointed by a Fitness to Practise Lead (FtP Lead) to investigate concerns regarding a student's Fitness to Practise. The Investigating Officer should hold strong working knowledge of the relevant Registration or Regulatory Body and have had no material contact with the student prior to the investigation commencing.
Occupational Health (OH) Professional	An accredited specialist in occupational medicine.
Material Contact	When used in this Regulation with respect to an Investigating Officer, Fitness to Practise Lead, member of a Fitness to Practise or Appeal Panel, "material contact" means any significant connection or contact, such as social contact or a direct supervisory relationship with the Student under investigation, that could lead a reasonable observer to conclude that a conflict of interest may exist.

Notice of Investigation (NOI)	The formal written notification issued to a Student informing them that concerns raised are to be investigated under this Procedure. The Notice of Investigation will normally summarise the concern(s) under consideration, explain the next stages of the process and introduces the appointed Investigating Officer. Information about available support and relevant procedural documentation is also included.
Notification of Outcome	A letter sent to a Student after a Preliminary Hearing outlining the decision of the Fitness to Practise Lead, together with any Conditions or Undertakings imposed. Should the appropriate Fitness to Practise Lead conclude there is to be no further action under this Procedure following receipt of the Investigating Officer's report, a Notification of Outcome may also be issued at this stage.
Office of the Independent Adjudicator (OIA)	The independent body responsible for reviewing eligible Student complaints in higher education in England and Wales once a provider's internal procedures have been completed. The OIA does not act as an additional appeal stage but reviews whether procedures have been followed fairly and reasonably.
Special Category Personal Data	In the context of this Procedure, data and information relating to physical or mental health, alleged or actual criminal offences and related proceedings, sexual life, religious or other beliefs of a similar nature.
Placement Provider	An organisation providing a placement setting in order to support a Programme of study.
Placement Setting	Any setting outside the University where the Student has been placed by the University as part of their Programme in agreement with the placement provider. Placement settings will include but not be limited to schools and associated study centres; further and higher education Faculty (or delegated School); hospital, clinical and laboratory settings; surgeries; consulting rooms and diagnostic facilities whether NHS or privately provided and/or managed.
Professional Conduct Concerns	Concerns referring to a possible or alleged breach of the standard of behaviour and conduct that is required of a Student following a University Programme that leads to eligibility for registration by a Registration or Regulatory Body. It will be consistent with the conduct required by the relevant profession, the employers of such professionals and those who provide clinical and other work placements for University Students.
Professional Statutory Regulatory Body (PSRB)	An external professional, statutory and/or regulatory organisation responsible for setting standards of education and learning, conduct, competence, ethics and professional practice within a specific profession. They engage with higher education institutions to ensure that programs meet professional standards. A PSRB may approve programmes of study, regulate entry into a profession, maintain professional registers and take action where professional standards are not met.
Programme of Research (PGR)	A Programme of supervised activities undertaken by a postgraduate Student that enables them to prepare to be assessed for the award of a higher degree of the University. In the specific context of this Procedure it is a Programme of activities that includes one or more periods of clinical professional or practice-based activity, in a setting that requires them to subscribe to this Procedure or to equivalents agreed for that setting or settings. See below, "Programme".
Programme	The Student's Programme consists of the sum of the modules, courses, clinical and other learning opportunities that they follow to enable them to show that they have met the Learning Outcomes set for them and have demonstrated the necessary skills to achieve the award for which they are studying. The term "Programme" as defined above should be read as also and equally referring to a Programme of Research that leads to a higher degree

	of the University and that includes time spent in a clinical or practice-based setting, other than when expressly stated.
Record of Determination	A Record of Determination is produced by a Fitness to Practise Panel following a University Level Panel Hearing and outlines their Determination on the Facts (concerns assessed by an Investigating Officer), Determination on Impairment (of fitness to practise), Determination on Mitigation and their Determination on Sanction. Within the Record of Determination, the Panel shall provide a rationale for each determination.
Register	The record maintained by a Registration or Regulatory Body of persons it recognises as meeting its standards for training, professional skills, behaviour and health and Fitness to Practise.
Registration or Regulatory Body	A Registration or Regulatory Body is a Body that administers a Register where entry of a person's name on the Register is necessary to enable the person to practise in that profession or hold qualified status within that profession (see also 'PSRB').
Registrant	A person whose name is on the Register of a Registration or Regulatory Body or Bodies.
Regulated Activity	In the context of work with children and vulnerable adults including teaching, training and instruction of children, or providing personal or health care to children or adults, Regulated Activity is 'work that a barred person must not do'. See Safeguarding Vulnerable Groups Act, 2006.
Regulation E	The University of Exeter Policy and Procedures for Fitness to Practise ('the Procedure') sets out the University's process for considering concerns relating to the health and wellbeing and/or conduct and professionalism of Students undertaking programmes leading to professional practice, registration or membership of a regulated profession.
Reporter/ Reporting Party	A person reporting a concern about the health, wellbeing, behaviour or conduct of a Student following a Programme that is linked to a Registration or Regulatory Body or a Programme that has been designated by the University to be subject to this Regulation.
Safeguarding Concern	Any concern relating to the safety, welfare or protection of children, vulnerable adults, patients, service providers, students, staff or members of the public, including concerns relating to abuse, neglect, exploitation, misconduct or inappropriate professional boundaries.
Senior Member of the University	For the purpose of this Regulation, a Senior Member of the University is defined as a member of the University's Senior Management Team, a Dean for Taught Students or Dean of Postgraduate Research or Faculty Pro-Vice Chancellor (or nominee).
Standard of Proof	The term "Standard of Proof" is used in this Regulation to describe the level of certainty that a Fitness to Practise Panel and a Fitness to Practise Appeal Panel should seek in deciding whether the case against the Student has been proven. It is that the Panel should be satisfied that the person or body on whom the Burden of Proof rests should have been able to show that it is more likely than not that the Student's Fitness to Practise is, or has been, impaired. This is sometimes called the "standard of proof in civil cases" or otherwise "the balance of probabilities".
Student	For the purpose of this Regulation, the term "Student" denotes: a) A person who is registered with the University who is following a Programme that requires them to undertake a period of clinical and/or professional experience and that leads to entry on the Register of a Registration or Regulatory Body OR is following a Programme for which Senate, advised by the Faculties, has decided that this Regulation will apply. b) A person who is studying, preparing for research, or conducting research at the University through an arrangement with other Universities on a Programme or in a research area where the University has stated that this Regulation will apply.

	A person who satisfied the requirements of a) or b) but has expressed a wish to withdraw from the programme, prior to the completion of the Fitness to Practise process.
Support for Study	The University's "Health, Wellbeing and Support for Study Procedure" is normally invoked where there are "emerging concerns about a Student's health, wellbeing and or behaviour and the impact this has on his/her ability to progress" at the University. This Procedure cannot be invoked for Students studying on a Programme linked to a Registration or Regulatory Body (subject to the exceptions set out in Annex 5).
(Temporary) Suspension	A precautionary measure imposed under this Procedure, that may temporarily restrict a Student's studies, placement, access to University facilities and/or participation in University activities while Fitness to Practise concerns are being investigated. A Student has the right to appeal following the introduction of a temporary suspension and the imposition and/or terms of such a suspension are reviewed upon receipt of any new material evidence.
Threshold	The threshold for whether formal action under this Procedure is required is determined by the FtP Programme Lead assessing the concerns raised against the standards published by the appropriate Professional Statutory Regulatory Body (PSRB).
Transcript	The written record produced from an audio recording of a meeting held under this Procedure using Microsoft Teams.
University Level Panel Hearing	Having considered the nature of the concern(s) and the weight of any supporting evidence within a Faculty Level Review, the Fitness to Practise Lead shall determine whether or not the Student's fitness to practise is currently impaired (not whether it was impaired at the time of the circumstances giving rise to the concern(s)) and, if further consideration under a University Level Panel Hearing is required. The process that the University Level Panel Hearing follows in order for the Panel to reach their decision must include regard to the burden and standard of proof. The Panel is required to reach determinations in four areas; i. On the facts before them ii. On whether there is an impairment of Fitness to Practise by reason of unprofessional conduct or ill health iii. On whether there are any extenuating or remediating factors (mitigation) that should be taken into consideration when considering the final determination; iv. On what sanction (if any) is appropriate to the particular facts of the case and any extenuating circumstances.
Vulnerable adult/adult at risk	For the purposes of this Procedure the University recognises each of the above terms as co-equivalent in meaning. See also above, "Regulated Activity".
Witness	Any individual who provides information, evidence or testimony relevant to concerns being investigated as part of a Fitness to Practise case.