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| **Before completing this form:**  Please read the [supplementary notes](#_Student_supplementary_notes) on page 4.  Students are advised to access and familiarise themselves with the Fitness to Practise Policy and Procedure.  Students submitting a review may wish to obtain advice and support from the [Students’ Union](https://www.londonmetsu.org.uk/) prior to completing the appeal form.  Please keep a copy of this form for your records. |

This form should be received in person at your [School Office](https://student.londonmet.ac.uk/school-offices/), by email to the [Student Casework Office](mailto:casework@londonmet.ac.uk) or by post within **10 working days** of the outcome decision(s) being sent.

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| **Please complete all questions as instructed to avoid delay** | | | |
| **Part A - Student Details** | | | |
| **1** | Surname/Family Name: |  | Student ID: |
| Forename/First Name: |  | Course Title: |
| Address: |  | |
| Email Address: | | |
| Contact Number: | | |
| **2** | **Disability** | | |
| Do you have a disability? | | Yes  No |
| If you have an existing INAR (Individual Needs Assessment Report), do you give us permission to obtain relevant information from DDS (Disabilities and Dyslexia Service)?  Note: you **do not have to** give permission- however, Casework Office will continue to process your appeal **without** taking your INAR into consideration. | | Yes  No |
| Will you require support or adjustments at any stage during the appeal review process? | | Yes  No |
| If yes, please provide details of your requirements here – **you do not have to disclose the nature of your disability** | | |

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| **Part B – Fitness to Practise Outcome Letter:** | | | |
| Have you received an appeal outcome letter/email?  If no, please contact the Student Casework Office **before** competing this form. | | | Yes  No |
| **Part C - Grounds for review and supporting statement:** | | | |
|  | Please select the ground(s) you consider eligible for review and use the space to provide details in support of your review – Please provide a full explanation for your choice. | | |
| **1** | There is new material evidence that was unavailable, for valid reasons, or could not be provided earlier in the process at the time of the Fitness to Practise Hearing. Yes | | |
| **2** | The procedures were not followed, there is an irregularity or misapplication of the policy in how the procedure was conducted. The action taken because of the Fitness to Practise Hearing is disproportionate, unreasonable, or not permitted under the procedures.  Yes | | |
| **3** | There was bias or reasonable perception of bias during the Fitness to Practise procedure and/or Panel Hearing.  Yes | | |
| **Part D – Evidence supplied at the review stage:** | | | |
| **1** | Please list **and** attach (in an email to casework@londonmet.ac.uk) any new evidence you have supplied to support the review: | | |
| **2** | Student Signature: | Date: | |

Please read the following statements and sign or type your full name to indicate your agreement.

* I have read and understood the Fitness to Practise Policy and procedure.
* I have provided **all** the evidence that I wish to rely on in this Review.
* All the information provided on this form as well as any additional documentary evidence I have provided, is an accurate and true reflection of the situation that led to the appeal review outlined above.
* I consent to the University sharing the information on this form (and accompanying evidence) with such members of the University and external bodies as may be relevant for the investigation.

I am aware that, regardless of the outcome of this review, this paperwork will be retained by the University in accordance with the University’s Records Retention Schedule.