

WHAT TO EXPECT

IF YOU ARE CALLED

to a

FITNESS TO PRACTICE

MEETING

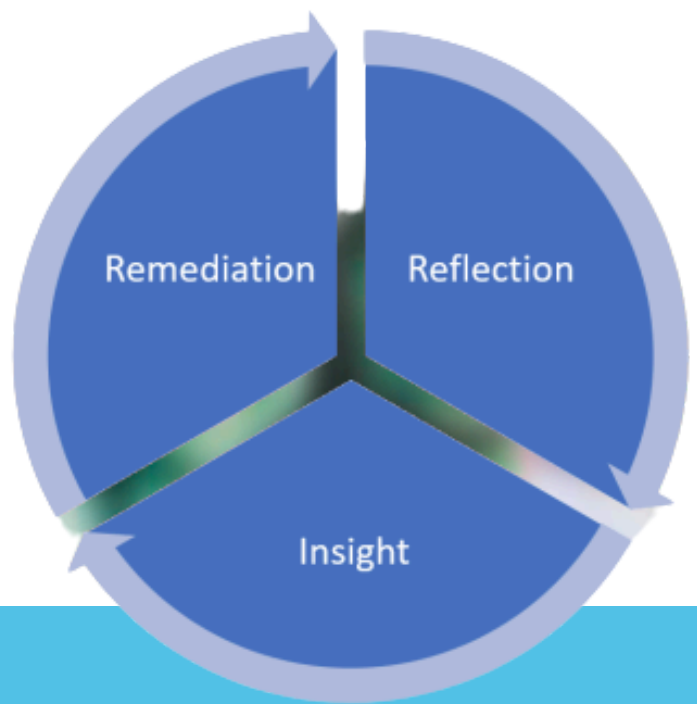
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This guide was last reviewed in November 2025. If you didn't get it directly from the advice(su) team, it's a good idea to [contact us](#) to check that you have the latest version.



What is FTP?



If you're studying for a professional qualification, the university needs to make sure all students are ready and safe to work with others. This is called **Fitness to Practice (FTP) or Professionalism**.

You may be referred to a Fitness to Practice process if:

1. You've done something that breaches your professional code of conduct, or raises concerns about how you might present yourself or your profession.
2. You've done something that could put someone's safety or wellbeing at risk.
3. There's a concern that something, for example, not managing your health, or not yet developing the right skills or knowledge which could affect your ability to practice safely.

The purpose of this process is to **support your development**, not to punish you. It's about identifying and addressing issues that could impact your future professional practice.

The FTP process helps ensure students are prepared to be
responsible professionals

RAISING & ADDRESSING FTP CONCERNS

Who can raise a concern?

Anyone who is worried that a student's behaviour or conduct may not meet professional standards can raise a Fitness to Practice (FtP) concern. This could include other students, staff, placement colleagues, clients, or members of the public.

How are concerns raised?

Concerns are submitted through a standard online form used across all Schools, ensuring that issues are logged and reviewed consistently and fairly.

What happens next?

Once a form is submitted, your School's FtP Lead reviews it to decide if immediate action is needed—especially if safety is at risk. The School will then contact you to explain the concern and next steps.

Meeting with the FtP Lead

You'll normally receive at least five working days' notice of this meeting so you have time to prepare. This is your chance to understand the concern, share your perspective, and explain any circumstances that may have contributed.

Your approach matters

Be open, honest, and reflective. This demonstrates professionalism and your commitment to learning from the experience.

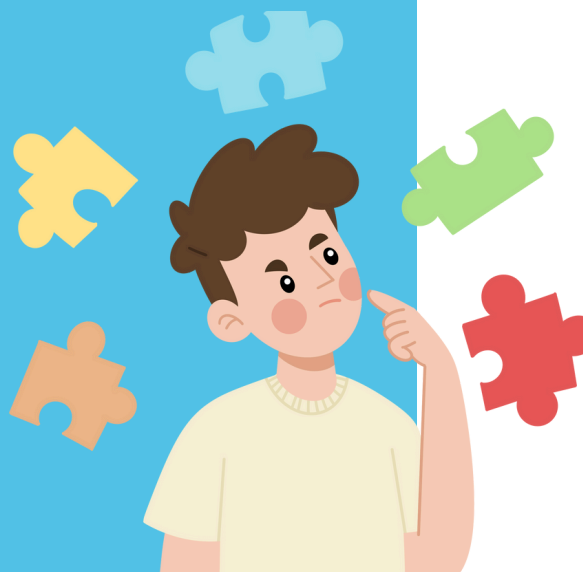


Navigating **ALLEGATIONS**

Understanding the Process and your Responsibility

If the allegations against you are true, it's important to acknowledge them and clarify how they came about.

If they are not true, **you shouldn't feel pressured to admit to something that isn't your fault.**



Regardless of the situation, take time to **reflect** on the impact these allegations may have on you, your profession, clients or those around you. If the allegations are false, think about **how** your actions or words may have caused a misunderstanding that led to the complaint being raised.

Looking ahead, consider how you might avoid repeating the same mistake or better communicate your intentions to prevent future misunderstandings.

Taking **responsibility** and showing **integrity** during this process can make things go more smoothly and might even help reduce potential consequences. Remember, **honesty is an expectation** of most registered professional groups.

PREPARING FOR THE MEETING

How you prepare for the meeting depends on the reason you've been called in.

An advisor can guide you with the specifics, but in general:

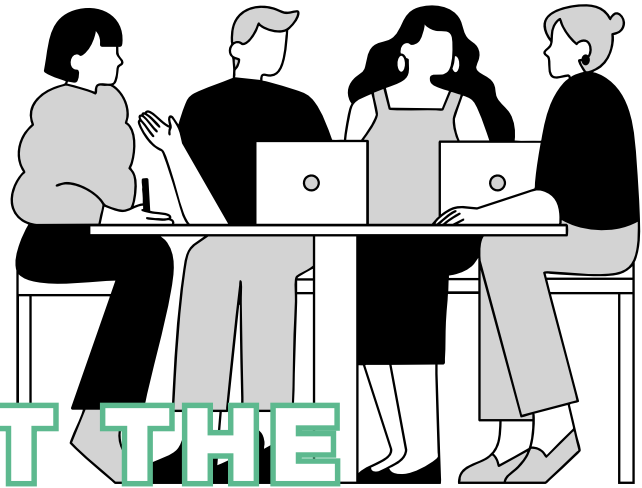
- **Reflect** on why the issue has come up and be ready to discuss it honestly.
- If the allegation is true or partly true, admit what happened and show you **understand** the concern.
- Gather any relevant **evidence** like emails, to bring with you.
- If the meeting is related to you health, think about **future** care steps and support options.
- Consider writing a **statement** summarising the situation from your point of view to ensure you cover everything. An advisor can help guide you on what to include.

You can find the University's [full procedure for dealing with professional conduct or suitability concerns](#) online.

It can be help to familiarise yourself with this information.



WHAT TO EXPECT AT THE MEETING



The meeting will be led by the FTP lead for your School.

Another member of UEA staff may be present to take minutes - they will not ask questions or engage in conversation during the meeting.

The FTP lead will start by introducing everyone and explaining the reason for the meeting. They will ask you questions related to the cause for concern. You'll have the opportunity to share your side of the story, and the FTP lead may ask clarifying questions to make sure they understand your perspective.

If you take a companion with you to the meeting, which could include an advisor from advice(su), they *cannot* answer questions on your behalf. However, if you are uncertain about something discussed, you can **ask for a break** to speak with them privately for advice during the meeting.

At the end of the meeting, the FTP lead will summarise the discussion, and you will be informed about when you can expect to hear the outcome. The process ensures that you have a clear understanding of the meeting's purpose and can participate fully.

INVESTIGATIONS

and Decision-Making



Complex Cases and Investigating Officers

If the FTP Lead considers a case complex, or if you deny the allegations, they *may* appoint an **Investigating Officer (IO)** to look into the situation further. The Investigating Officer will prepare a report to help the FTP Lead make a decision.

You may hear from the Investigating Officer directly, or they may speak to witnesses who already know about the allegations. Everyone involved must keep information strictly confidential.

How Decisions Are Made

The FTP Lead will make their decision based on the **balance of probabilities** — meaning they must believe it is *more likely than not* that a breach of professional standards occurred.



POSSIBLE

Outcomes and Support



Words of Advice and Penalties

Outcomes may include:

- Words of advice (for low-level issues).
- Online refresher training modules.
- A reflective essay on the implications of misconduct.
- A written warning on your university record for the rest of the course.
- A written warning reported to the relevant regulatory body when you register after graduation.
- No formal penalty, with no lasting record, if appropriate.

Higher-Level Disciplinary Action

If the case is particularly serious, or there have been multiple previous issues, it may be referred to the Senate Student Disciplinary Committee (SSDC), a higher-level university process.

Support and Development

The FTP process is not solely about discipline. If the investigation shows you need support in certain areas, you may be referred to other university departments for guidance or development opportunities.



SUPPORT FROM AN ADVISOR

How can advice(su) help me?

Our [Advice Team](#) is dedicated to providing support to students, offering guidance to help prepare you through the FTP process.

We recommend contacting us through our [Contact Form](#) outlining your situation. We usually correspond via email so that you have a 'paper trail' of correspondence as part of your evidence, where required. This can be helpful as you move through the process.

If an advisor is available, they'll arrange an appointment (by email, MS Teams, or in person) and guide you through your options. They can provide information about university procedures and act as a companion (rather than a representative) to offer moral support during university meetings. Only you know your situation best, and any decisions are yours to make, we cannot make decisions or act on your behalf

When it comes to university meetings like FTP, it's best to approach it with **honesty, reflection, and a willingness to learn.**

Advice(su) is a small team of 2 advisors supporting over 17,000 UEA students. We really appreciate your patience as we do our best to support everyone.

advice(su)

