



UKFP 2023 Eligibility Application Appeals Guidance



England
Northern Ireland
Scotland
Wales



**UK Foundation
Programme**



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Introduction

This guidance provides information about the Eligibility applicant appeals processes. You should familiarise yourself with the timelines for appeals. **Appeals will only be considered where an initial application for Eligibility has been received.**

Overview

The appeals process is conducted in two stages:

1. Applicants can correct mistakes and/or provide additional information/evidence which they omitted as part of their original application. There is a specific window for applicants to appeal an outcome following the initial release of application outcomes.
2. Applicants may appeal the outcome of their application on the basis that due process has not been followed. Applicants may appeal in relation to the how the process has been followed regardless of whether they amended or submitted new information during the first stage of this appeals process.

Application Process

Eligibility Outcomes

Applicants who graduated from a non-UK medical school or from a UK medical school more than two years before the start of the programme to which they are applying are required to apply through the eligibility process.

Eligibility applications are considered by the UKFPO in accordance with the eligibility criteria. A proportion of all eligibility applications are reviewed and quality assured by an independent eligibility checking panel.

Applicants who are considered ineligible at the end of this process may submit an appeal against the outcome of their application.

Underlying Principles of Appeals

Stage 1: Corrections and Submission of Additional Information

Following the release of eligibility application outcomes, applicants have a set window to correct any errors made as part of their initial application and/or to provide any additional information/evidence they might have omitted. Any information received after the deadline will not be considered.

Application outcomes will be reconsidered taking account of new information provided by the deadline.

Stage 2: Appeal/Review of Process Implementation

The principles underlying stage 2 of the appeals policy are:

- a. You cannot make an appeal because you simply disagree with the principle of the process or the judgements or outcomes that have been made by the UK Foundation Programme Office or its contractors. You may request a review where **processes or procedures** have not been followed, or there is evidence of unfairness in how the process has been implemented, and the objectivity of decisions is called into question.
- b. No additional supporting documents will be accepted at this stage.
- c. You can submit an appeal against the outcome of specific elements of the national application process on the following grounds:
 - that the process was not applied with appropriate diligence or due care, or that the panel did not follow due process, and this resulted in an error.
 - that any decision regarding your application was made in a prejudicial way, that is, where there is evidence of prejudice, bias or conflict of interest during the process.
 - a service interruption through the UKFPO's application website (Oriel) disadvantaged you.
- d. The procedure will be fair and transparent, and the final decisions will be made in accordance with relevant employment legislation and statutory procedures.
- e. Your privacy and confidentiality will be respected, subject to the need for an open and fair investigation and for the outcome of the investigation to be reported appropriately. The intention is both to protect your privacy and to protect those involved with the appeals process.
- f. The UKFPO will appoint an independent panel who will consider your appeal. This panel will consist of a minimum of three people and will include an appropriate representative from a medical school and from a foundation school. At least one member of the panel must be a clinician.

Appeals Process

1. If you wish to register an appeal you must complete the Appeals Form for UKFP 2023 (to be downloaded from the [UKFPO website](https://www.ukfpo.nhs.uk)) and submit it by email to appeals@foundationprogramme.nhs.uk by the deadline specified in the timeline. Appeals will **not** be accepted at any other time.
2. Make sure you
 - complete the correct form for the process and appeals stage you're applying under
 - clearly label (and list in your application if needed) which pieces of evidence you're submitting alongside your Appeals Form
 - check any additional documents you submit are easily readable and in a common file format
3. You should include in your appeal form a full statement of the grounds for your appeal. The statement should be **limited to 500 words**. **The panel will only consider the first 500 words**. You should set out the reasons why you believe that (either/or):
 - Stage 1
 - information/document(s) were originally omitted or incorrect
 - the information/document(s) you are submitting with your appeal should result in your eligibility status being changed to eligible/eligible with conditions
 - anything else you think the appeals panel should be aware of
 - Stage 2
 - the national review panel did not follow due process, and this resulted in an error in the assessment of your application/submission
 - any decision regarding your application was made in a prejudicial way
 - a service interruption through the UKFPO's application website (Oriel) disadvantaged you
4. Once you have submitted your Appeals Form and evidence (where applicable), you will receive an email to acknowledge that your appeal has been received.
5. The UKFPO will review your documentation to check whether any basic clerical errors have occurred (for example, missing which process/stage you're appealing under or documents that don't open/are not readable). If any such errors are found, we will contact you to clarify the information. No further information will be accepted after the deadline under any circumstances.
6. In the case that there are no clerical errors, the UKFPO will appoint an independent appeals panel, to determine whether there are grounds for appeal.
7. An independent appeals panel will review your appeal and make their decision based on any investigations they consider reasonable, having regard to the statement within the appeal and any supporting evidence (if applicable) provided by you. The UKFPO will provide you with the panel's decision on the published deadline.
8. If your appeal is successful, the UKFPO will agree a satisfactory resolution and provide you with further information.
9. If your appeal is unsuccessful, you are not able to further appeal (you cannot submit a stage 2 appeal to dispute the outcome of a stage 1 appeal) within this process. The independent appeals panel's decision is final. You will receive information about why your appeal was unsuccessful.

10. If you wish to withdraw your appeal, you must write to the UKFPO at the email address above.
11. No further evidence will be accepted after the close of the first stage of appeals submission window. Only the Appeals Form with the applicant's statement will be accepted for the second stage of appeals.
12. All second stage appeals outcomes are final. There is no further opportunity to challenge the outcomes of the respective elements of the national application process.

Other Useful Information

Appeals Panel Configuration

National appeals panels consist of representatives from the following organisations/stakeholder groups:

- Foundation School Directors (FSDs)
- Foundation School Managers (FSMs)
- Foundation Doctors (Trainee Representative)
- Medical Schools
- UK Foundation Programme Office (UKFPO)