



Specialised Units of Application (SUoA)

Specialised Foundation Programme Appeal Process



**UK
Foundation
Programme
(UKFP 2023)**

**December
2022**

Specialised Unit of Application (SUoA) SFP Appeal Process

Introduction

If you wish to register an appeal regarding the outcome of the Specialised Foundation Programme recruitment process, you should follow the process below.

Principles underlying the appeal policy

You cannot make an appeal simply because you disagree with the principles of the SUoA recruitment process or the judgements or outcomes that have been made by the application scorers/interview panels. You may request a review by the SUoA 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

You can appeal against the outcome of the application process only on the following grounds:

1. that the SUoA application scoring/interview processes were not applied with appropriate diligence or due care;
2. that there is evidence of prejudice, bias or conflict of interest in the handling of your application.

The appeal process will be fair and transparent, and the final decision will be made in accordance with relevant employment legislation and statutory procedures.

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 appeal process.

The SUoA will appoint an independent panel which 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 will be a clinician.

How to register an appeal

If you wish to register an appeal you must complete **Form SUoA1** (Appeal against the Specialised Unit of Application recruitment process) and submit it by email to the SUoA team and include "Appeal" in the subject line of the e-mail between during the advertised appeal window dates which are available on the Appeals webpage on the UKFPO website: <https://foundationprogramme.nhs.uk/faqs/ukfp-appeals-faqs/>

Appeals will not be accepted at any other time.

You should include on your appeal form a full statement of the grounds for your appeal. You should set out the reasons why you believe that:

1. the SUoA application scoring/interview processes were not applied with appropriate diligence or due care; or
2. there is evidence of prejudice, bias or conflict of interest in the handling of your application

You will receive an email within three working days to acknowledge that your appeal has been received.

Appeal outcome

The independent appeal panel will make their decision based on any investigations they consider reasonable, having reviewed your statement and any supporting evidence provided by you. Applicants will not be expected to attend the panel.

- The SUoA will contact you with the panel's decision by the advertised deadline.
- If your appeal is successful, the SUoA will agree a resolution.
- If your appeal is unsuccessful, you are not able to further appeal within this process.
- The decision of the appeal panel is final.

If you wish to withdraw your appeal, you must write to the SUoA at their advertised email address (see [list of foundation school websites](#) for further information).