



UKFP 2024

**Specialised
Units of
Application
(SUoA) Appeal
Process**



England
Northern Ireland
Scotland
Wales



**UKFPO
December
2023**

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Introduction

This applicant guidance document provides information and the timeline for the appeal process in relation to Specialised Foundation Programme selection. The national process and timeline applies to all Specialised Units of Application (SUoA) across the UK, but the appeals are received and managed by each individual SUoA or foundation school (and not by the UKFPO).

Appeals against national elements of the application process (eligibility/pre-allocation applications/clinical assessment/IFST) are managed by the UK Foundation Programme Office (UKFPO). A timeline which provides each appeal submission window and outcome dates can be found on the "[Appeals](#)" page of the UKFPO website.

Appeals will only be considered where an application for the Specialised Foundation Programme has been received on Oriel by the SUoA.

Appeal Policy

Principles underlying the appeal process

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.

It is important to note that the selection processes and scoring criteria which are used during the SFP recruitment process vary between SUoAs/foundation schools.

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:

- that the SUoA application scoring/interview processes were not applied with appropriate diligence or due care; or that the panel did not follow due process, and this resulted in an error.
- 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.

Appeal Panel Configuration

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 the following:

- Foundation School Director (FSD) or representative
- Medical School representative
- A least one clinician

The panel members must not have been involved in the original selection process (i.e they were not involved in scoring or interviewing the applicants).

Timeline

National SFP appeal timeline

Activity	Dates	Who
SFP appeals submission window opens Applicants to submit completed appeal form directly to SUoA/foundation school	Monday 05 February 2024	Applicants
SFP appeals submission window closes	Friday 09 February 2024	Applicants
SUoA/foundation schools hold local appeal review panels	Monday 12 – Friday 16 February 2024	SUoA/foundation school
Appeal outcomes released to applicants by this date	Friday 16 February	SUoA/foundation school

Process

How to register an appeal

If you wish to register an appeal, you must complete the **SUoA appeal form** and submit it by email to the SUoA team.

- The SUoA appeal form is available on the [UKFPO website](#)
- Your completed form must be emailed directly to the SUoA team (and not to the UKFPO)
- You must include “Appeal” in the subject line of your email.

- Appeals can only be submitted and emailed to the SUoA team during the advertised appeal window dates of **Monday 05 – Friday 09 February 2024**
- Appeals will only be accepted during the national appeal window, and not at any other time.
- Email addresses for Foundation Schools and SUoAs can be found [here](#)

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. that the SUoA application scoring/interview processes were not applied with appropriate diligence or due care; or that the panel did not follow due process, and this resulted in an error; or
2. there is evidence of prejudice, bias or conflict of interest in the handling of your application

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 are not expected to attend the panel.

- The SUoA team will contact you with the panel's decision by the advertised deadline.
- If your appeal is successful, the SUoA will agree a resolution and provide you with further information.
- If your appeal is unsuccessful, you are not able to further appeal within this process. There is no further opportunity to challenge the outcomes of the respective elements of the SUoA selection 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. Email addresses for Foundation Schools and SUoAs can be found [here](#)