

HEE National Study Leave Appeal Process

Background

This document outlines the national study leave appeals process that should be used for all doctors and dentists in training within Health Education England (HEE).

The Post Graduate Dean in each HEE local office is responsible for ensuring that the study leave budget and the rules regarding its use are implemented in a fair and transparent way in line with the national study leave principles:

<https://www.hee.nhs.uk/sites/default/files/documents/Study%20leave%20guidance%20overview.pdf>

The study leave process provides a mechanism by which trainees can appeal against a decision where they have evidence that the process that led to the decision was not followed correctly; or that there appeared to be bias, resulting in unfair treatment; or that new information has been made available that was not known at the time of the original decision and may have influenced the outcome.

Appeals will be reviewed by a senior member of the Health Education England local team and the relevant Deputy Post Graduate Dean (acting on behalf of the Post Graduate Dean).

Principles

If a doctor or dentist in training disagrees with a decision about study leave, they should in the first instance contact the relevant authoriser that refused the application to request an explanation / review.

If a doctor or dentist in training remains of the opinion that the wrong decision has been made, they can appeal against the decision by writing to the Postgraduate Dean or their nominated deputy. Appeals should be made in writing via the [PGMDE Support Portal](#) clearly stating the reasons for the appeal and submitting any new evidence that may support the appeal process.

Appeals should be submitted within four weeks of the original decision to refuse study leave; failure to do so will mean your appeal will not be processed. Appeals will then be considered by a panel convened within the local office that will include a senior member of the PGMDE team, a trainee representative and the Postgraduate Dean or nominee. The decision of the study leave panel is final.

The doctor or dentist in training will receive a response to their appeal via email within 20 working days of submission with the result of the appeal outlining the reasons for the decision reached.

HEE reserve the right to refer appeals back to the Trust or Employing Authority where it is deemed within their remit to resolve. HEE reserve the right not to enter into further appeals thereafter where the supervising clinician/Trust/Employing Authority have applied the guidance for study leave in the correct way.

The decision resulting from this appeals process is final and there will be no further right of appeal.