

APPEAL PROCEDURE

The appeal procedure is for applicants who have been unsuccessful in their review for membership of Chartered ICES and believe this result to be unjust. The procedure applies to applications for the grades of Technical Member, Member and Fellow, whether made directly or as an upgrade from another grade of membership.

This procedure does not deal with complaints against a member of the ICES on a professional basis or a complaint if dissatisfied with a service provided by the Institution or the way it operates.

There are a limited number of reasons why you might choose to appeal. These are:

- ***administrative shortcomings by ICES in handling/assessment of the application***
- ***unsatisfactory conduct of the review interview process***
- ***an unforeseen event or third party interference at the time of, or leading up to review interview***

There are no other grounds for appeal.

If considering an appeal it is advisable to speak with a member of the ICES professional development and membership department at ICES HQ (0161 972 3100).

A member of the department will try to assist in understanding the reasons for specific review outcomes including the grounds upon which decisions are made by examiners, and, by agreement may recommend a particular course of action. In some instances the advice may be that there are no grounds for an appeal, or that an appeal is likely to be unsuccessful.

In the event of continuing with an appeal a letter must be sent letter citing the reasons for the appeal and where necessary providing information and documentation to support the appeal. The appeal letter must be addressed to the Chief Executive Officer, and be received at Chartered ICES, Dominion House, Sale, Cheshire M33 7PP (United Kingdom) within two calendar months of the date of the letter from ICES advising of the decision that is the subject of the appeal.

All appeals should be accompanied by the current administration fee (£200 at the date of issue of this document – cheque payable to ICES or debit / credit card payment made by phone). The administration fee is refunded if the appeal is successful.

A copy of the appeal letter and documentation, together with the review report, will be forwarded to the panel of examiners and to the Chief Examiner for consideration.

If the documents used in the interview are to be reviewed, these will also be provided by the Institution.

Appeal Panel

Once all relevant documentation has been gathered the appeal shall be notified to the Chair of the Education, Professional Development and Membership Committee who shall convene an Appeal Panel from members of the EPD&M Committee or others as appropriate, and shall appoint one of the Appeal Panel to act as chair. The minimum number of members of the Appeal Panel shall be three. The Appeal Panel may or may not direct questions to be asked of the appellant as they see fit in order to gather further factual information.

Appeal Panel Decision

The Appeal Panel shall, after considering the appeal and any supporting documentation, the comments of the examiners and the Chief Examiner, make one of three decisions:

- *To reject the appeal*
- *To propose a re-interview at no cost to the applicant*
- *Or to uphold the appeal and award an appropriate grade of membership*

*The outcome will be stated in writing. **This decision is final.***