

CICES APPEAL PROCEDURE

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

This procedure is also for those applicants applying for CEng, IEng and EngTech. Their attention is drawn to the Engineering Council Regulations:

[https://www.engc.org.uk/EngCDocuments/Internet/Website/Engineering%20Council%20Regulations%20\(Vision%208%20-%20May%202018\).pdf](https://www.engc.org.uk/EngCDocuments/Internet/Website/Engineering%20Council%20Regulations%20(Vision%208%20-%20May%202018).pdf), in particular regulation 1C and Annex A to this regulation.

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

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

- **administrative shortcomings by CICES 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 Professional Development and Membership Department at CICES Head Office on 0161 972 3100.

A member of the department will try to assist in understanding the reasons for specific review outcomes, in discussion with the applicant, including the grounds upon which decisions are made by examiners, and, by agreement may recommend a particular course of action. In the event of continuing with an appeal, a written statement of not more than 600 words citing the grounds for the appeal and, where necessary, providing information and documentation to support the appeal must be sent to the Chief Executive Officer, and be received at the Chartered Institution of Civil Engineering Surveyors, Dominion House, Sale, Cheshire M33 7PP (United Kingdom) within two calendar months of the date of the letter from CICES 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 CICES 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 is three and at least one of the panellists should be at the same grade or higher as the appellant. 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:

- Reject the appeal;
- Propose a re-interview at no cost to the applicant;
- Or uphold the appeal and award an appropriate grade of membership.

The outcome will be stated in writing. The appeal panel will advise the Chair of the EPDM Committee of the decision. The Membership Manager will then write to the applicant with the decision and refund the administration fee if the appeal has been successful. The process will be concluded within 3 months of the original appeal unless circumstances dictate otherwise.

The decision is final.