

# PROFESSIONAL REVIEW APPEALS PROCEDURE

You can appeal if you are dissatisfied with the outcome of your Review.

After your Review, your application form for election or transfer, with the Reviewers' recommendations, is put to the Membership & Qualifications Committee for a decision. Full paperwork is also available and is audited at each meeting by one or two Committee Members.

If EC registration has not been recommended, you will be told why and advised on how to prepare for another attempt.

After receiving your notification letter, you can:

1. Ask for a Mentor and further advice from your Reviewers
2. Seek advice from a National Training Officer
3. **Or**, Appeal

You must choose whether to appeal or to seek advice.

It is not possible to receive advice then appeal. Nor can you receive advice later until the outcome of an appeal is known.

## Grounds for Appeal

The Professional Review is a "peer review". The onus is on you to convince the Reviewers on the day that you meet the published requirements for registration with the Engineering Council at the relevant level.

You may appeal:

- If there is evidence of administrative procedural or other irregularities in the conduct of the review. (That is if the format, procedure or structure of the Review significantly compromised your ability to convince the Reviewers that you meet the published standards required by IHE which use those issued by the Engineering Council.)
- You may appeal if a previously 'unknown to you' medical condition occurred on the day, in which case your doctor should give us the relevant facts in writing.

It unlikely that appeals based around the Reviewers' assessment of engineering competence will be sustained.

## Appeals Panel

Appeals are considered by an Appeals Panel.

This Panel normally comprises a Vice or Past President of the Institute who acts as Chairman and appoints two other Members, a Senior Reviewer who is a Council member and an experienced Reviewer in your particular specialism who is not a Council Member, in consultation with the Membership & Qualifications Committee Chairman and Membership Manager.

The Panel acts in a completely impartial way. Its members do not serve on the Membership Committee and will certainly not have been involved with your Review. They have the necessary powers to obtain advice and evidence to reach an impartial decision.

You will be told who is on the Panel.

The Appeals Panel's terms of reference are:

1. To obtain and consider evidence.
2. To make an impartial judgement from the evidence.
3. To reach a decision which is final and to notify the Membership & Qualifications Committee.

In all respects the appeal shall be considered, the proceedings conducted and the decision reached in accordance with natural justice.

## Procedure

- Appeals must be received by the IHE within six weeks of the date of the letter notifying you of the Committee's decision.
- Appeals should be based on the original notification letter from the Membership Manager.
- Set out clearly your reasons for appealing and address the weaknesses identified in the notification. All correspondence is through the Membership Manager.
- Supporting statements from employers or any other party are not admissible.
- Enclose a letter from your Doctor if the appeal is on medical grounds.
- Your Reviewers are sent copies of:
  - a) (a) Your appeal letter
  - b) (b) Your report, forms and career summary
  - c) (c) Their Assessment Form
- The Reviewers are asked to respond to your letter within four weeks.
- The papers, as listed above, together with the Reviewers' responses, are considered by the Appeals Panel.
- The next Membership & Qualifications Committee receives the Panel's decision and a summary of your application. They will have full documentation for reference.

## Outcomes

### The Appeals Panel may decide

- Either: the original decision should stand
- Or: a free review should be offered with different assessors.

The Panel chairman will produce a report on the reasons for its decision.

- The Panel's decision is final, but the Membership & Qualifications Committee may refer it back to the Panel for clarification.
- The Membership Manager will tell you the result.
- The decision notified to you is final and no further correspondence will be admitted.

If the original decision is upheld, you will be offered a Mentor and can receive further advice.

If the original decision is overturned, a further Review will be arranged or, in very exceptional circumstances, IEng may be awarded.

