

# Membership & Qualifications

## Appeals Panel – Terms of Reference

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### Delegated Authority

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| Royal Charter 3 (e) | To hold or prescribe examinations or other assessments for candidates for election to voting and non-voting membership and to require standards of knowledge and experience approved by the Institution.  |
| By-Laws 20,21,22,23 | Qualifications for Membership.  |
| By-Law 26           | Assessment, Training and Experience Regulations governing requirements for courses of study, assessments, training and experience, preparation and submission of technical reports, examination, academic requirements, and any additional requirements for membership. |
| By-Law 41           | Re-admission.   |

### Purpose

The Membership & Qualifications Appeals Panel is responsible to the Membership & Qualifications Committee for assessing appeals and bringing, as appropriate, policy issues to its attention. The Membership & Qualifications Appeals Panel's remit includes membership/registration applicants, academic institutions, and employers who have been unsuccessful in their membership / registration application, CPD sampling assessment, academic programme accreditation or training scheme accreditation. Appeals may be made against the legitimacy of the process but not against the decision itself. The process ensures right of reply for applicants, CPD sampled members, or organisations hereafter collectively referred to as applicants.

### Duties

- Supporting and liaising with the Education Subcommittee (EdSub), Professional Development Subcommittee (PDSUB), Registration Subcommittee (RSub) and Individual Case Procedure (ICP) Panel as appropriate in the discharge of its responsibilities related to the Appeals Procedure
- Considering those appeals submitted by unsuccessful applicants
- Contacting the applicant, referees, reviewers, assessors, EdSub, PDSUB, RSub and ICP Panel as appropriate if and as required
- Either upholding or rejecting the appeal with recommendations to EdSub, PDSUB, RSub and ICP Panel as appropriate
- Ensuring the results are communicated to the applicants, reviewers, assessors, EdSub, PDSUB, RSub, ICP Panel and Membership & Qualifications Committee as appropriate
- To consult non-panel members with expertise appropriate to the appeal (if required)

## Membership

The membership shall comprise of at least **six** members which should include:

- A Chair, selected by the Panel from the Panel for each meeting.
- Members – at least five additional members with experience of at least one of the three professional qualification stages likely to have been gained whilst serving on EdSub, PDSUB, RSub (or their predecessor PFF) and / or ICP Panel as appropriate. The members to be chosen to ensure that the Panel has experience of all three qualification stages.

It is the responsibility of the Chair to bring any policy issues relating to the Membership & Qualifications Appeals Panel and its work to the attention of the Membership & Qualifications Committee.

The Chair may seek additional advice and input from non-Panel members with expertise appropriate to the matters being discussed. The Chair may also co-opt individuals with appropriate experience to consider individual appeals as required. Conflicts of interest shall be avoided.

Support is given by the Membership Manager or their delegate together with staff from relevant qualification stages or activities as appropriate. The panel supports the Membership & Qualifications Committee.

## Meetings

- Meetings usually take place online when required. Collaboration work is carried out on an online or other basis. Meetings are usually only required to ratify the outcome of each appeal.
- Quorum: a minimum of three members and/or co-opted members will review each appeal. The Chair has the casting vote if needed.

## Code of conduct

All those who volunteer to lead, support or to take part in IChemE activity agree to conduct themselves with integrity and respect in accordance with relevant IChemE policies including the [Volunteer Conduct Principles](#) which can be found in the [volunteer handbook](#) and the [IChemE Professional Code of Conduct](#)