



## **Membership / Registration Application**

### **Appeal Against IST Decision**

Potential members of the IST and Registrants have the right to appeal if they think that the grade of membership or level of Registration that they are offered is incorrect.

If an individual chooses to appeal against a decision regarding application for Membership or Registration (CSci, RSci and RSciTech), they must follow the appeals procedure outlined below.

Grounds for appeal include:

- Procedural irregularities in the conduct of the Membership Committee and/or Registration Assessors (including alleged administrative error) of such a nature that may have affected the final decision
- Potential evidence of prejudice, bias, or inadequate assessment on the part of one or more of the registration assessors or members of the Membership Committee

Other grounds will be considered on their merits.

#### **Procedure**

1. An appeal must be submitted to the IST office, in writing, by post or e-mail, not more than 28 days from receipt of the written decision against which the potential member/Registrant is appealing - a form is available from the IST Office by post or e-mail. The reasons for the appeal must be clearly set out and be accompanied by all supporting evidence.
2. The appeal will be noted in the Appeals Log and receipt of the appeal will be confirmed with the applicant.
3. The appeal will be considered and determined by the IST's Appeals Panel who will, in general, refer to the evidence submitted by the appellant and her/his original application. In certain cases, the Appeals Panel may interview the appellant in person or by telephone. In this instance, the appellant will be given at least 3 weeks notice of the date of the meeting of the Appeals Panel.
4. The Appeals Panel's decision will be sent to the appellant, in writing, within 14 working days after it has reached a decision. Generally, the Panel will include reasons for its determination.
5. The findings of the Appeals Panel, with reasons, will be sent to the IST's Executive for information and noted in the Appeals Log.
6. The Appeal Panel's determinations are final and binding.
7. The Panel may, at its discretion, reimburse any expenses incurred by the appellant as a result of submitting an appeal.