



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 wishes to appeal against a decision regarding application for Membership or Registration, they must follow the appeals procedure outlined below.

Grounds for appeal include:

- Procedural irregularities in the conduct of the Membership Committee (including alleged administrative error) of such a nature that may have affected the final decision
- Potential evidence of prejudice, bias, or inadequate assessment on part of one or more of the 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, e-mail or fax, 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 website (www.istonline.org.uk) or 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 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.
3. The findings of the Appeals Panel, with reasons, will be sent to the IST's Executive for information.
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 Appeal Panel's determinations are final and binding.
6. The Panel may, at its discretion, reimburse any expenses incurred by the appellant as a result of submitting an appeal.