

Assessment of applications for any category of Faculty membership - Appeals Policy

1. Introduction

An appeal is a request by an applicant for a review of the outcome of a Faculty membership application i.e. an applicant did not receive the particular category of membership that they applied for and the applicant wishes to challenge that decision.

An appeal should be submitted using the Appeals Form (see Appendix 1) to the Faculty Membership Manager at ben.sloan@fci.org.uk.

Any submission must be made by the applicant personally, the Faculty will not enter into correspondence with any third parties in relation to complaints or appeals.

If the applicant would like to query the administration or conduct of the application process, rather than just the outcome of their application, they must make a complaint rather than an appeal. See our Faculty Complaints policy.

2. Receiving Feedback

If an applicant would first like feedback and to know the details as to why they did not receive the result they had hoped for, they can get in touch via info@fci.org.uk and assessment panel feedback will be provided to them. This is not the same as an appeal, however the applicant is welcome to appeal after they have received this information.

3. Resubmission

If the assessment panel do not believe the applicant had sufficient experience, but the applicant disagrees, the applicant has the opportunity to submit additional evidence. This is classed as a resubmission and the additional evidence will be reviewed by the assessment panel during the next recruitment round.

The applicant is welcome to join the Faculty at the level of membership that they have been offered (e.g. Member rather than Fellow) until the next recruitment round opens and their resubmission is reviewed.

If an applicant still does not receive the desired result after submitting more evidence, or if the applicant disputes their result for any other reason, they may submit an appeal.

The Faculty encourages applicants to consult with someone who has experience of the process, such as an existing Fellow of the Faculty or a mentor, before making a resubmission.

4. Appeals

An appeal may be lodged where an applicant wishes to dispute the decision made by the assessment panel, either after submitting additional evidence and not achieving the desired membership category or for some other reason.

Applicants will not suffer any disadvantage or recrimination as a result of making an appeal. Appeals must be submitted using the form available in Appendix 1 of this document and must include supporting evidence.

Appeals must be received no later than 10 working days after the notification of the assessment panel's decision (the Faculty retains discretion to extend this period and appellants should contact the Faculty Membership Manager at ben.sloan@fci.org.uk if personal situations require an extension).

There is no fee for making an appeal and receipt of the appeal will be acknowledged within 10 working days.

In the first instance, appeals will be considered by the Chair of the Faculty's Membership Standing Committee. Clarification of the precise nature of the appeal may be sought. The Chair of the Membership Standing Committee will decide if there is a prima facie case for an appeal. If there is no evidence of grounds for an appeal, this will be communicated to the candidate, with reasons, as soon as is reasonably possible and normally no more than six weeks after receipt of the appeal. If the Chair of the Membership Standing Committee concurs that there is prima facie case for an appeal, this will be communicated to the candidate as soon as is reasonably possible, and normally no more than six weeks after receipt of the appeal, and an Appeal Panel will be convened.

The Appeal Panel will be convened (and may operate virtually without physically meeting) as soon as is reasonably practicable. The panel will have five members who are all Fellows of the Faculty and were not involved in the original assessment and do not have any conflict of interest. One will be the Chair of the Membership Standing Committee unless he/she was involved in the original assessment, in which case an alternate will be identified. Appeals will be considered on the basis of submitted paper and electronic evidence only. The evidence that will be considered will be: all additional evidence submitted by the applicant, the applicant's original application to the Faculty, the original assessment made by the application assessors and the notes of the assessment panel review meeting.

In reaching a decision on whether to uphold or dismiss an appeal, the panel will act reasonably and objectively, observing the principles of natural justice.

The Appeal Panel may either conclude that the appeal should be dismissed or that the appeal should be upheld, and the applicant should be admitted to the Faculty as the category of member for which they applied. All decisions will then be sent to the Faculty Council to check that due process has been properly followed and, if it has, to endorse the decision reached by the Appeal Panel. The Faculty Council will not repeat the Appeal Panel's scrutiny.

The Chair of the Appeal Panel shall communicate its decision to the appellant with brief reasons, within one month of the date of the Appeal Panel meeting.

The Appeal Panel's decision shall be made on a majority basis and shall be final.

Appendix 1 – Appeals Form

Name of Appellant			
Professional Registration Number			
Address			
Email			
Nature of Appeal			
Supporting Evidence Submitted			
Signature of Appellant		Date	
Recipient at Faculty		Date	

Version Control Information

Title	Faculty Appeals Policy
Author	Membership Committee
Date	23 rd December 2019
Version Reference	FCI Appeals Policy_Dec 19_v2
Notes/Description	Council Approved out of session