



# Appeals Guidance

## Contents

Introduction .....	3
Appeals process .....	3
Professional Review candidates .....	3
Application Fee .....	3
What happens next? .....	4
Appeals decision.....	4



## Introduction

This guide is for candidates who've been unsuccessful in achieving professionally qualified membership of ICE or entry onto a professional register, and want to make a formal appeal.

The appeals process is not to be used for making a complaint against a member of ICE, or about a service we provide. If you'd like to make a complaint, please follow our complaints procedure.

## Appeals process

The grounds on which you can make an appeal are:

- Administrative shortcomings by ICE in the application process
- Unsatisfactory handling of the interview process
- An unforeseen event at the review/interview

If you are considering an appeal, we advise that you speak with a member of your Membership Recruitment Team (MRT). Please email [membershiprecruitment@ice.org.uk](mailto:membershiprecruitment@ice.org.uk) or call +44 (0)121 237 3648 / 3649 for help.

They will review, with you, the reasons why you were unsuccessful and recommend a course of action. In some instances you might be advised that an appeal is unlikely to be successful.

If you wish to proceed with an appeal you must email the Appeals Panel at [professional.reviews@ice.org.uk](mailto:professional.reviews@ice.org.uk) outlining your reasons and, where necessary, provide supporting information and documentation.

This must be done within two months of receiving your result notification letter.

## Professional Review candidates

Appeals against a Professional Review decision should also include a copy of the original report. Other applications

If you had to submit a report as part of your original application, you should submit this with your appeal.

## Application Fee

To make an appeal, you must pay an administration fee, which will be refunded to you if the Appeal Panel's decision is to offer a free re-sit or to overturn the decision of the Reviewers this will be refunded to you.

You should submit your appeal to [professional.reviews@ice.org.uk](mailto:professional.reviews@ice.org.uk).



## What happens next?

### Initial assessment

Your letter of appeal and any supporting documents will be forwarded to the Chair of the Appeals Panel who will consider if there are any reasonable grounds for an appeal. If it is considered that there are not any reasonable grounds for an appeal, you will be notified in writing.

### Full process

If the Chair of the Appeals Panel considers that there are reasonable grounds for an appeal, a copy of your appeal letter, reviewers'/assessors' assessment sheet will be sent to your original reviewers/assessors, and to the relevant member of the MRT. They'll all be asked to provide a short report addressing your comments.

Your lead sponsor/mentor will be sent a copy of your appeal letter and they will also be asked to provide comments.

Once all relevant documentation has been gathered, the appeal will be presented to the Appeals Panel.

## Appeals decision

The Appeals Panel will make one of three decisions:

- Uphold the original decision
- Invite you to re-sit/re-apply at no cost
- Overturn the original decision

You'll be informed, in writing, of the Appeal Panel's decision.



## Our vision

Civil engineers at the heart of society, delivering sustainable development through knowledge, skills and professional expertise.

## Core purpose

- To develop and qualify professionals engaged in civil engineering
- To exchange knowledge and best practice for the creation of a sustainable and built environment
- To promote our contribution to society worldwide

## Diversity statement

As a membership organisation and an employer, we value diversity and inclusion - a foundation for great engineering achievement

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