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Institution of Agricultural Engineers

**Professional Registration**

## **G11 – Professional Registration Interview (PRI) Appeals Procedure**

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## Introduction

This applies to candidates seeking registration with the Engineering Council and/or the Society for the Environment. In the event of a decision by the IAgrE Membership Committee not to register a member at any stage of the application process up to and including a Professional Review Interview (PRI) then the following procedure is to be followed.

1. The right to appeal should be made known to the IAgrE member within the letter notifying him/her of the result of the assessment. The member will be given 30 days from the date of the letter to lodge an appeal.
2. Grounds for the appeal can only be based on process (i.e. it was not followed) or perversity (i.e. it was not fair). The judgement of the assessors cannot be challenged and new evidence, which could have been produced at the interview, will not be considered.
3. The appeal will initially be considered by the IAgrE Chief Executive and Chair of the Membership Committee). If they judge the grounds to be sufficient they will, with minimum delay, convene a Panel to hear the appeal.
4. The Appeal Panel will consist of three people selected from the Institute's pool of assessors and one of these will be nominated as Chair. No members of the panel should have had any prior involvement with the case.
5. If an individual who is asked to serve on any panel has a conflict of interest in relation to any part of the case, or has a connection with the appellant which creates a real danger of bias, or which could cause others to think it could influence their decision then they must declare it, stand down and be replaced.
6. The Appeal Panel will convene a hearing, giving the appellant at least 2 weeks' notice of the date and venue. After due deliberation the Panel Chair will notify the appellant of the Panel's decision and confirm this in writing as soon as possible thereafter.
7. If the appeal is upheld the Institute will arrange a new assessment, at no cost to the appellant, within 3 months of the Appeal Panel hearing. This will be conducted by assessors who have had no contact with the case beforehand.
8. If the appeal relates to a Society for the Environment application for registration, the member will be informed that in event of them being unhappy with the outcome of the appeal, they have the right to appeal directly to the Society for the Environment. The IAgrE Chief Executive will advise the member on how to do this.