

# IFST Membership, Specialist Registers and Science Council Registers: Appeal Policy on Refusal of Admission and Revalidation

## Introduction

The Board of Trustees has delegated to the Professional Development Committee (PDC) the power to admit applicants to Membership, Chartered Scientist (CSci) and Specialist Registers.

## Scope

This policy covers:

- Refusal of admission to IFST Membership and Fellowship
- Refusal of admission to IFST Specialist Registers, including food auditors & mentors; food safety; and sensory
- Refusal of renewal of IFST Specialist Registration
- Refusal of revalidation of Science Council Registration, including failure to meet the CPD standard

## Appeal process

### 1 Requests for reconsideration by an Professional Development Committee Assessment Panel

When an applicant is turned down by an assessment panel, s/he will receive a statement in writing explaining the reasons why. If the applicant disagrees with this decision, s/he may request the panel in writing to reconsider its decision stating the reasons why and providing further supporting evidence as the applicant may wish. Such request must be made in writing c/o the Technical & Registration Officer within 30 days.

On receipt of a request for reconsideration, a staff member will check that all the available evidence was presented to the panel, including that the panel was correctly notified of category of application made.

The panel will reconsider the application. The panel may request that the applicant provides further evidence, referees statements, or other information, and may defer consideration of the application until this is received.

The panel's decision will be conveyed in writing to the applicant.

### 2. Appeals to an independent panel

Should the decision still be to reject the applicant, the applicant may appeal to an independent panel on the grounds:

- a) that the assessment panel was not in receipt of all the information submitted by the applicant and thus had insufficient to allow it to come to a reasoned decision;

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- b) that the assessment panel misinterpreted or misapplied the regulations and/or the regulations under section 1 above when reconsidering the application;
- c) that the assessment panel discriminated arbitrarily against the applicant;
- d) of maladministration on the part of an administrative officer.

The independent panel will not consider an appeal based on any challenge to or questions regarding a referee's report.

Such appeal must be made in writing c/o the PDC Chair within 30 days, stating on which of the above grounds the appeal is being made and stating any previous names by which the appellant may have been known.

In the event of an appeal, the PDC Chair will convene an independent panel to consider the appeal. The PDC Chair will nominate three IFST Fellows, who do not know the applicant and have no prior knowledge of the case, normally including one member with previous experience of IFST assessment processes. One member of the panel will produce a written summary of the discussions and decisions made.

In the case of an appeal relating to CSci or admission to a register, the independent panel will normally include one member who is respectively a CSci or on the relevant register. Again one member of the panel will produce a written summary of the discussions and decisions made.

Decisions will be unanimous.

The independent Panel's decision will be conveyed to the applicant. This will be the final decision of the Institute.