
HRB Structures Register Appeals Procedures

Joint ICE/IStructE Procedures

HRB Structures Register appeals

1.0 Grounds for an appeal

- 1.1 An applicant has a right of appeal against any decision in relation to their application for admission, transfer or readmission, or approval to undertake, or failure in, the Professional Review for the HRB Structures Register.
- 1.2 An appeal may be made on the following grounds only:
 - 1.2.1 extenuating circumstances occurring immediately before or during the application process or interview, and/or
 - 1.2.2 departure from the HRB Structures Register's application or interview procedures.
- 1.3 For the avoidance of doubt, an appeal shall not be considered on the grounds of the relevant panel's assessment of the application or in relation to a decision of the ICE/IStructE HRB Joint Committee.

2.0 Appeals procedure

- 2.1 Any appeal shall include the grounds on which it is made and any written supporting evidence, and shall be submitted in writing to the IStructE's Deputy CEO within 30 days of receipt by the applicant of the written notification of the interview result or the decision of the ICE/IStructE HRB Joint Committee.
- 2.2 The Deputy CEO shall review the appeal within 30 days of its receipt to decide if a case exists to review the decision.
- 2.3 If a case is deemed not to exist, the appeal shall be rejected. The applicant shall be informed of this decision by the Deputy CEO within 30 days of receipt by the Institution of the appeal.
- 2.4 If a case is deemed to exist, the appeal shall be referred to the ICE/IStructE HRB Joint Committee. The appeal shall be considered at the next scheduled meeting of the Joint Committee following the referral by the Deputy CEO.
- 2.5 The final decision on the appeal shall rest with the ICE/IStructE HRB Joint Committee. The Deputy CEO shall inform the applicant of the outcome of the appeal within 30 days of the decision of the Joint Committee.
- 2.6 If an applicant remains dissatisfied at the outcome of their appeal, the applicant shall have the right of a second appeal. In such cases, the applicant shall write to the Chief Executive within 30 days of receipt of the letter from the Deputy CEO, notifying the applicant of the outcome of their first appeal, stating the grounds of the second appeal.

- 2.7** The applicant may not make the second appeal on different grounds to the original appeal or put forward evidence which was not put forward in support of their original appeal.
- 2.8** The Chief Executive shall review the appeal within 30 days of its receipt to decide if a case exists to review the decision.
- 2.9** If a case is deemed not to exist, the appeal shall be rejected. The applicant shall be informed of this decision by the Chief Executive within 30 days of receipt by the Institution of the appeal.
- 2.10** If a case is deemed to exist, the Chief Executive shall appoint an Appeals Panel to review the appeal. The Appeals Panel shall consist of three Fellows who shall not be connected with any aspect of the interview or application process and who shall have no prior knowledge of the applicant or application. The Appeals Panel shall not normally include the President or the Chief Executive.
- 2.11** The Appeals Panel shall consider the second appeal within 90 days of its receipt by the Chief Executive, and shall report its decision to the ICE/IStructE HRB Joint Committee.
- 2.12** The Chief Executive shall notify the applicant of the outcome of the second appeal within 30 days of the decision of the ICE/IStructE HRB Joint Committee.
- 2.13** The decision of the ICE/IStructE HRB Joint Committee shall be final but without prejudice to any separate right of appeal to the Engineering Council upon matters pertaining to inclusion on its register.