**Appeals Procedure: Registration Matters**

**in respect of**

**Professional registrants**

**CSciTeach, RSci, RSciTech**

**Right to Appeal**

1. Individuals whose applications for Chartered Science Teacher, Registered Science Technician or Registered Scientist, are unsuccessful have the right to seek leave to appeal. The right to appeal shall depend only upon matters of procedure related to the application in question and not for the substantive decision.
2. Individuals who are asked to complete a CPD return as part of our auditing procedures and who are deemed not to meet the required standards will have the right to seek leave to appeal. The right to appeal shall depend only upon matters of procedure related to the application in question and not for the substantive decision.
3. If leave to appeal is sought, it must be done in writing to the Registrar within a month of the publication of the decision of the outcome of the application.

**Appeal Committee (Registrations)**

1. The request will be considered by the Registration Board and, if it grants the right of appeal, shall constitute an Appeal Committee (Registrations) comprising the President, the Chair or Immediate Past Chair of the Association and one member of Trustees each of whom has had no contact with the matters under appeal beforehand. The Registrar shall service the Appeals Committee (Registrations).
2. Appeals may take whatever form the Appeal Committee (Registrations) shall decide in its discretion. Its decision may be to uphold or dismiss the original decision or to order a reconsideration of the application through the due process. It shall not itself conduct such a reconsideration.
3. Its decision shall be communicated to the Board and to the parties by the Registrar.