

HKIQEP Professional Membership – Guidance for Appeal

An Appeal Panel appointed by the HKIQEP General Council handles matters brought forward by candidates who are dissatisfied with their assessment results and wish to lodge an appeal. This document outlines the requirements and process for lodging the appeal.

Grounds for Appeal

An appeal will only be considered on one or more of the following grounds:

1. There has been procedural or administrative error(s) during the course of the application or the assessment process which has affected the ability of the Assessment Panel to make a reasonable judgement.
2. The Assessment Panel has misapplied the HKIQEP Professional Assessment (Part II) Evaluation Rubric.
3. There were extenuating circumstances that occurred during the assessment that the Assessment Panel was not aware of.
4. There has been unfairness or indifferent treatment during the assessment.

Disagreement with the result does not constitute grounds for appeal.

Appeal Procedure

Appeals may be lodged within one (1) month from the date of the Professional Assessment (Part II) results notification letter. HKIQEP will not consider appeals received after the prescribed deadline.

To initiate the appeal process, the Appellant must email the following to the HKIQEP Qualification Panel (qualification@hkiqep.org) before the appeal deadline.

- ♦ Appeal request clearly stating the grounds of appeal
- ♦ Any supporting documentation that will provide additional information for the Appeal Panel
- ♦ The payment record of the appeal fee – mark the Appellant's name and Candidate number clearly to avoid delays

The fee for processing an appeal is HK\$1,500. This fee will be refunded if the appeal is successful. Payment should be made to:

Bank: HSBC
Account Name: Hong Kong Institute of Qualified Environmental Professionals
Account #: 853-011534-001
FPS (Proxy ID): 121034102

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Review of the Appeal

Upon receipt of the appeal request, an Appeal Panel consisting of three HKIQEP Fellows or Professional Members who have not assessed the Appellant and have no conflicts of interest with the Appellant will be formed.

The Appeal Panel will review the lodged appeal and the assessment records. If necessary, additional information or clarifications from the Appellant may be sought. In such cases, a timeframe will be indicated in the request. If the requested information is not received by the deadline, it will be presumed that the Appellant does not wish to pursue the appeal further.

The Appeal Panel may recommend to:

1. Accept the Applicant as HKIQEP Professional Member directly; or
2. Reject the appeal; or
3. Invite the Applicant to attend a new Professional Assessment (Part II).

If the Appeal Panel's recommendation to accept or reject the appeal is confirmed by the HKIQEP Governing Council, the Appellant will be informed of the decision by electronic mail. The notification will be issued within 3 months of receipt of the appeal request.

If the Appeal Panel recommends the Appellant to attend a new Professional Assessment (Part II), it will be treated as a NEW assessment. The Appellant will be invited to participate in a new assessment within 3 months of receipt of the appeal request. A new Assessment Panel will be formed and will not be given the original assessment results. A mutually convenient date will be confirmed for the new assessment. Members of the Assessment Panel who have assessed the Appellant will not sit on the new Assessment Panel. The new Assessment Panel will make a recommendation and submit the results to the Appeal Panel for review. The Appellant will be notified of the appeal results within 3 months of the new assessment.

For all appeal cases, the Appeal Panel will submit their recommendations to the HKIQEP Governing Council for its final discretion.

The result of an appeal is FINAL.

HKIQEP is not responsible for any costs incurred by the Appellant for the appeal process.

For enquiries, please email to qualification@hkiqep.org.