

ORS Accreditation Appeals Procedure

1. Appeals will be considered by an Accreditation Appeals Panel (AAP) to comprise three members appointed by Council who, at the date of their appointment, have not been members of the Accreditation Panel at any time during the preceding five years. Unless disqualified by association with the Accreditation Panel, the President would normally chair the AAP.
2. A candidate for accreditation who has been notified of the Accreditation Panel's decision in their case may submit in writing to the Society, within one calendar month of the date on which the notification was sent, a request for a written justification of the Accreditation Panel's decision.
3. Should the candidate be dissatisfied with the justification provided, an appeal may be made in writing within six calendar months of the date on which the written justification was sent to the candidate. Appeals may be made only on the following grounds:
 - that the Accreditation Panel has not taken fully into account, has not given appropriate weight to, or has misinterpreted, information available to it
 - that the Accreditation Panel has not applied correctly or fairly the rules of the accreditation scheme as approved by Council. The appellant should state in writing the grounds of the appeal and supply any supporting arguments or information.
4. The Accreditation Panel shall be asked whether it wishes to contest the appeal and if it does, to state in writing its grounds and supply supporting arguments or information.
5. The AAP shall consider the documents in the case and must allow the appeal if the Accreditation Panel has not contested it. In the case of a contested appeal the AAP may at this stage
 - seek further information
 - invite both parties to a hearing
 - allow the appeal
 - disallow the appeal, whilst granting the appellant the right to a hearing.
6. The appellant and a representative of the Accreditation Panel will be invited to any hearing. Either party may request that they be accompanied by a named 'friend' (to include a colleague, tutor or similar, but legal representatives and other professional advisers are specifically excluded). The request to be accompanied by a particular friend may be rejected if there are reasonable grounds for so doing, eg if the friend's presence would be prejudicial to the hearing, or would create a conflict of interest. The friend may ask questions, speak on the party's behalf, and confer with the party, but may be debarred from answering questions addressed to the party. Whilst the AAP may need time to consider its ruling, whenever feasible, after adjourning to deliberate, the AAP shall invite the parties back to announce and explain its position, and seek to secure both parties' acceptance that its ruling is fair and reasonable. If this is not practicable the AAP shall communicate its ruling to both parties in writing, normally within fourteen days.
7. The AAP's decision following a hearing shall be final.
8. Each side shall bear its own costs regardless of the outcome of the appeal.