



Chartered
Institute of
Editing and
Proofreading

Admissions Procedure

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1 General

1.1 The status and purpose of this procedure

1.1.1 This procedure is issued by the Council of the Chartered Institute of Editing and Proofreading ('the Institute'). Its purpose is to describe how the Admissions Panel is formed and operates, and how an appeal against a decision of the Admissions Panel is handled.

1.1.2 In this procedure, references to a regulation refer to the Regulations of the Chartered Institute of Editing and Proofreading.

1.2 Purpose of the Admissions Panel

The Admissions Panel ('the Panel') shall assess individual applications for admission to Intermediate Member or higher grades by checking that each applicant has fulfilled the criteria for membership in the appropriate class. Such criteria shall be determined by the Council of the Institute ('the Council') and may be revised from time to time. The Panel has a duty to provide documentation on the admissions process for applicants, to process applications and to maintain records.

2 Composition of the Panel

2.1 Admissions coordinator and admissions handler

2.1.1 The Council shall appoint one of its members to be the admissions coordinator, who shall chair the Panel. This shall be the director responsible for professional standards unless another person is appointed by the Institute's Council. The admissions coordinator shall liaise with the Council.

2.1.2 A member of the Institute's office staff shall act as the admissions handler, who shall prepare the documentation for applications before they are presented to the Panel.

2.2 Panel members

- 2.2.1 The membership of the Panel shall remain confidential and shall not be made known to any person other than the other members of the Panel, the admissions coordinator and admissions handler. Any communications between the Panel and applicants shall be made via the admissions handler.
- 2.2.2 The Panel shall choose the most appropriate means of communicating and meeting when handling applications under this procedure. There shall be no obligation for all members of the Panel to meet in the same location.
- 2.2.3 All decisions made by the Panel shall be made by individual members of the Panel or, where appropriate, by simple majority.

2.3 Number of members

The Panel shall consist of a group of eight to twelve people, or as many as are necessary to provide an efficient service with no undue delay. Numbers shall be determined by the admissions coordinator.

2.4 Appointment and length of service

- 2.4.1 Panel members shall be appointed by the admissions coordinator on behalf of the Council, to preserve the anonymity of Panel members.
- 2.4.2 Panel members shall be eligible to serve for a maximum of eight years. The admissions coordinator shall keep records of how long each Panel member has served.

2.5 Qualifications of Panel members

- 2.5.1 All Panel members shall be Advanced Professional Members of the Institute.
- 2.5.2 No member may be appointed to the Panel while they are a member of the Institute's Council or of a Complaints Panel appointed by the Institute.

2.6 Panel fees

Panel members shall be entitled to payment for time spent on Panel work at the current rate for the Institute's subcontractors.

3 Duties of the Panel

3.1 Management of admissions

The main collective business of the Panel is:

- a. to implement the criteria for the assessment of applicants for admission to the Institute and to resolve any problems arising
- b. to develop procedures to ensure that all such applicants are dealt with consistently and fairly
- c. to grant an appropriate level of membership to successful applicants.

3.2 Confidentiality

3.2.1 The application procedure shall be designed to conceal as far as possible the identity of the applicant from the assessing Panel member and vice versa.

The revealing of identity shall be permitted only where it is deemed necessary to verify details.

3.2.2 All information submitted by applicants or provided by referees shall be treated in the strictest confidence. If any Panel member divulges such confidential information, or is found to have sought to benefit by it, they shall be removed from the Panel. The Council shall have the final decision about whether a breach of confidence has occurred and about any action to be taken.

3.2.3 Any Panel member who is or becomes aware of the identity of an applicant must not take part in any discussion or decision about that application.

4 Powers of the Panel

4.1 Assessment of applicants

The Panel shall assess individual applications for membership as detailed in the Institute's regulations.

4.2 Ensuring validity of applications

If the Panel believes that an applicant has provided false information with the intent to deceive, the Panel shall reject the application and the applicant shall be allowed to reapply only at the Panel's discretion. Disciplinary action under Regulation 6.1 may also be taken.

4.3 Fees

The Panel shall advise the admissions coordinator, who shall advise the Council, on the level of fees payable for upgrade applications and appeals.

5 Appeal against a decision of the Panel

Applicants who disagree with a decision of the Panel shall have the right to appeal to the Admissions Appeals Panel, which shall investigate.

5.1 Notice of appeal to the Admissions Appeals Panel

- 5.1.1 If a party (hereafter an appellant) wishes to appeal against the Admissions Panel's decision, they must submit a written appeal to the admissions coordinator within 28 days of the date of receipt of the decision being appealed.
- 5.1.2 The appellant shall complete and submit the appeal form. An appeal shall clearly state, in as much detail as is possible, the grounds on which the appellant is appealing against the Admissions Panel's decision.
- 5.1.3 A member of the Institute's office staff shall act as the appeal handler and shall acknowledge receipt of the appeal in writing immediately upon receipt.
- 5.1.4 The admissions coordinator shall convene an Admissions Appeals Panel of at least three members of the Admissions Panel within seven working days of receipt of the appeal. The Admissions Appeals Panel shall not include any members of the Admissions Panel who made the decision under appeal.
- 5.1.5 The appeal handler may, on behalf of the Admissions Appeals Panel, invite the appellant to supply further information or evidence if they wish.

5.2 Admissions Appeals Panel

- 5.2.1 The membership of the Admissions Appeals Panel shall remain confidential and shall not be made known to the appellant. Any communications between the Admissions Appeals Panel and the appellant shall be made via the appeal handler.
- 5.2.2 The Admissions Appeals Panel shall choose the most appropriate means of communicating and meeting when handling appeals under this procedure. There shall be no obligation for all members of the Admissions Appeals Panel to meet in the same location.
- 5.2.3 All decisions made by the Admissions Appeals Panel shall be by simple majority.

5.3 Admissions Appeals Panel proceedings

- 5.3.1 The Admissions Appeals Panel shall have a period not exceeding 28 days in which to consider the appeal and report back to the admissions coordinator.
- 5.3.2 The appeal handler shall supply all members of the Admissions Appeals Panel with copies of all documents pertaining to the appeal (which shall include, but not necessarily be limited to, all documents originally provided to the Admissions Panel and those prepared by the Admissions Panel).
- 5.3.3 Any member of the Admissions Appeals Panel may request additional information and/or evidence from any party. Any and all such requests must be made via the appeal handler, who shall promptly contact the relevant party and forward the requested information to the Admissions Appeals Panel immediately upon receipt from the relevant party.
- 5.3.4 The Admissions Appeals Panel shall examine and evaluate all materials submitted in light of the appeal.
- 5.3.5 Following the examination and evaluation of all available facts and evidence including, where applicable, additional information and/or evidence acquired from any party, the Admissions Appeals Panel shall reach an agreement by simple majority vote upon the action to be recommended.
- 5.3.6 The Admissions Appeals Panel shall provide a detailed written report of its findings and the recommended action to the admissions coordinator.
- 5.3.7 Actions which may be recommended by the Admissions Appeals Panel are set out in **clause 5.4.1**.

5.4 Appeal outcomes

- 5.4.1 The Admissions Appeals Panel may direct that the Admissions Panel take one of the following actions:
 - a. reverse its original decision; or
 - b. reverse its original decision in part; or
 - c. uphold its original decision.
- 5.4.2 The Admissions Panel shall follow the direction of the Admissions Appeals Panel.
- 5.4.3 If the decision of the Admissions Panel is reversed, the appellant shall be allowed to upgrade to, or join the Institute at, the grade originally applied for.
- 5.4.4 If the decision of the Admissions Panel is reversed in part, the appellant shall be allowed to upgrade to, or join the Institute at, a grade lower than that originally applied for, if applicable.

- 5.4.5 If the decision of the Admissions Panel is allowed to stand, no further action will be taken.
- 5.4.6 The admissions coordinator shall inform the parties to the appeal of the outcome of the appeal and of the action to be taken. All such communications shall be in writing, within seven days of the decision being made.
- 5.4.7 The admissions coordinator shall inform the Council of the outcome of the appeal and of the actions taken.

