

## APPEAL PROCEDURES

1. Any appeal against the decision involving applications for membership, including assessment of academic qualifications for membership, shall include a letter stating the grounds of appeal and shall be submitted by the appellant to the Secretariat of the Institution within three months from the date of the letter notifying the result of the assessment. Supporting information or documents shall also be submitted together with the letter of appeal.
2. A fee of HK\$950 shall be required for any appeal against the decision involving applications for membership, including assessment of academic qualifications for membership. Such fee shall be deposited together with the appeal letter within the prescribed period, which is refundable if the appeal is successful.
3. Appeal shall be reviewed by relevant committee or panel in accordance with membership class applied and mode of assessment.
4. The appellant shall be notified of the result of the appeal.

For appeals in relation to Professional Assessment, please refer to the procedures as set out below.

### **Procedures for appeal in relation to Professional Assessment**

1. Any appeal against the decision involving applications for membership via Professional Assessment shall include a letter stating the grounds of appeal and shall be submitted by the appellant to the Secretariat of the Institution within three months from the date of the letter notifying the result of the assessment. Supporting information or documents shall also be submitted together with the letter of appeal.
2. A fee of HK\$950 shall be required for any appeal against the decision involving applications for membership. Such fee shall be deposited together with the appeal letter within the prescribed period, which is refundable if the appeal is successful.
3. The Quality Control Committee shall review the case in consultation with the related Discipline Advisory Panel and makes a decision.
4. If the appeal is rejected, the appellant shall have the right to have a final appeal against the outcome of the first appeal on the results of Professional Assessment.
5. In submitting the final appeal, the appellant shall submit a letter for consideration of the Qualification & Membership Board stating the grounds of the appeal within two months from the date of the letter notifying the result of the first appeal together with the final appeal fee of HK\$1,900. The fee shall be refunded to the appellant if the final appeal is successful.
6. Delegated by the Council, an Appeal Panel shall be formed by the Executive of the HKIE on the recommendation of the Qualification & Membership Board to consider the appeal and make recommendation.

7. The Qualification & Membership Board shall consider the recommendation from the Appeal Panel and the decision of the Board is final.
8. The appellant shall be notified of the result of the final appeal.

**Procedures for appeal in relation to Fellow applications**

1. Any appeal against the decision involving applications for Fellowship, shall include a letter stating the grounds of appeal and shall be submitted by the appellant to the Secretariat of the Institution within three months from the date of the letter notifying the result of the assessment. Supporting information or documents shall also be submitted together with the letter of appeal.
2. A fee of HK\$950 shall be required for any appeal against the decision involving applications for membership. Such fee shall be deposited together with the appeal letter within the prescribed period, which is refundable if the appeal is successful.
3. Appeal shall be reviewed by the Q & M Board with recommendations from the Fellowship Committee. The decision of the Q & M Board on the appeal should be treated as final.

For enquiries, please contact Membership Section at (852) 2890 2926.

**PAYMENT FORM**

Name : \_\_\_\_\_

Application No.: \_\_\_\_\_

Class of Membership applying for: \_\_\_\_\_

Discipline (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

You are deemed to have read and understood the Payment Instructions before submitting this Payment Form.

DESCRIPTIONS	AMOUNTS (HK\$)
<b>Please tick as appropriate:</b> <input type="checkbox"/> Appeal Fee (See Note 1) <input type="checkbox"/> Final Appeal Fee (See Note 2) <i>(Please refer to the notes stated overleaf)</i>	 <b>(1) 950</b> <b>(2) 1,900</b>

Please indicate the cheque no. if payment is made by cheque: \_\_\_\_\_

VISA  MASTERCARD (Other kinds of credit cards are not accepted)

Card Number

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
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Card Expiry Date: \_\_\_\_\_ (mm/yy) *(should be valid for the next six months)*

Name of Cardholder: \_\_\_\_\_

Payment (in HKD): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Payment by Credit Card is preferred.**

## PAYMENT INSTRUCTIONS

### Notes

- 1 Appeal against decision involving application for membership, including assessment of academic qualifications for membership, is currently charged at HK\$950.
- 2 Final appeal against the outcome of the first appeal on the results of Professional Assessment is currently charged at HK\$1,900.

### How to Pay

#### 3 Payment

##### 3.1 By Visa or Master Card

Please provide credit card details by completing the lower part of the Payment Form. Please return the original copy to the HKIE.

##### 3.2 Cheques

Cheques should be crossed and made payable to "The Hong Kong Institution of Engineers". Please mark your membership number on the back of the cheque, where applicable.

##### 3.3 Non-resident members

For Non-resident members payment by bank draft or cheque issued by a bank in Hong Kong is preferred. However, payment by any Visa or Master card is also acceptable.

### Enquiries

- 4 For enquiries regarding Payment Form, please contact the Membership Section at 2895 4446.