



Institute for
Advanced Learning
& Metacognition

INSTITUTE FOR ADVANCED LEARNING AND METACOGNITION

Advancing the Science of Learning

Appeals Code

Procedure for appeals against membership decisions

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Approved by	Role	Date	Signature
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1. Purpose and scope

This Appeals Code sets out how a person may appeal against certain decisions made by the Institute for Advanced Learning and Metacognition (IALM) concerning membership. Its purpose is to ensure that such decisions are fair, consistent and open to independent review.

This Code applies to a decision to refuse admission to a category of membership, to refuse an application to upgrade, or to decline to confer a particular grade. It does not apply to complaints (which are dealt with under the IALM Complaints Policy) or to disciplinary sanctions (which are dealt with, and may be appealed, under the IALM Disciplinary Code).

2. Membership categories covered

This Code applies to decisions concerning the following categories of membership: Student Member; Affiliate Member; Associate Member (AIALM); Full Member (MIALM); Fellow (FIALM); Institutional Member (IMIALM); Corporate Member (CMIALM); and any other category of membership introduced by the Institute, unless specifically excluded.

3. Grounds for appeal

An appeal must be made on one or more of the following grounds:

- the criteria for admission to the membership category were misinterpreted or incorrectly applied;
- there was an administrative or procedural error on the part of the Institute; or
- the Institute misinterpreted the information supplied by the applicant.

An appeal will not succeed merely because the applicant disagrees with a decision that was properly made in accordance with the membership criteria.

4. How to make an appeal

To make an appeal, you must:

- set out your appeal in writing (which includes email), describing in detail the nature and grounds of the appeal;
- submit it within 28 days of the date of the letter notifying you of the decision; and
- address it to the Director at the Institute's registered office, or by email to info@theialm.org.

Where the Institute operates an appeal fee, a cost-recovery fee of £100 is payable with the appeal; this fee will be reimbursed if the appeal is successful. The Institute will acknowledge receipt of your appeal.

5. Preliminary review

On receipt, the appeal will be checked to confirm that it cites one or more of the grounds in section 3.

- Appeals that do not cite a valid ground may be rejected at this preliminary stage, and any fee (less a reasonable administration element) returned.
- Appeals that cite a valid ground will proceed to the Appeals Panel. The appellant will be informed and provided with a copy of this Code.

The preliminary stage will normally be completed within 28 days.

6. The Appeals Panel

Appeals are considered by a Membership Appeals Panel appointed by the Board of Trustees.

- The Panel comprises at least three people, including a Chair.
- No person who took part in the original decision may sit on the Panel.
- Panel members must declare any conflict of interest. A conflicted member will stand down and, where necessary, be replaced so that the Panel remains quorate.

7. How the appeal is considered

The Panel will normally meet within three months of the end of the preliminary stage. The Chair will ensure that the appeal is presented fairly and that all relevant information is before the Panel, including:

- a copy of the original application;
- a copy of the letter notifying the decision;
- the appellant's letter of appeal;
- the grade applied for, offered or refused; and
- the relevant membership criteria.

The Panel may (but is not obliged to) invite the appellant to present their case in person, including by video link. All discussions are confidential, and the Panel's report will be non-attributable.

8. Decisions available to the Panel

Having considered the appeal, the Panel may:

- uphold the appeal and confirm the membership grade applied for;
- reject the appeal;

- reject the appeal but confirm, or offer, an alternative grade for which the appellant is eligible; or
- request further information from the appellant before reaching a decision.

9. Outcome and finality

The Panel's decision will be communicated to the appellant in writing, normally within 28 days of the Panel meeting. Where an appeal is successful, any fee paid will be reimbursed.

The decision of the Appeals Panel represents the final stage of the Institute's internal procedures. This does not affect any rights the appellant may have in law.

A person whose appeal is rejected at the preliminary stage solely for failing to cite a valid ground may submit up to two further appeal applications, provided each cites one or more of the grounds in section 3.

10. Confidentiality and data protection

All materials relating to an appeal are treated as confidential and retained securely by the Institute. Personal data is processed in accordance with the Data Protection Act 2018, the UK GDPR and the IALM Privacy Policy. The appellant has the right to access information held about them, subject to data protection law.

11. Related policies

- IALM Bye-laws and Members' Charter;
- IALM Disciplinary Code;
- IALM Complaints Policy;
- IALM Conflicts of Interest Policy; and
- IALM Privacy Policy.

12. Review of this Code

This Code will be reviewed by the Board of Trustees at least every two years, or sooner if required by changes to the Institute's membership arrangements, to ensure it remains fair and effective.