



# Appeal Procedure for ATCM Membership Application

## 1. Purpose

This procedure explains how applicants may appeal a membership application decision made by the Association of Traditional Chinese Medicine and Acupuncture UK (ATCM). It ensures fairness, transparency, and independence in the admissions process.

## 2. Appealable Decision

Applicants may appeal the **review decision**, which refers to the **final decision made after the interview and assessment of the application**.

## 3. Grounds for Appeal

Applicants may appeal **only** on one or more of the following valid grounds:

### 3.1 Procedural Irregularity

The admissions process was not followed correctly.  
Examples:

- Required documents were not reviewed
- Interview panel did not follow the published criteria
- Incorrect application of eligibility rules

### 3.2 Bias or Conflict of Interest

Evidence that the decision may have been influenced by unfair treatment, discrimination, or an undeclared conflict of interest.

### 3.3 New and Significant Information

Important new evidence that:

- was not available earlier, and
- may reasonably have affected the outcome.

**Note:**

Disagreement with the decision alone is **not** a valid ground for appeal.

## 4. What Cannot Be Appealed

Appeals will not be accepted if based only on:

- disagreement with the outcome
- a desire for a second interview
- dissatisfaction without evidence

## 5. Appeal Panel Composition

To ensure fairness and independence, members of the Appeal Panel **must not** have been involved in:

- the initial screening
- the interview
- the first decision

The Appeal Panel includes:

- **One senior ATCM Council member** (independent of the original decision)
- **One lay member**
- **One academic or clinical assessor** not involved in the original interview

## 6. Submitting an Appeal

Appeals must be submitted **in writing within 14 days** of receiving the decision.

The appeal must include:

- Applicant's full name
- Date of the original decision
- Specific ground(s) for appeal
- Supporting evidence

Appeals should be emailed to: **info@atcm.co.uk**

## 7. Appeal Review Process

1. **Acknowledgement** – within 5 working days

2. **Panel Review** – independent review of all documents
3. **Outcome issued within 21 days**  
Options:
  - Original decision upheld
  - Decision overturned
  - Reassessment or new interview required

All Appeal Panel decisions are **final**.

## **8. Record Keeping**

All appeal records are securely stored and reviewed annually for quality assurance and continuous improvement.