

**NATIONAL UNIVERSITY OF IRELAND, DUBLIN
UNIVERSITY COLLEGE DUBLIN
ACADEMIC COUNCIL REGULATIONS**

ACADEMIC COUNCIL REGULATION 2

(as approved by the Governing Authority, June 1998)

**Procedures for the consideration of appeals by students
relating to the Results of Module Assessments/Traditional
Examinations**

(as approved by the Academic Council, April 1999, as amended by the Academic Council, December 1999, May 2006, February 2007, December 2010, December 2011)

- 1 The Academic Council shall establish an Academic Council Committee for Assessment Appeals in accordance with the provisions of Statute VI. The Committee shall comprise no more than twenty members, at least two of whom shall be men and at least two of whom shall be women.
 - 1.1 The Academic Council will appoint the Academic Council Committee for Assessment Appeals (ACCAA). Normally, the term of office of members of the committee shall be three years, but members shall be eligible for re-appointment. The Academic Council shall, on the nomination of the Registrar, appoint persons to the committee to fill casual vacancies.
 - 1.2 If a member of the ACCAA becomes a registered student of UCD, she or he will resign from the Committee. When the individual ceases to be a UCD student and appeals related to his or her course of study have been determined (if any), she or he should be eligible for reappointment to the Committee.
- 2 The President shall appoint one of the members of the committee to chair the committee.
- 3 Four members of the committee shall constitute a quorum at a meeting to consider an appeal by a student in relation to the result of a module. In the absence of the chairman or chairwoman of the committee, those members of the committee present at a meeting shall select one of their number to chair the meeting.
- 4 The Registrar shall appoint a member of staff to act as Assessment Appeals Officer. The Assessment Appeals Officer shall not be a member of the Assessment Appeals Committee, but shall act as secretary to the committee.

Appeals against the Results of an Assessment:

- 5 Students may appeal to the ACCAA against the result of any assessment of their work. Such an appeal may only be made after the result of the module has been approved at a meeting of the relevant Programme Examination Board. A student who wishes to appeal the result of a module shall lodge the appeal, in the prescribed format, with the Assessment Appeals Officer.
- 6 The ACCAA will normally consider an appeal only when it has been lodged with the Assessment Appeals Officer within thirty days of the date when the result of the module was made available to the student. Only in rare and exceptional circumstances, the Assessment Appeals Committee may, at its absolute discretion, decide to consider an appeal at any time.

Grounds for Appeal:

- 7 The only grounds on which the ACCAA will consider an appeal are:
 - 7.1 Irregularity. There is evidence of substantive irregularity in the conduct of the assessment process.
 - 7.2 Extenuating Circumstances.
 - 7.2.1 There were extenuating circumstances of which the Dean was aware but had rejected because the application was late and the Dean did not consider the reason as to why the application was late to be valid.
 - 7.2.2 The Programme Examination Board did not appreciate the seriousness of the extenuating circumstances.
 - 7.3 Incorrect grade. Following the findings of the School's examination review process, a claim is made, on stated grounds, that the grade awarded is incorrect.

Process of Appeals:

- 8 No appeal will be processed if the student does not meet any of the above grounds or if the appeal is incomplete. The Assessment Appeals Officer will return all such appeals to the student and will specify the reasons as to why the appeal could not be processed. The student can resubmit the appeal once all issues have been addressed.
- 9 After an appeal has been processed, the Assessment Appeals Officer shall write to the student, acknowledging receipt of the appeal and advising the student:
 - That the appeal may not be successful.
 - That all correspondence and queries in relation to the appeal are to be directed to the Assessment Appeals Office.
 - That, pending a decision on the appeal by the ACCAA, the student should, where possible, re-present for assessment, on the

understanding that a re-sitting of an assessment will not prejudice the decision of the ACCAA.

- That the conferring of a degree or other award may be deferred, pending the decision of the ACCAA.
- That, without prejudice, the student may, where appropriate, advance to the next stage of his or her programme, pending the decision of the ACCAA.

- 10 On receipt of an appeal in relation to a module result, the Assessment Appeals Officer shall send a copy of the appeal to the Head of School or another designated person responsible for the administration of appeals in the School. The School shall be requested to respond to the appeal within thirty days. In rare and exceptional circumstance, the Committee reserves the right to decide in favour of the student, should the School not co-operate with the appeals process. Such cases will also be referred to the Registrar.
- 11 The ACCAA will require evidence of any medical or other circumstance which may have adversely affected the student's performance at the assessment. Where evidence is submitted, such as a medical certificate from a registered medical practitioner, only original copies will be acceptable. If it is discovered that an appellant has submitted fraudulent documentation with their appeal, the appeals process will immediately cease and the appellant will be referred to the Registrar for disciplinary action.
- 12 The ACCAA shall consider each appeal on the grounds on which it is based, in accordance with the principles of natural justice. To assist it in coming to a decision, the committee may consult the intern examiner(s) and the extern examiner(s) or other appropriate persons.
- 13 The ACCAA shall decide on an appeal, where necessary, by a simple majority vote of the members present and voting. The member of the committee chairing the meeting shall have a casting and a deliberative vote.
- 14 Where the ACCAA decides to amend a module result, Assessments shall be so informed and shall amend the record of the module result.
- 15 The Assessment Appeals Officer shall inform the appellant and the Head of School (or other designated person), in writing, of the decision of the Assessment Appeals Committee.

16 A student appealing the results of a module shall pay a fee. This fee shall be refunded where the appeal is successful.

Other duties:

17 The Assessment Appeals Office shall prepare a report on the work of the ACCAA for the Academic Council, at least once during each session, in accordance with the provisions of Statute VI.

18 The Academic Council may determine, by regulation, the level of fee that may be charged to students who make an appeal relating to the result of a module and the circumstances in which this fee shall be refunded.