



## **University College Dublin – Applicant Appeals**

### **General Policy**

All applicants to University College Dublin are carefully assessed on the basis of published policies and procedures in line with UCD's [Terms and Conditions of Offer of Admission](#). An applicant is entitled to appeal a decision where s/he feels that the assessment has, in his/her individual case, not met these standards.

Submission of an appeal does not mean that an appeal will be granted and during the appeal process the applicant is still considered not admitted to the university.

Appeals may be submitted only by the applicant. Appeals submitted by a third party will not be considered. Where an appeal is deemed to be malicious or vexatious, or where false information is submitted, the appeal will not be considered and disciplinary or legal action may be taken as appropriate.

The grounds for appeal that may be considered are:

- i) Incorrect process; specific evidence of irregularity in the University Applications assessment process;
- ii) Specified/stated grounds where the University's decision was based on misinterpretation of data or information provided as part of the application process

### **Procedure**

If an applicant chooses to appeal, the request must comply with the following:

- 1. The appeal must be received in writing (either e-mail or hard copy) within 20 working days of the date of the original decision stating how s/he considers the application to have been unfairly considered.**
- 2. The letter of appeal should be accompanied by any relevant supporting documentation (submitted either as e-mail attachments or as hard copy).**

The appeal should be sent to the relevant decision making authority. In the case of the majority of courses this will be the [School/College](#)<sup>1</sup> which has issued the decision. In this instance it will be the responsibility of the Head of School to nominate the members of the appeals committee. CAO, undergraduate transfer applicants and Non-EU undergraduate applicants should send the appeal to the [Director of Admissions and Enrolment Planning](#).

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<sup>1</sup> In the case of decisions having been made by the International Office they are deemed to be acting on the delegated authority of the relevant School or College.

## **Appeal Assessment**

The appeal will be considered impartially and, where possible<sup>2</sup>, by staff who were not involved in making the original decision. The function of the appeals process is to ensure the rules are applied fairly. The appeals process cannot set aside the rules for applicants who appeal for special treatment.

- 1. In the majority of cases the appeal will be assessed on the basis of the written submission alone.**
- 2. If necessary the applicant may be contacted for further information or to clarify points already raised.**
- 3. Unless exceptional circumstances arise (e.g. if requested further information/clarification has not been provided by the applicant) the decision relating to the appeal will be communicated to the applicant in writing (either e-mail or hard copy) within 20 working days of the receipt of the appeal.**
- 4. If the decision reached is not to the applicant's satisfaction, a further appeal may be made, in writing, to the Registrar.**

The decision of the Registrar will be considered final in all cases.

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<sup>2</sup> Unit size may mean that this is not always possible.