

# Student Appeals || Staff Guidelines

## WHAT IS A STUDENT APPEAL?

Students are permitted to appeal certain decisions made by the University. ***An appeal is a request for a formal review of a decision or sanction determined by a university body.***

The **Student Appeals Procedure** outlines the category of decisions that may be appealed, grounds for an appeal and the procedures that will be followed

## WHAT DECISIONS CAN BE APPEALED?

### Assessment Appeals:

- An appeal against the result of any assessment of students' academic work. An appeal against the result of a module can only be submitted against a final result, including an appeal against a component of a module.
- An appeal against the decision of the Academic Council Committee on Examinations on the award of a Research Master's Degree.
- An appeal against decisions on progression in and award of doctoral programmes. A student can appeal the decision of the Transfer Assessment Panel or the decision of the Academic Council Committee on Examinations on the award.

### Student Conduct Appeals:

- An appeal against decisions made under the Student Discipline Procedure and Student Academic Misconduct Procedures. Appeals may be made against decisions and/or any penalty applied under the above procedures.
- An appeal against decisions of School Academic Integrity Committees.
- An appeal against decisions by UCD Residences in relation to breaches of the License to Reside.

### Continuation, Progression and Standing Appeals:

- An appeal against decisions made by Governing Boards relating to discontinuation of a student's registration under: Continuation-Academic Progress (Academic Regulation), Fitness to Continue in Study, and Student Fitness to Practise Policies.
- An appeal against decisions of the Ad Astra Academy to discontinue a scholarship.
- An appeal against decisions made by the UCD Vetting Review Committee.
- An appeal against decisions made by the Risk Assessment Standing Committee.

## PROCESS

### 1. Submit

Complete the Student Appeal Form, with all supporting evidence and submit it to:

[Student.Appeals@ucd.ie](mailto:Student.Appeals@ucd.ie)

### 2. Review

Your appeal will be reviewed to make sure its permissible under the **Student Appeals Procedure**. You may be asked for more information.

### 3. Assessed

Your appeal will be assessed by the Student Appeals Committee. The Committee can decide to **uphold (in full or in part)** your appeal or **not uphold** your appeal (reject).

### 4. Decision

The decision about your appeal will be emailed to you within **5 working days** of the meeting of the Student Appeals Committee.



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## GROUNDS FOR APPEAL

### Assessment Appeals

- **Procedural irregularity:** there is evidence that the procedures relating to a decision were not followed properly, which may have impacted on the decision.
- **Extenuating circumstances:** there were extenuating circumstances of which the relevant Governing Board was aware but had rejected, because the application was late and the Governing Board did not consider the reason why the application was late to be valid.

### Student Conduct, Student Fitness to Practise, Fitness to Continue in Study

- **Procedural irregularity:** there is evidence that the procedures relating to a decision were not followed properly, which may have impacted on the decision.
- **New evidence:** information relevant to the decision, which for good reason was not available to the original decision-making body.
- **Disproportionate outcome or penalty:** the action or penalty applied was disproportionately severe with regard to the circumstances of the case.

### Continuation, Progression and Standing Appeals including appeals to decisions made under Continuation, Student Garda Vetting, Relevant Offence Risk Assessment Policies and Ad Astra Terms and Conditions.

- **Procedural irregularity:** there is evidence that the procedures relating to a decision were not followed properly, which may have impacted on the decision.
- **New evidence:** information relevant to the decision, which for good reason was not available to the original decision-making body.

## RESPONDING TO AN APPEAL

### CHECKLIST FOR DECISION-MAKERS

Before submitting a response to the Student Appeals Committee please remember to consider the following:

- ☐ Read the Student Appeals Procedure.
- ☐ Read the appeal carefully, paying attention to the grounds for appeal stated by the student.
- ☐ Respond as fully as possible to all points raised in the appeal (using the Response Form), include all relevant information that will help the Student Appeals Committee to understand the reasons for the original decision.
- ☐ Submit all documentary material that was used by the original-decision making body to make its decision.