

# 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. Appeals may be made against decisions and/or any penalty applied under the Student Discipline Procedure.
- An appeal against decisions of School Plagiarism 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 Regulation)
  - Fitness to Continue in Study
  - Student Fitness to Practise
- An appeal against decisions of the Ad Astra Academy to discontinue a scholarship.
- An appeal against decisions made by the Student Vetting Committee.
- An appeal against decisions made by the Risk Assessment Standing Committee.

## PROCESS

### 1. Inform students

Students must be informed of their right to appeal when being informed of a decision above. Students are required to complete and submit a **Student Appeal Form** (with supporting evidence) within 10 days of a decision being communicated.



### 2. Response

Appeals will be reviewed to make sure they are permissible under the **Student Appeals Procedure**. Decision makers, e.g. Governing Boards, will be asked to provide a response to the points made in the appeal.



### 3. Assessment

All submitted material will be carefully considered by the **Student Appeals Committee**. The Committee will decide to either, **uphold** the appeal or **not uphold** the appeal (reject and confirm original decision).



### 4. Decision

The Committee's decision will be e-mailed to the student and the original decision-maker within **5 working days** of the meeting of the Student Appeals Committee.

## 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 (this ground for appeal may apply only to decisions made under the Student Discipline Procedure).

### 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 Appeal Committee please remember to consider the following:

- 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, 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.