

**Professional Master of Education
(Primary Teaching)
Admissions Appeal Process
Dublin Colleges Centre**

Where an applicant to the Professional Master of Education (PME) (Primary Teaching) programme in the Dublin Colleges (DCU Institute of Education, St Patrick's Campus, DCU, Froebel Department of Primary and Early Childhood Education, Maynooth University, Co. Kildare, Marino Institute of Education, Griffith Avenue, Dublin 9) is dissatisfied with a decision relating to admission to the programme, the applicant may avail of the following appeals process:

(i) The applicant shall write a letter of appeal to the Chair of the PME Programme, DCU St. Patrick's Campus, Drumcondra, Dublin 9 clearly outlining the grounds for appeal.

(ii) Appeals must be submitted to the Chair of the PME Programme within 10 days of the results being issued i.e. 24th June 2016.

(iii) Applicants may appeal on the following grounds only:

- (a) that the selection procedure was not conducted in accordance with the procedures set out in the guidelines issued by the Department of Education and Science in the relevant year
- (b) that there was a gross irregularity in the conduct of the interview or oral Irish test.

(iv) The appeal shall be forwarded to an Admissions Appeals Committee comprising the Chair of the PME (or nominee) and one other nominee of the DCU Institute of Education, one nominee from each of Marino Institute of Education and Froebel Department of Primary and Early Childhood Education, and one person external to the three Higher Education Institutions. Appeals committee members shall not have been involved in the interview or oral Irish test to which the appeal relates.

(v) A meeting of the Admission Appeals Committee should take place within one calendar month of the closing date for receipt of appeals and a reasoned decision will be issued. Decisions of the Appeals Committee are final and binding.

(vi) Where the Committee forms the view that the selection procedure was not conducted in accordance with the procedures as outlined or that there was a gross irregularity in the conduct of the interview or oral Irish test, and that this adversely affected either the applicant's performance or a board's appraisal of the applicant's performance, the Committee may recommend that the applicant be given the option of another interview or oral Irish test, as appropriate.

(vii) There shall be a fee of €100 in respect of an appeal and this amount shall be repayable to the applicant where an appeal has been successful.

The closing date for receipt of appeals for the 2016 competition is 24th June 2016.