

## Advice Note for Students

Revised 18 June 2014

Updated 14 June 2017

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### 1. Lodging an Appeal

- (a) Students have the right to appeal against decisions of a Progression & Award Board. Such appeals shall be processed in accordance with the Examination Appeals Board Regulations, as approved by Academic Council and, in particular, subject to the grounds for appeal specified in section 2 of those regulations.
- (b) As stated in the regulations, the function of the Examination Appeals Board is to establish whether there is, *prima facie*, a justified case for an appeal against a decision of the Progression & Award Board and, where there is, to adjudicate on such appeals, relating to (i) a decision not to permit a student to register in the subsequent academic session for the next diet of modules within his/her programme of study; or (ii) the approved result in respect of the student's performance.


- (c) It is therefore very important that you can identify valid grounds for appeal and that you can establish valid reasons as to why the Examination Appeals Board should uphold your appeal.
- (d) If you wish to exercise your right to appeal, then please read very carefully the regulations and index of precedents and the following advice note (all documents are available on the web).

## **2. Preparing an Appeal**

### **2.1 Do You Have Valid Grounds**

- (a) Appeals made on grounds not included in the Examination Appeals Board Regulations will not be successful. For various examples of circumstances which cannot be successfully appealed, please refer to the 'Index of Precedents' document which is available on the web.
- (b) You should therefore ensure that you have valid grounds for appeal before you submit your form and fee.

### **2.2 Who to Talk To**

- (a) Before submitting your appeal, you may wish to seek clarification of your result from your Module Co-ordinator, Programme Board Chairperson, Personal Tutor or another Lecturer associated with your programme, and especially so if you are appealing on grounds of examiner error, material administrative error or irregularity in the procedures.
- (b) Advice on the completion of the Appeal Form can be obtained from the Secretary to the Examination Appeals Board in the Office of the Vice-President Academic Affairs (Registrar) or from the Education Officer of the Students' Union or from the Student Advice Centre. 

### **2.3 Information Required**

#### **(a) The Appeal Form:**

- (i) All relevant sections of the form must be completed, legibly in block capitals. You should provide personal details in Section A.
- (ii) Section B requires details of your degree programme as well as module information relating to the decision against which you are appealing.
- (iii) Section C requires you to identify the grounds on which you are appealing. The grounds for appeal are listed in the Examination Appeals Board Regulations. There are no grounds for appeal other than those listed there. Please also refer to the 'Index of Precedents' document on the web.
- (iv) Section D relates to your statement in support of your appeal and further details about this are given in paragraph 2.3 (b) below.
- (v) The purpose of Section E is to enable you to list any documents which you are enclosing with your appeal relating either to extenuating circumstances or to appeals made under Regulation 2(c) or 2(e).

(vi) Section F contains an important checklist for you to complete (see paragraph 2.3 (f) below). Incomplete appeals are invalid and will be rejected.

(vii) Section G requires you to sign and date a declaration that you have complied with the requirements specified in Section F and that you accept that failure to do so will result in an invalid appeal.

**(b) Statement in Support of Your Appeal:**

(i) Page 5 of the appeal form requires a “Personal Statement in Support of Appeal” Please provide a concise statement signed and preferably typed to support your specific appeal. You may also wish to state the action which you would wish the Examination Appeals Board to take.

(ii) If you are appealing on the grounds of previously-undisclosed extenuating circumstances (the first-listed ground for appeal in Section C), it is **essential** to provide the valid reasons as to why you were unable or unwilling to notify the Progression & Award Board at the appropriate time of the illness or other factors which adversely affected your performance.

(iii) If you are appealing on the grounds of examiner error (the fourth-listed ground for appeal in Section C), you should confirm that you have viewed your script and, in the case of any disagreement with the marks awarded, sought the advice and assistance of the Programme Board Chairperson in resolving the matter. The opportunity to view examination scripts is provided (by appointment with the relevant Lecturer(s)) during the Consultation Days (dates are published on the Academic Calendar) following publication of the examination results.

(iv) If you are appealing on the grounds that the examinations were not conducted in accordance with current regulations or that there was a material administrative error or irregularity in assessment procedures (the third- and fifth-listed grounds for appeal in Section C), you should state the error/irregularity and attach any relevant documentation which supports your case. You should also give the names and contact number of any witnesses who can corroborate the evidence. In Section E of the Appeal Form, please provide a summary list of any documents which you are enclosing as evidence.

**(c) Documentary Evidence:**

(i) All appeals must be accompanied by supporting documentation.

(ii) In the case of an appeal made on the basis of extenuating circumstances, you are required to complete and submit, with your appeal, the most-recently published version of Form R-30. This form must be accompanied by relevant and date-specific supporting documentation (details of appropriate types of documentation are outlined in Section B of Form R-30).

**(d) “Complete” Statement of Examination Results:**

You must enclose a complete statement of examination results, including all past years (so that the Board can review past performance). It is acceptable to download and print examination results from the screen where you access them. You can also print past examination results from Student Apps. by clicking on the ‘Digitry’ button.

**(e) Appeal Fee:**

You are required to submit a fee (cheque, postal order or bank draft made payable to DCU) of €100 with your Appeal Form and associated documentation. Credit card or laser card will also be accepted at room D106, Bea Orpen building. Cash cannot be accepted but can be paid into the bank through a bank giro, available from room D106, Bea Orpen building. This fee is non-refundable except in the case of a candidate whose appeal is deemed by the Examination Appeals Board to be successful.

**(f) Checklist for a Valid Appeal:**

It is important that you complete all aspects of Section F of the Appeals Form as it will serve to ensure that you have met with all requirements relating to your appeal. Importantly, proper completion will also demonstrate to the Examination Appeals Board that you have applied due care and attention when preparing your appeal. Incomplete appeals are invalid and will be rejected.

**(g) Declaration:**

The form is completed by signing and dating a declaration in Section G. This is an essential component of the appeal form indicating (a) that you have complied with the requirements for a valid appeal (via your annotation of the Checklist for a Valid Appeal in Section F) and (b) your acceptance that failure to comply with the relevant requirements will result in an invalid appeal.

## **2.4 What Not to Include**

The Examination Appeals Board does not attempt to replicate the assessment functions of a Progression & Award Board and, as a consequence, does not involve itself in re-assessing any assessment elements of a student's work. Therefore, it is requested that you do not include any assessment materials such as dissertations, essays, codes or reports, with your appeal submission, as they will not be considered.

## **2.5 When & How to Lodge Your Appeal**

- (a) The Appeal Form (and associated documentation) must be completed and submitted to the Secretary of the Appeals Board (in the Office of the Vice-President Academic Affairs (Registrar)) within 10 days of the date of the promulgation of the decision appealed against, i.e. the date on which results are posted on the student portal pages, and in accordance with the dates published on the University's Academic Calendar.
- (b) The Appeal Form and Statement in Support of Your Appeal must be signed and dated by you and not by any third-party as otherwise the appeal will ordinarily be deemed to be invalid. Students who are planning to appeal and are due to be out of the country during the period leading up to the closing date for lodging appeals should take special steps to ensure that they can comply with this important aspect of their submission.
- (c) Appeals submitted after the closing date for lodging appeals (as published on the University's Academic Calendar) will not be considered. The date of the meeting of the Appeals Board is also specified on the Academic Calendar and cannot be delayed to accommodate late appeals. There is a very small timeframe between the two dates (lodging of appeals and meeting of the Appeals Board) to allow for consultations with Programme Boards and consideration of all appeal documentation by the members of the Appeals Board in advance of its meeting.

- (d) You must enclose **12 full collated and stapled copies** of all your appeal documentation (including the appeal form, statement in support of your appeal, other relevant documentary evidence and a full set of examination results, including past years), i.e. one full/complete (collated and stapled) set of documents for each member of the Appeals Board.

### **3 The Aftermath of an Appeal**

- (a) The decision of the Examination Appeals Board is communicated in writing (through the standard postal system) as soon as possible after the appeal has been considered.
- (b) If your appeal is judged to be successful, the Examination Appeals Board will determine an appropriate course of action. If not, you will be advised that the decision of the Progression & Award Board stands.
- (c) In the case of a successful appeal, the appeal fee will be fully refunded and an amended statement of results will be issued shortly afterwards.
- (d) As stated in the Regulations, decisions of the Examination Appeals Board are final and binding. Further representations made to any member of staff of the University will not be entertained.