

ACADEMIC APPEALS

Overview of the process

The information below shows the formal process you will go through with a Review. If you would like clarification on any of the points you can contact the Advice & Representation Centre by e-mail or phone or arrange an appointment to discuss options in person.

Stage 1 (Academic Appeal)

An Academic Appeal will be considered by the chair of the appropriate Board of studies. The chair will determine either:

- a) that a prima facie case has been established such that an Appeal Hearing must be held or Executive Action taken, or
- b) that no prima facie case has been established, with the consequence that no further action should be taken.

If the student is invited to discuss available outcomes with the Chair (who is usually the Dean) or to attend an Appeal Hearing in either or both cases there is the option for the student to be accompanied by a friend or adviser. This can be arranged through the Advice & Representation Centre.

Stage 2 (A) Review of an Academic Appeal

If no prima facie has been established the student may ask the Director of Academic Registry for a review of the process and its outcome. The Director of Academic Registry will determine:

- a) that an Appeal Hearing should take place, or
- b) that the chair of the Board of Studies should be invited to take Executive Action, or
- c) that no further action should be taken. This decision will constitute the completion of internal procedures.

A request for a Review of an Academic Appeal outcome must meet the following five requirements:

- a) It must be submitted, in writing, to the Director of Academic Registry no more than fourteen calendar days after notification of the decision of the Chair of the Board of Studies. A request lodged after the fourteen day period shall be invalid unless the Director of Academic Registry, in her/his sole discretion, has agreed an extension of time.
- b) It must relate to a decision by the Chair of the Board of Studies, in response to an Academic Appeal, that no prima facie case had been established.
- c) It must not seek to challenge any decisions taken by the Board of Studies other than those cited in the Academic Appeal.
- d) It must not make reference to grounds other than those cited in the Academic Appeal, except for those arising from the student's dissatisfaction with the process or outcome of the consideration of the Appeal by the Chair of the Board of Studies.
- e) It must include:
 - i. a copy of all the material submitted to the Chair of the Board of Studies in the Academic Appeal, together with any further material or documentary evidence which the student could not reasonably have been expected to present as part of the original submission;
 - ii. a clear statement, supported by evidence, of the grounds of the student's dissatisfaction with the process or outcome of the consideration of the Appeal by the Chair of the Board of Studies.

Stage 2 (B) Review of an Appeal Hearing or Executive Action

Where an Appeal Hearing has been held or Executive Action taken and the student disagrees with the outcome and wishes further evidence or procedural irregularities to be considered, the student may ask the University Secretary to convene a Student Academic Appeals Committee. Once the decision to have or not have one has been made or the committee has taken place with a final decision this completes the internal procedures.

A student who disagrees with the outcome of an Appeal Hearing or Executive Action and wishes further evidence or procedural irregularities to be considered may ask the University Secretary to convene a Student Academic Appeals Committee to consider the case. Such a request must meet the following four requirements:

- a) It must be submitted, in writing, to the University Secretary no more than fourteen calendar days after notification of the decision of the Appeal Sub-Committee, or Chair of the Board of Studies in the case of Executive Action. A request lodged after the fourteen day period shall be invalid unless the University Secretary, in her/his sole discretion, has agreed an extension of time.
- b) It must relate to the decision reached in the Appeal Hearing/Executive Action.
- c) It must not make reference to grounds other than those cited in the Academic Appeal, except for those arising from the student's dissatisfaction with the procedures or outcome of the Appeal Hearing/Executive Action.
- d) It must include a clear statement of the grounds and a brief description of any new evidence