

APPEAL APPLICATION FORM

Notes

The University's Assessment Regulations, makes provision for an appeal by a candidate against a decision of an Assessment Board ONLY on the grounds that:

- The Regulations of the University and/or any programme specific regulations have not been properly applied;
- Circumstances exist which may not have been specifically covered by the current Regulations;
- There is new attested information that was not made available to the Assessment Board for justifiable reason, and therefore was not considered.

The Appeals Board can make the following decisions:

1. Dismiss the appeal, with reasons, and confirm the original decision against which the appeal was made.
2. Uphold the appeal, and refer the matter back to the Assessment Board, with or without a recommendation, such as permitting the student to re-sit or re-take a failed module(s) as a first attempt.

The Appeals Board cannot make academic judgements, i.e., it cannot change marks or degree classifications.

These and other Regulations are available at:

<https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/>. Candidates are advised to familiarise themselves with these regulations.

It is **strongly recommended** that candidates seek advice from the Students' Union on preparing their appeal.

In the unlikely event that an appeal has not been determined prior to the commencement of the academic year, the appellant may apply for temporary registration and attend classes, pending the outcome of the appeal. The temporary registration shall terminate if the appeal is dismissed.

An appeal must be lodged with the relevant Examinations Officer or Dean's Office within **five** working days of the date scheduled for the viewing of the assessment script accompanied by a fee of **€75.00**. An Appeals Eligibility Sub-Group convene to determine whether there are valid grounds for appeal under the Regulations and shall bring a recommendation in relation to the eligibility/ineligibility of the application to an Appeals Panel. If it is considered there are no valid grounds for appeal this shall be communicated to the appellant by Academic Affairs within seven working days of the decision being taken. **Please note that the fee will be refunded only in the event that an appeal is upheld.** Candidates considering lodging an appeal are advised to refer to the appendix to this form setting out previous outcomes to appeals. Please complete this form in **BLOCK LETTERS**.

1. Name: _____

Student Number: _____

Correspondence
address: _____

Telephone Number(s) _____

E-mail: _____

2. Faculty: _____
 School: _____
 Programme: _____
 Year / Stage: _____ (Sessional/Supplemental) [delete as appropriate]
 Date scheduled for the viewing of the assessment script _____

3. GROUNDS OF APPEAL

Indicate the grounds upon which the appeal is made (tick as appropriate)

- (i) That the Assessment Regulations of the University have not been properly implemented.
- (ii) That circumstances exist which may not have been specifically covered by the Regulations.
- (iii) That there is new, attested, documented and relevant information, that was not made available to the Assessment Board for justifiable reason, and therefore not considered.

4. STATEMENT OF APPEAL (may be continued on additional sheet(s))

5. 'Students are **encouraged** to contact the Head of School or nominee to inform them of their intention to submit an appeal. The Head of School or nominee shall then invite the student to discuss their case, with a particular emphasis on the stated grounds for appeal with a view to ascertaining whether the appeal can be resolved informally.

Please confirm whether you have contacted the School - Yes No

If yes to the above question, who you have discussed this matter with in your School?:

Name:

Position:

Date of Meeting:'

6. **Additional Information Provided**

Please list any items attached e.g. medical certificates or additional sheet(s).

7. **Please state the outcome you are seeking from the appeal, (noting that the Appeals Board cannot change marks or allow you to re-sit a module which you have already passed). ?**

8. **The meetings of the Assessment Appeals Board are normally held shortly after the Sessional and Supplemental Examinations. The Appellant may, without prejudice, present his/her case to the Board.**

Do you wish to present your case to the Appeals Board? Yes No

Do you wish to be accompanied by a member of the Community from within your Faculty? Yes No

Do you wish a member of the Community from within your Faculty to present your case? Yes No

9. Find TU Dublin's GDPR information [here](#). The Privacy Notice related to this Appeal Application Form is available at: [C-TU-Dublin-Data-Protection-Notice-Students-0422.docx \(live.com\)](#)

I understand that the above personal data and other personal data including my academic record, are circulated to relevant University staff, as outlined in the University's Assessment Regulations, found at <https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/> . for the purposes of investigating this appeal and communicating with me regarding the appeal. I understand that appeal forms will be retained on file in electronic and/or paper format in Faculties for 3 months and in Academic Affairs for 6 years, following which they will be confidentially destroyed.

Signed _____
Candidate

Date: _____

Unsigned forms will be returned

FOR OFFICIAL USE ONLY

Received by Examinations Office:

Date: _____

Signed: _____

Fee received: _____ Receipt Number: _____

Received by Head of School:

Date: _____

Signed: _____

Received by Academic Affairs:

Date: _____

Signed: _____

Appeal No: _____

Appendix to Appeal Application Form

Previous outcomes to Appeals

Where extenuating personal and/or medical circumstances are not sensitive, embarrassing, or personal these will not be regarded as a ground for appeal if the appellant has already brought these circumstances to the attention of the Assessment Board and they were given due consideration or if they were not brought to the attention of the Assessment Board with no reason.

Because the appellant was not aware of the requirement to bring personal circumstances to the attention of the Assessment Board is not a ground for appeal.

Irrespective of illness, an Appeals Board will not require a mark to be allocated to an assignment which is submitted after the assignment has been returned to other students taking the module.

An Appeals Board will not take into account any medical circumstances unless they are authenticated by an appropriately qualified professional practitioner. It is not sufficient to give the name of a practitioner whom the Appeals Board may contact.

Students cannot rely on an assumption that the supplemental examination paper will follow the format or pattern of the sessional paper.

Where, on checking, it is determined by an Appeals Board that a mark has incorrectly been recorded, the Faculty Dean will be requested to reconvene the Assessment Board to ensure that all candidates taking that module, regardless of whether they appealed or not, have had their marks correctly recorded.

An appellant's marks which are at variance with those of other students who obtained similar results in the past are not, by themselves, grounds for an appeal.

While it is recognised that, in general, lecturers make every possible effort to supply pilot papers for new modules, failure to supply a pilot paper is not, in itself, ground for appeal.

The award of high marks in continuous assessment is not, of itself, an indicator that high marks can be expected in a terminal examination. In different forms of assessment it would not be unexpected that a different result might be awarded.

Failure by a candidate to attend a critical laboratory or other academic exercise is not a ground for appeal.

A result which, in the view of the candidate, is out of proportion to the amount of work invested is not, of itself, evidence of error of judgement by the examiner.

"I was hoping for a first" is not a ground for appeal.

"I was disappointed in my result" is not a ground for appeal

"I had to work to earn money" is not a ground for appeal