

Appeals Form (Court of First Appeal, Academic Appeals)

Please refer to the document **Procedures for Courts of First Appeals for Undergraduate Students** prior to completing and submitting this form. Tutors are required to familiarise themselves with the deadlines for submission of appeals at http://www.tcd.ie/Senior_Tutor/tutors/appeals/. They should also consult the guidelines on evidence in support of an ad misericordiam appeal at http://www.tcd.ie/undergraduatestudies/assets/documents/Evidence_Support_ad_mis_Appeal_19-04-2017.pdf and on exceptional circumstances supporting an ad misericordiam appeal <http://www.tcd.ie/undergraduate-studies/assets/documents/Exceptional%20Circumstances%2026-02-16.pdf>.

Trinity College Privacy statement <http://www.tcd.ie/privacy/>.

Section A: For Completion by Student

Privacy Statement

This form together with all supporting documentation are submitted on the understanding that the data contained therein are used solely for the purposes of the consideration of the Courts of First Appeal or Academic Appeals Committee, as appropriate, in the context of an academic appeal in College. The data will be retained in a secure location for the period of a student's registration in College, together with an additional period of thirteen months following graduation. Thereafter, all data will be erased.

Further details on the data protection regulations pertaining to these materials can be found at <http://www.tcd.ie/privacy/>. You are asked to read these carefully and indicate your consent below to the submission of all documentation relevant to your appeal subject to these regulations.

Signed: _____

Date: _____

Section B: For Completion by Tutors

At a Court of First Appeal, the student's tutor, or the Senior Tutor, must attend to represent their tutee (appellant). The student may also attend if s/he so wishes.

For appeals to the Academic Appeals Committee, tutors should note that their tutee must attend at the statement of their case to the Committee. In exceptional circumstances, the Committee may permit an appellant not to appear before it.

Student ID		Course	
Name of Appellant		Year of Course and Registration Status (e.g., Registered, OBA)	
Tutor Name		Academic Year	
Examination Session			

I wish to make an appeal on behalf of my tutee whose case: <i>(delete rows not in use)</i>	
(i)	is not adequately covered by the ordinary regulations of the college
(ii)	is based on a claim that the regulations of College were not properly applied in the appellant's case
(iii)	represents an <i>ad misericordiam</i> appeal

This appeal is being brought against the decision of the Faculty/School/Course _____ in accordance with course regulations in the University Calendar.

My tutee is appealing to be allowed to <i>(please clearly state the objective of the appeal)</i>
DETAILS OF THE APPEAL
Please provide a list of supporting documentation and scanned copies of relevant documents. If this is an appeal to the Academic Appeals Committee, please indicate if you are submitting any additional evidence to that presented to the Court of First Appeal.

Detailed account of the case being made by the appellant:

- Please ensure that you provide exact dates of the principal events cited in the appeal.
- If there is more than one ground for the appeal, please ensure that you specify which facts are to be relied upon in support of each ground.
- Where necessary, please provide appropriate background information. (This account may be continued on an additional page).

Please attach full details of the appellant's academic record for every year of attendance, including examination results from the portal. You should also attach any NS (Non Satisfactory) returns.

Summary Table: Please provide in the summary table below details of the appellant's status for each year, along with specific details of the appellant's registration status.

Academic year (e.g., 2015-16). Please include all years of attendance since the student's initial registration	Year of Course (JF etc.)	Registration Status (e.g., Off books, OBA, registered)	Overall Annual Exam result	Overall Supplement Exam result	Outcome of year (e.g., Pass, Fail – Rpt year)

If this is an appeal to the Academic Appeals Committee, please state the decision of the Court of First Appeal:

Submitted by (Tutor name):

Date:

Section C: To be completed by the Court of First Appeal

Summary of the Court of First Appeal's Deliberations: Please ensure that the following information is included:

- What the student was seeking, e.g. special examination
- A summary of the evidence both oral and written presented by the appellant and their tutor. Please include a list of the documents for consideration (e.g. medical certification)
- A summary of the response presented by the departmental representative
- A summary of the deliberations of the Court and the reason/s for the recommended Court decision

Recommendation of the Court of First Appeal to the Senior Lecturer:

Published Annual/Supplemental Examination Result	
Recommended annual/supplemental examination result following the Court of First Appeal or Academic Appeal	
Additional Recommendations/comments on the student's status for the next academic year:	

Submitted on behalf of:

Date:

<p>For use by Senior Lecturer:</p> <p>Recommendation approved: Yes/No/Further information Required</p> <p>Signature of Senior Lecturer:</p> <p>Date:</p>

May 2018