Appeals Policy (Academic Progress)

1. Context
Trinity College Dublin, the University of Dublin, herein referred to as Trinity, recognises that in the context of its examination and assessment procedures, a student may wish to appeal a decision made in relation to their academic progress. The appeals procedure may be used only when there are eligible grounds for doing so and may not be used simply because a student is dissatisfied with the outcome of a decision concerning their academic progress.

This policy should be read in conjunction with the regulations in The University Calendar, Part II and Part III for postgraduate studies, Sections 6 - 9 of The 2010 Consolidated Statutes of Trinity College Dublin and the University of Dublin and the Guidelines as set out in 9.2 and 9.3 of this policy.

2. Purpose
The purpose of this policy is to outline the circumstances in which students are allowed to ask for a review of a decision relating to their academic progress.

3. Benefits
This policy and the accompanying guidelines referred to in 9.2 and 9.3 of this policy, support the management and conduct of academic appeals in a transparent and equitable way.

4. Scope
   4.1 This policy applies to appeals brought to the Courts and Officers specified in 6.1.1, 6.2.1 and 6.2.2.
   4.2 This policy applies to all students registered on programmes of study in Trinity and to those who have gone off the register, provided they bring their appeal within the prescribed deadlines as indicated in 7.3 and 7.4.
   4.3 Students attending validated programmes delivered by Trinity’s linked providers, although they may be registered in Trinity for administrative purposes, are subject to the appeals policy of the linked provider institution.
   4.4 Requests for re-checking/re-marking of examinations and assessments are not covered by this policy but are subject to separate regulations in the University Calendar, Parts II and III.
5. **Principles**
Trinity is committed to ensuring that the management and conduct of appeals are equitable and consistent.

6. **Levels in the Appeals Process**
   6.1 **Undergraduate:**
      6.1.1 The levels in the appeals process for undergraduate students are:
      i. A Court of First Appeal
      ii. The Academic Appeals Committee

   6.2 **Postgraduate:**
      6.2.1 The levels in the appeals process for postgraduate taught students (PGT) are:
      i. Course Committee
      ii. Schools Appeals Committee
      iii. Dean of Graduate Studies
      iv. The Academic Appeals Committee for PGT

      6.2.2 The levels in the appeals process for postgraduate research students (PGR) are:
      i. Dean of Graduate Studies
      ii. The Academic Appeals Committee for PGR

7. **Policy**
   7.1 Undergraduate and postgraduate appellants must exhaust the appropriate appeals mechanism at a lower level of the appeals process prior to bringing an appeal forward to a higher level.

   7.2 Students are entitled to have representation appropriate to the level of the appeal hearing.

   7.3 For undergraduate students, appeals concerning events occurring more than eighteen months previously will only be considered by the Academic Appeals Committee in the most exceptional circumstances.

   7.4 For postgraduate students, appeals concerning events occurring, or decisions made more than four months previously will only be considered in the most exceptional circumstances.

   7.5 Any student who has an appeal in progress that could have implications for their degree result is advised not to proceed with degree conferral until the outcome of the appeal has been confirmed.
7.6 The recommendations of the Court of First Appeal are forwarded to the Dean of Undergraduate Studies/Senior Lecturer who may approve or reject or vary any such recommendations.

7.7 The recommendations of the Schools’ Appeals Committee for PG Taught programmes are forwarded to the Dean of Graduate Studies who may approve or reject or vary any such recommendations.

7.8 Decisions of the relevant Academic Appeals Committee are presented to University Council and Board for approval.

7.9 The role of the Visitors in appeals is determined by provisions in sections 6 - 9 of The 2010 Consolidated Statutes of Trinity College Dublin and the University of Dublin.

8. Responsibility
The overall responsibility for this policy lies with the Senior Lecturer/Dean of Undergraduate Studies, the Dean of Graduate Studies and the Registrar.

9. Related Documents
9.1 The University of Dublin Calendar, Parts II and III
9.2 Guidelines on Exceptional Circumstances in support of an ad misericordiam Appeal
9.3 Guidelines on Evidence in support of an ad misericordiam Appeal
9.4 Admissions and Transfer Policy (in Progress)
9.5 Assessment and Academic Progression Policy (in progress)
9.6 Academic Awards Policy (in progress)
9.7 The 2010 Consolidated Statutes of Trinity College Dublin and the University of Dublin

10. Document Control
10.1 Date policy approved: March 2017
10.2 Date of next review: Academic Year 2020/21