

Guidelines on Evidence in Support of an ad misericordiam Appeal

Students who consider that illness may prevent them from attending an examination (or any part thereof) should consult their medical advisor immediately. Where a medical certificate is issued, in addition to any other relevant information, it should confirm that the student is unfit to sit examinations during the specified period. A medical certificate must be presented to the student's tutor within three days of the beginning of the period of absence from the examination.

The following outlines the type of documentary evidence which Trinity will accept in support of an ad misericordiam appeal:

- (i) Any evidence presented must be on headed paper and must be legible, stamped and dated.
- (ii) Students making an ad misericordiam appeal on medical grounds must complete the Appeals Medical Form. In addition, it must be supported by medical evidence which
 - has the practitioner's Irish Medical Council Registration No., or the registration no. of the relevant country's medical council, and/or certified translation where applicable
 - has the counsellor's current accredited registration no. with a recognised counselling body in Ireland* or if overseas, the current accredited registration details of an equivalent body and/or certified translation where applicable
 - has the stamp of the clinical/counselling practice
 - identifies the particular practitioner/counsellor treating the student
 - provides dates for the duration of the illness/condition
 - attests to the impact of the illness/condition on the student and their fitness to sit examinations
 - must be legible
- (iii) Only evidence from one of the following qualified and registered professionals will be accepted:
 - Currently registered medical practitioner/health professional
 - Currently accredited registered counsellor/psychotherapist/psychologist*
 - Member of An Garda Síochána or other police force
 - College Counsellor, Student Support Service professional, Disability support staff, personal tutor or college chaplain

*The PSI (Psychological Society of Ireland) for clinical/counselling or educational only; the ICP (The Irish Council for Psychotherapy) or one of its subsidiary bodies (i.e. Cognitive Behaviour, Constructivist, Couple & Family, Humanistic & Integrative and Psychoanalytic); or if currently accredited with the IACP (Irish Association of Counsellors and Psychotherapists) the counsellor must have a minimum of a Masters level qualification

(iv)

- The evidence presented must relate to the ad misericordiam grounds on which the appeal is being made.
- The documentation provided must be consistent with the application in terms of matters such as dates, circumstances etc. The Court of First Appeal and the Academic Appeals Committee reserve the right to reject any application in cases where there are serious discrepancies between the documentation (evidence) and the application.
- The Court of First Appeal and the Academic Appeals Committee reserve the right to verify and seek further details on the documentation and medical experts must be prepared to provide their registration and qualifications if required
- Students with a disability which may impact on their performance in an examination/assessment are reminded to register with the College Disability Service in order to have appropriate accommodations put in place in advance of the examination/assessment (See Disability Service website for information and deadlines on requesting reasonable accommodations).
- Students should familiarise themselves with the relevant calendar regulations in relation to appeals.

Not acceptable as Evidence

- Certification from a medical practitioner that is written retrospectively and which simply reports student's claims, e.g. that s/he felt unwell or had reason to believe that s/he was ill
- Letter from Student Support that is written retrospectively and provides no evidence of the student's proper engagement with the relevant support service
- Evidence provided by a family member or friend

Important Note

The University takes very seriously the issue of fraudulent applications. Should a Court of First Appeal or an Academic Appeals Committee ascertain that an application is supported by forged or incorrect evidence the matter may be referred to the Junior Dean and result in disciplinary proceedings against the student.

Evidence in Support of Exceptional Circumstances in an ad misericordiam Appeal

Students must present the relevant primary evidence and may present supporting secondary evidence. At least one piece of relevant primary evidence must be presented.

Exceptional Circumstances	Primary Evidence	Supporting Secondary Evidence
<p>1. Significant accident or trauma affecting the student at the time of an examination/examinations/assessment; or significant accident or trauma during preparation for it.</p>	<p>1.1 Certificate from a registered medical practitioner confirming the illness, accident or trauma and setting out its impact on the student and their fitness to sit examinations or submit assessment/s. The certificate must provide the dates and duration of the illness.</p> <p>1.2 Letter from the University Counselling Service/Registered Counsellor, psychologist or psychotherapist, detailing the period during which the student has attended counselling, the counsellor's assessment of the student's condition and likely effect on their fitness to sit examinations or submit assessment/s. Dates of attendance at counselling must be provided.</p>	<p>1.1.1 Documentation provided by personal tutor if s/he knows the student well and can attest to the impact of the event on the student's fitness to sit examinations or submit assessment/s.</p> <p>1.1.2 Documentation such as prescriptions or hospital appointments that back up the primary evidence.</p>
<p>2. An assault or other crime of which the student is the victim.</p>	<p>2.1 Certificate from a registered medical practitioner, confirming the assault, setting out its impact on the student and their fitness to sit examinations or submit assessment/s. The certificate must provide the dates and duration</p>	<p>2.1.1 Documentation provided by personal tutor if s/he knows the student well and can attest to the impact on the student's fitness to sit examinations or submit assessment/s.</p>

Exceptional Circumstances	Primary Evidence	Supporting Secondary Evidence
	<p>of treatment.</p> <p>2.2 A police report should be provided.</p> <p>2.3 Letter from the University Counselling Service/Registered Counsellor, psychologist or psychotherapist, detailing the period in which the student has attended counselling, the counsellor's assessment of the student's condition and likely effect on their fitness to sit examinations or submit assessment/s. Dates of attendance at counselling must be provided.</p>	<p>2.1.2 Documentation such as prescriptions or hospital appointments that back up the primary evidence.</p>
<p>3. Serious illness affecting the student at the time of the examination/examinations/assessment; or an unanticipated deterioration in an ongoing illness or chronic medical condition. In the case of an ongoing illness or chronic medical condition, there is a reasonable expectation that it will have been disclosed in advance.</p>	<p>3.1 Certificate from a registered medical practitioner confirming the illness and setting out its impact on the student and their fitness to sit examinations or submit assessment/s. The certificate must provide the dates and duration of the illness.</p> <p>3.2 Certificate from a registered medical practitioner confirming the medical condition and the deterioration in this condition, and attesting to its impact on the student's fitness to sit examinations or submit assessment/s. The certificate must provide the dates and duration of the illness.</p>	<p>3.1.1 Documentation provided by personal tutor if s/he knows the student well and can attest to the impact on the student's fitness to sit examinations or submit assessment/s.</p> <p>3.1.2 Documentation such as prescriptions or hospital appointments that back up the primary evidence</p>
<p>4 Ongoing life-threatening illness or accident involving someone close to the student where it can be demonstrated that the</p>	<p>4.1 Letter from registered medical practitioner confirming the impact of the illness or accident on the student</p>	<p>4.1.1 Documentation provided by personal tutor if s/he knows the student's circumstances well and can</p>

Exceptional Circumstances	Primary Evidence	Supporting Secondary Evidence
relationship was close. This may include parents, friends, in-laws, grandparents and grandchildren. There is a reasonable expectation that the circumstances will have been disclosed in advance.	<p>and their fitness to sit examinations or submit assessment/s. Dates of the illness/accident must be provided in the letter.</p> <p>4.2 Evidence of closeness e.g. statement from student support service, counsellor or medical professional.</p>	attest to the impact on the student's fitness to sit examinations or submit assessment/s.
5 Death of close family member, e.g. parent or guardian, child, sibling, spouse or partner, during the examination session or at the time of assessment. Where the bereavement has occurred prior to the examination session or assessment there is a reasonable expectation that it will have been disclosed in advance.	<p>5.1 Evidence attesting the death of the person e.g. RIP notice.</p> <p>5.2 Letter from Student Counselling Service setting out the impact on the student following the bereavement and on their fitness to sit examinations or be submit assessment/s. The letter should confirm the student's engagement with the service over the relevant time period. Dates of attendance at counselling must be provided.</p>	5.1.1 Documentation provided by personal tutor if s/he knows the student well and can attest to the impact on the student's fitness to sit examinations or submit assessment/s.
6 Death of someone close to the student, e.g., friends, in-laws, grandparents and grandchildren, during the examination session or at the time of assessment. Where the bereavement has occurred prior to the examination session or assessment there is a reasonable expectation that it will have been disclosed in advance. The student must be able to demonstrate that the relationship was close.	<p>6.1 Evidence attesting the death of the person e.g. RIP notice.</p> <p>6.2 Evidence of closeness, e.g. statement from personal tutor, student support service, counsellor or medical professional.</p> <p>6.3 Letter from Student Counselling Service setting out the impact on the student following the bereavement and on their fitness to sit examinations or submit assessment/s. The letter should confirm the</p>	6.1.1 Documentation provided by personal tutor if s/he knows the student well and can attest to the impact on the student's fitness to sit examinations or submit assessment/s.

Exceptional Circumstances	Primary Evidence	Supporting Secondary Evidence
	<p>student's engagement with the service over the relevant time period. Dates of attendance at counselling must be provided.</p>	
<p>7 Significant or abrupt change in personal, emotional or financial circumstances of the student, e.g. domestic upheaval, divorce, fire, burglary, required court appearance at or near the time of the relevant exam or assessment, loss of income.</p>	<p>7.1 Documentation provided by personal tutor or student support service and/or relevant documentation (e.g. court summons) 7.2 Police report where applicable 7.3 Evidence of change in financial circumstances where applicable</p>	
<p>8 Diagnosis of Special Learning Difference, but only eligible when diagnosis is obtained prior to the examinations but too late for reasonable adjustments to be made by way of special examination arrangements or in other ways (See Disability Service website).</p>	<p>8.1 Letter from Disability Service, Student Support Service, GP, Consultant or Counsellor</p>	
<p>9 Bullying, harassment, victimisation or threatening behaviour where the student is the victim or the alleged perpetrator and where the student can provide evidence that such behaviour has occurred.</p>	<p>9.1 Report from personal tutor or student support services 9.2 Copies of emails or screenshots from social media platforms or other communications 9.3 Police report where applicable</p>	