1. Document Details

<table>
<thead>
<tr>
<th>Title:</th>
<th>Procedure for Appeal to the President</th>
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</thead>
<tbody>
<tr>
<td>Author(s):</td>
<td>Academic Council Working Group on Examination Appeals</td>
</tr>
<tr>
<td>This Version Number:</td>
<td>1.1</td>
</tr>
<tr>
<td>Status:</td>
<td>APPROVED</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>1st September 2013</td>
</tr>
<tr>
<td>Review Date:</td>
<td>1st September 2016</td>
</tr>
<tr>
<td>Governing Policy:</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**Important Note:** If the ‘Status’ of this document reads ‘Draft’, it has not been finalised and should not be relied upon.

2. Revision History

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Revision Date</th>
<th>Summary of Changes</th>
<th>Changes tracked?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>October 2012</td>
<td>Initial version using new Academic Procedure template</td>
<td>No</td>
</tr>
<tr>
<td>1.1</td>
<td>June 2013</td>
<td>Insertion of a time limit for submission of appeals</td>
<td>No</td>
</tr>
</tbody>
</table>

3. Relevant/Related Existing Internal Documents

4. Relevant/Related Existing External Documents

5. Consultation History

This document has been prepared in consultation with the following bodies:
Academic Management, Academic Staff and Students (via Academic Council)

6. Approvals

This document requires following approvals (in order where applicable):

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Details of Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Council</td>
<td>14-6-2013</td>
<td></td>
</tr>
<tr>
<td>Governing Body</td>
<td></td>
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</table>
ACADEMIC PROCEDURE

7. Purpose
This Document describes the procedure for initiating and conducting an Appeal to the President in relation to the decision of various academic appeal and student disciplinary bodies and boards within MTU (Cork) including the Assessment Appeals Board and the Assessment Infringements Board.

8. Scope
This procedure applies only to the initiation and conduct of an Appeal to the President.

9. Definitions
Date of notification – This refers to the date of the official communication (paper or electronic) from MTU (Cork) notifying the student of the result of an appeal, enquiry, etc. Therefore the date of notification is defined as the date the official communication was sent and not the date when it was received or read by the student.

10. Responsible Officer(s)
The President

11. Supporting Documents
None

12. Procedure
- To initiate an Appeal to the President, a student must show substantial grounds for disputing the findings of the relevant Board, e.g. evidence of faulty procedure on the part of the Board, clear conflict of interest on the part of a member (or members) of the Board or new evidence which was not available to or considered by the relevant Board.

- An Appeal to the President is a very serious undertaking and should only be entered into if the student believes that the relevant Board did not discharge its duty properly.

- An Appeal to the President should not be initiated solely on the grounds that a student does not agree with the decision of the relevant Board.

- The President will convene a President’s Appeal Board chaired by a member of the Institute’s Executive Board (other than the President or the Registrar) and also including the President’s nominee and the Registrar or nominee.

- The Chair of the relevant Board and the student will make submissions to the President’s Appeal Board.

- The President’s Appeal Board shall decide between the two following courses of action:
  - Reject the appeal or;
  - Ask the relevant Board to review its decision (citing reasons why they think this is necessary).

- To initiate an Appeal to the President, a student must complete the appropriate appeal form and submit this (and any supporting documentation) with the appropriate fee to the Registrar’s office within 10 working days of the date of notification of the result which is being appealed.

- The appeal fee is €100.
This form should be completed by students submitting an Appeal to the President.

**IMPORTANT**
A student may challenge the findings of an Examination Appeals Board or Assessments Infringements Board by initiating an Appeal to the President. Please read and understand the following points relating to the process of making an Appeal to the President:

- To initiate an Appeal to the President, a student must show substantial grounds for disputing the findings of the Board, e.g. evidence of faulty procedure on the part of the Board, clear conflict of interest on the part of a member (or members) of the Board or new evidence which was not available to or considered by the Board.

- An Appeal to the President is a very serious undertaking and should only be entered into if the student believes that the Board did not discharge its duty properly.

- An Appeal to the President should not be initiated solely on the grounds that a student does not agree with the decision of the Board.

- To initiate an Appeal to the President, a student must complete this form and submit it (along with any supporting documentation) and the appropriate fee to the Registrar’s office within 10 working days of the date of notification of the result which is being appealed.

☐ I have read and understood these points of information

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Name in Full: _________________________________________________________

Student Number: ___________________________________ E-mail: ________________

Address: _____________________________________________________________

_________________________________________________________________

_________________________________________________________________

Telephone No: Home:___________________ Mobile:_____________________

Course: _____________________________________________________________

Stage: (Year 1 or 2 etc) ________________ Semester: ________________

Signature:_______________________ Date of Application: _________________

Please submit a fee of €100.00 with this appeal
Description of the grounds for this Appeal to the President:
Please describe, in as much detail as possible, the grounds for your Appeal to the President:
*Use additional sheets if required

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For Office Use

Date Received: 
 Fee Received: 
 Receipt No: 

This form contains two pages