

ACADEMIC PROCEDURE

1. Document Details

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

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

2. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?
1.0	October 2012	Initial version using new Academic Procedure template	No
1.1	June 2013	Insertion of a time limit for submission of appeals	No

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):

Name	Date	Details of Approval Required
Academic Council	14-6-2013	
Governing Body		

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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

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

