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## 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 Chapter on Visitors in [The 2010 Consolidated Statutes of Trinity College Dublin and the University of Dublin](#), and the Guidelines as set out in 10.2 and 10.3 of this policy.

### 2. Purpose

The purpose of this policy is to outline a framework for appeals.

### 3. Benefits

This policy and the accompanying guidelines referred to in 10.2 and 10.3 of this policy, support the management and conduct of academic appeals in a transparent and equitable way.

### 4. Grounds for Appeal

The grounds for an appeal are where a student case;

- (i) is not adequately covered by the ordinary regulations of the College, or
- (ii) is based on a claim that the regulations of the College were not properly applied in the applicant's case, or
- (iii) represents an ad misericordiam appeal. An appeal other than an ad misericordiam appeal, cannot be made against the normal application of College academic regulations approved by the University Council.

### 5. Scope

- 5.1 This policy applies to appeals brought to the Courts and Officers specified in 7.1.1, 7.2.1 and 7.2.2.
- 5.2 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 8.4 and 8.5.

- 5.3 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.
- 5.4 Students on dual/joint-degree programmes are subject to the appeals mechanisms outlined in the relevant institutional partnership agreement.
- 5.5 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](#).

## **6. Principles**

Trinity is committed to ensuring that the management and conduct of appeals are equitable and consistent.

## **7. Levels in the Appeals Process**

### **7.1 Undergraduate:**

7.1.1 The levels in the appeals process for undergraduate students are:

- i. A Court of First Appeal
- ii. The Academic Appeals Committee

### **7.2 Postgraduate:**

7.2.1 The levels in the appeals process for postgraduate taught students (PGT) are:

- i. Course Committee
- ii. School's Appeals Committee
- iii. Dean of Graduate Studies
- iv. The Academic Appeals Committee for PGT

7.2.2 The levels in the appeals process for postgraduate research students (PGR) are:

- i. Dean of Graduate Studies
- ii. The Academic Appeals Committee for PGR

## **8. Policy**

- 8.1 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.
- 8.2 Students considering an appeal should in the first instance contact their tutor or the Postgraduate Advisory Service as appropriate to discuss the appeal.



- 8.3 Students are entitled to have representation appropriate to the level of the appeal hearing.
- 8.4 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.
- 8.5 For postgraduate students, appeals concerning events occurring, or decisions made more than four months previously will only be considered in the most exceptional circumstances.
- 8.6 Students should note that it is not possible to commence or continue any academic appeal related to their course of study after they have been conferred with a qualification arising out of that course of study.
- 8.7 The recommendations of the Court of First Appeal are forwarded to the Senior Lecturer/Dean of Undergraduate Studies who may approve or reject or vary any such recommendations.
- 8.8 Postgraduate Taught students can appeal the decision of the course committee to the School's Appeals Committee. The decision of the School's Appeal Committee is communicated to the student, who can appeal the decision to the Dean of Graduate Studies. Such students will complete the appeals form available from the [Graduate Studies website](#).
- 8.9 Students can appeal the decision of the Senior Lecturer/Dean of Undergraduate Studies or the Dean of Graduate Studies, as appropriate, to the College-level Academic Appeals Committee chaired by the Registrar. Students should seek the guidance of their Tutor/Postgraduate Advisory Service in pursuing such an action. Grounds for appeal have to be submitted to the Secretary to the Committee (the Senior Tutor) with the committee considering whether or not there is a case for a hearing.
- 8.10 Decisions of the relevant Academic Appeals Committee are presented to University Council and Board for approval.
- 8.11 The role of the Visitors in appeals is determined by provisions in sections 6 - 9 of the Chapter on the Visitors in [The 2010 Consolidated Statutes of Trinity College Dublin and the University of Dublin](#).



## **9. Responsibility**

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

## **10. Related Documents**

- 10.1 The University of Dublin Calendar, Parts [II](#) and [III](#)
- 10.2 [Guidelines on Exceptional Circumstances in support of an ad misericordiam Appeal](#)
- 10.3 [Guidelines on Evidence in support of an ad misericordiam Appeal](#)
- 10.4 [Procedures relating to the Court of First Appeals](#)
- 10.5 [Undergraduate Studies Appeal Form](#)
- 10.6 Graduate Studies Appeals Forms: [postgraduate taught](#) and [postgraduate research](#)
- 10.7 [Admissions and Transfer Policy](#)
- 10.8 [Assessment and Academic Progression Policy](#)
- 10.9 [Academic Awards Policy](#)
- 10.10 [The 2010 Consolidated Statutes of Trinity College Dublin and the University of Dublin](#)

## **11. Document Control**

- 11.1 Date of initial approval: March 2017
  - 11.2 Date revised policy approved: 1 November 2023, Council
  - 11.3 Date policy effective from: 1 November 2023
  - 11.4 Date of next review: Academic Year 2023/24
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