

# UNIVERSITY COLLEGE CORK

## APPEAL AGAINST EXAMINATION RESULT FOR IMI STUDENTS

*Please type your answers beside each question below.*

*Please email this completed form to* *sreo@ucc.ie**, together with any supporting documentation.*

*Please note: Appeals can only be lodged after the official notification of examination results.*

**Name**: Click or tap here to enter text.

**IMI Student ID number**: Click or tap here to enter text.

**Phone Number**: Click or tap here to enter text.

**IMI student E-mail address**: Click or tap here to enter text.

*NB: Please note your IMI student email address will be used for formal communications, as per UCC Appeals policy.*

**Title of Degree Programme**: Click or tap here to enter text.

**Year of Programme** *(e.g. first, second, third)*: Click or tap here to enter text.

**Module Code(s) to be appealed**: Click or tap here to enter text.

Students should be aware that appealing an examination result is a serious matter, not to be undertaken lightly.

**Students should note that appeal of an examination result does not involve reassessment of the examination paper(s) or other submitted material.**

Pending the outcome of an appeal, which may not necessarily be upheld, **students should avail themselves of any opportunity to re-present for examination**, on the understanding that the resitting of an examination will not prejudice an appeal in any way.

Students are advised to consult the **Annex I** at the end of this application form, for full information on the appeals process. **Students are also strongly advised to contact the Examinations Appeals Officer**, Mr Michael Delargey, m.delargey@ucc.ie. The Examinations Appeals Officer can advise students on the appeals process and acts as a liaison between students, departments/schools and the Examinations Appeals Committee, but is not a member of that committee and does not participate in its decision.

# GROUNDS FOR APPEAL

An appeal of an examination result will be considered on the following grounds **only.**

Please select the checkbox beside the grounds on which the appeal is being made below:

[ ]  **A)** If there is evidence of substantive irregularity in the conduct of an examination.

## Or

[ ]  **B)** If the student, on stated grounds, considers that the mark assigned in an examination is erroneous **(Students’ contention that they ought to have done better cannot ground a claim under this head).** Before considering an appeal under (B) students are recommended in the first instance to contact the IMI to seek their breakdown of marks and feedback where appropriate

## Or

[ ]  **C)** If there were circumstances of which the Examination Board was not aware when its decision was taken.

 ***Students making an appeal under C (above) are required to give reasons why the***

 ***circumstances in question were not brought to the attention of the Examination***

 ***Board***.

**PERSONAL STATEMENT**

*Please use the box below to outline to the Examination Appeals Committee why you are appealing.*

*Your personal statement should clearly outline what you believe your grounds for appeal are and ensure that you directly refer to any supporting evidence that you have for your claim*

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***Students are strongly advised to attach documentary evidence, as appropriate, to support their appeal. Please note information supplied will be held in strictest confidence – see notes on examination appeals procedures in Annex 1 below.***

The completed form should be returned to sreo@ucc.ie, together with any supporting documentation, within **TWO WEEKS** of the issuing of the examination results.

The appeal application fee is €70, which will be refunded if the appeal is upheld.

***Please enter your credit/debit card details in the boxes provided below***.

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| **Debit/Credit Card Number**  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

**Expiry Date:**

|  |  |
| --- | --- |
|  **Month**  | **Year**  |
|  |  |

**By submitting this appeal application form, you authorise UCC to debit €70 from the credit/debit card above.**

**Date of Application:** Click or tap to enter a date.

*Please email this completed form to* *sreo@ucc.ie**, together with any supporting documentation.*

***PLEASE NOTE THAT WHILE THE EXAMINATION APPEALS COMMITTEE SEEK TO ARRIVE AT A DECISION ON APPEALS IN A TIMELY MANNER, THE APPEALS PROCESS TAKES THE TIME NECESSARY TO ENSURE THAT APPEALS ARE DEALT WITH APPROPRIATELY AND THOROUGHLY. THE MINIMUM PROCESSING TIME FOR APPEALS FROM THE TIME THAT THE EXAMINATION APPEALS OFFICER RECEIVES AN APPEAL FROM STUDENT RECORDS AND EXAMINATIONS OFFICE CAN BE BETWEEN FIVE TO SIX WEEKS.***

**Annex 1**

**Examination Appeals Process**

## Appeal Procedures

1. Upon receipt of a written appeal, the Student Records and Examinations Officer will refer the matter to the Examination Appeals Officer c/o Office of the Vice-President for Learning and Teaching, UCC. The OVPLT will handle all communications with the student and the IMI and the Examination Appeals Committee. Together with the appeal itself the Student Records and Examinations Officer sends a copy of the current and previous year’s academic transcript for the student making the appeal.
2. The Examination Appeals Officer will review the appeal for clarity and completeness. If deemed appropriate the EAO may correspond with the appellant to advise with regards to possible alterations or additions to the appeal.

1. Following point 2 above, a copy of the appeal will be sent by the Examination Appeals Officer to the Registrar of the IMI or his/her nominee, who will arrange to have the relevant marks rechecked and, within one week, provide to the Examination Appeals Officer written responses on the issues raised in the appeal. The Registrar of the IMI is requested to consult with relevant staff on the programme in drafting the response. In the absence of any response from the IMI the Examination Appeals Committee will still assess the appeal on its merits and may or may not find in favour of the appellant.
2. The Examination Appeals Officer may also, as appropriate, send a copy of the appeal to relevant administrative offices who will provide a written response to the issues raised in the appeal within one week.
3. The Examination Appeals Officer will review the response of the IMI for clarity and completeness. If deemed appropriate the EAO may correspond with the registrar of the IMI to advise with regards to possible alterations or additions to the appeal to the appeal response.

1. The Examination Appeals Officer will make available to the appellant and the registrar of the IMI copies of all correspondence relating to the appeal. The appellant is provided with an opportunity to comment on the reply from the IMI if they believe that there are factual inaccuracies. The appellant will be given 48 hours to make any further response, unless he/she indicates no further response will be made. *Note*: if a student chooses to reply to the IMI commentary, this may delay consideration of the appeal by the Examination Appeals Committee as the IMI will have right of response.

1. Pending the outcome of an appeal, which may not necessarily be upheld, students should avail themselves of any opportunity to re-present for examination, on the understanding that the re-sitting of an examination will not prejudice an appeal in any way.
2. **Examination Appeals Committee** The Examination Appeals Committee consists of twelve members, appointed by the Academic Council, of whom at least four are external members, normally practising lawyers, and with provision for a rolling membership. In addition the President appoints a member of Academic Council to act as Chair of the Committee. The term of office of the Committee shall be four years and the Committee may regulate its own procedures. A minimum of four members, of whom at least one is an external member, are involved in deciding each appeal. In the absence of the Chair of the Committee, those members of the Committee present at the meeting shall select one of their number to chair the meeting. The Examination Appeals Officer acts as Secretary to the Committee, but is not a member of the Committee and does not participate in the decision-making.

1. The Registrar and Senior Vice President Academic is not a member of the Examination Appeals Committee. The Examination Appeals Officer acts as a liaison between students, Schools/Departments and the Examination Appeals Committee but is not a member of the Committee. The Examination Appeals Committee, in accordance with the principles of natural justice, considers the documentary evidence presented to it in each case, consults with Internal Examiner(s) and may, if deemed necessary, consult with the External Examiner(s) or any other appropriate person. The Examination Appeals Committee may, if deemed necessary, also seek additional information or documentation from Head(s) of School/Department, appellants or others.

1. The Examination Appeals Committee determines the appeal by giving a decision. The Examination Appeals Officer, acting on behalf of the Committee, informs the appellant and the relevant Head(s) School/Department, in writing (by email and by post), of the outcome of the appeal. The Examination Appeals Officer also informs the Academic Council of the outcome of the appeal. The Examination Appeals Officer communicates the decision to the Registrar and Senior Vice President Academic, who, if a change in the result is recommended, makes the necessary arrangements to have the result amended.

1. The decision of the Examination Appeals Committee is final.