



University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

UNIVERSITY COLLEGE CORK

REQUEST PERMISSION TO SUBMIT AN APPEAL AGAINST AN EXAMINATION RESULT LATE

Please Print when completing this form.

As per the Appeal Against Examination Result Regulation <http://www.ucc.ie/en/exams/marking/#d.en.464905> students wishing to appeal an examination result must submit a completed Appeal Form to the Student Records and Examinations Office within **TWO WEEKS** of the issuing of the student's examination results (see Student Records and Examinations Office website for details of the specific release dates of examination results <http://www.ucc.ie/en/exams/>

Please note: Completed Appeal Forms **will not** be accepted by the Student Records and Examinations Office after this two-week period.

In exceptional circumstances, students may apply for permission to submit a completed Appeal Form to the Student Records and Examinations Office after this two-week period. Examination Appeals Committee (EAC), at its **sole discretion**, may waive the two-week deadline for submission of an appeal.

Students requesting that the EAC waive the two-week deadline for submission of an appeal must complete the following form.

Name: _____ Student No.: _____

Examination number: _____ Phone No: _____

Mobile phone No: _____ E-mail: _____

NB: Please note the UCC student email address will be used for formal communications, as per UCC policy. If you supply a second address, we will also copy information to that address. The outcome of the application to submit a completed appeal form late appeal will be sent by email as soon as possible after the decision is made.

Title of Degree Programme: _____

Year of Programme: Faculty/College: _____ (e.g. First Arts)

Examination period for which appeal is made: _____ (Spring/Summer/Autumn/Winter)

Date of release of Examination Results _____

Please complete the following:

Set out the reason(s) why you did not submit a completed appeal application form to Student Records and Examinations Office within two weeks of the release of your examination results.

Signature: _____ Date of Application: _____

Please email this completed form to the Examinations Appeals Officer Daniel Blackshields at d.blackshields@ucc.ie or post to:

Daniel Blackshields
Examinations Appeals Officer,
School of Economics
University College Cork

Request Permission to Submit an Appeal Against an Examination Result Late Guidelines

- i. An appeal application form must be completed and submitted with supporting documentation to the Student Records and Examinations Office within TWO WEEKS of the date of issue of a student's examination results.
- ii. Students requesting a waiver on the two week deadline for submission of appeal must complete and submit a 'request permission to submit an appeal against an examinations results late' form.
- iii. Students must submit the completed form set out in ii above by email and/or post to the Examinations Appeals Officer (EAO).
- iv. The EAO will send an acknowledgement of receipt of a completed 'request permission to submit an appeal against examinations results late' form to the student's UCC student email address and any other email address identified by the student in the completed form.
- v. The EAO will initially review the application form and will either:
 - i) Recommend approval of the request to the Chair of the Appeals Committee who will either a) confirm the EAO's recommendation to the Examinations Appeal Committee or; b) recommend that the request be tabled for discussion at the next scheduled Examinations Appeals Committee meeting

Or;

 - ii) Table the request for discussion at the next scheduled Examinations Appeals Committee Meeting
- vi. The EAO will communicate the outcome of v. to the student's UCC student email address and any other email address identified by the student in the completed form.
- vii. The decision of the Examinations Appeals Committee is final.