

**Graduate Diploma in Education (Primary Teaching)
Admissions Appeal Process
Dublin Colleges Centre**

Where an applicant to the Graduate Diploma in Education (Primary Teaching) programme in the Dublin Colleges (St Patrick's College, Froebel College, Coláiste Mhuire) is dissatisfied with a decision relating to admission to the programme, the applicant may avail of the following appeals process:

- (i) The applicant shall write a letter of appeal to the Admissions Office, St Patrick's College, clearly outlining the grounds for appeal.
- (ii) Appeals must be submitted to the Admissions Office within 10 working days of the results being issued.
- (iii) Applicants may appeal on the following grounds only:
 - (a) that the selection procedure was not conducted in accordance with the procedures set out in the guidelines issued by the Department of Education and Science in the relevant year
 - (b) that there was a gross irregularity in the conduct of the interview or oral Irish test.
- (iv) The appeal shall be forwarded to an Admissions Appeals Committee comprising the Registrar (or nominee) and one other nominee of St Patrick's College, one nominee from each of Coláiste Mhuire and Froebel College, and one person external to the three colleges, nominated by the President of St Patrick's College. Appeals committee members shall not have been involved in the interview or oral Irish test to which the appeal relates.
- (v) A meeting of the Admission Appeals Committee should take place within one calendar month of the closing date for receipt of appeals and a reasoned decision will be issued. Decisions of the Appeals Committee are final and binding.
- (vi) Where the Committee forms the view that the selection procedure was not conducted in accordance with the procedures as outlined or that there was a gross irregularity in the conduct of the interview or oral Irish test, and that this adversely affected either the applicant's performance or a board's appraisal of the applicant's performance, the Committee may recommend that the applicant be given the option of another interview or oral Irish test, as appropriate.
- (vii) There shall be a fee of €100 in respect of an appeal and this amount shall be repayable to the applicant where an appeal has been successful.

The closing date for receipt of appeals for the 2010 competition is Monday 1st February 2010 at 4.00 p.m.