

## Document Identifier: Appeals Form

<b>Policy Title:</b>	Appeals Form
<b>Description:</b>	This form is for use in appeals to the Court of First Appeal and the Court of Second Appeal.
<b>Author (Position):</b>	Vice President (Academic Affairs) and Registrar
<b>Version:</b>	2
<b>Approved By:</b>	MIE Governing Body
<b>Policy Approval Date:</b>	January 2019
<b>Date of Next Policy Review:</b>	April 2023 (or as necessary)

## Appeals Form

### Notes

Section 1 and Section 2 to be completed by the Appellant's Tutor<sup>1</sup> (or by the Student if acting on their own behalf)

### Section 1

This form is for use in appeals to the Court of First Appeal and the Court of Second Appeal

#### Section 1 Please mark as appropriate

This is an appeal to the Court of First Appeal for: **Please Select** ☐

This is an appeal to the Court of Second Appeal for: **Please Select** ☐

Examination Session: Choose an item.

Academic Year:

Please refer to Process of Appeals<sup>2</sup> for Students on MIE Programmes Accredited by Trinity College Dublin, the University of Dublin prior to completing and submitting this form<sup>3</sup>.

At a Court of First Appeal, the Student's Tutor, or another representative of the Student's, must attend to represent the Student. The Student may also attend if they wish.

For appeals to the Court of Second Appeal, Tutors should note that their Tutee (the Appellant) **must attend** at the statement of their case to the Court. In exceptional circumstances, the Court may permit an appellant not to appear before it.

<b>Name of Appellant:</b>	
<b>Course:</b>	
<b>Student Number:</b>	
<b>Current College Standing:</b>	
<b>Tutor:</b>	

<sup>1</sup> See [Tutor System Policy](#) and [Tutor System Procedure](#)

<sup>2</sup> See [Court of First Appeal Process](#) and [Court of Second Appeal Process](#)

<sup>3</sup> Tutors are required to familiarise themselves with the deadlines for submission of appeals

## Document Identifier: Appeals Form

I wish to make an appeal on behalf of my Tutee whose case;

*Tick box, as appropriate, to indicate grounds for appeal*

- i. Is not adequately covered by the ordinary regulations of the Institute ☐
- ii. Is based on the claim that the regulations of the Institute were not properly applied in the Appellant's case ☐
- iii. Represents an ***Ad Misericordiam*** appeal<sup>4</sup> ☐

This appeal is being brought against the decision of the Marino Institute of Education Court of Examiners according to the rule(s) set out in the course handbook.

**If this is an appeal to the Court of Second Appeal, please state the decision of the Court of First Appeal:**

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**Please state clearly the objective of the Appeal:**

My Tutee is appealing to be allowed to

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## Section 2

### Details of the Appeal

**Please indicate dates of illness covered by any Medical Certificate presented:**

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<sup>4</sup> See [Guidelines on Evidence in Support of an Ad Misericordiam Appeal](#)

**Please provide details of non-satisfactory returns in relation to the Appellant:**

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**Full details of Appellant's academic record, including examination results<sup>5</sup>**

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**Detailed account of the case being made by the appellant:**

*(Please ensure that you provide exact dates of the principal events cited in the appeal. If there is more than one ground for appeal, please ensure that you specify which facts are to be relied upon in support of each ground. Where necessary, please provide appropriate background information. This account may be continued on an additional page. Cases need to be sufficiently detailed and backed up with appropriate evidence. Unsupported claims may not be entertained by the Court.)*

[illegible]

<sup>5</sup> Tutors are advised that, if necessary, the Registrar's Office may be called upon to make available to them details of academic records. Where appropriate, marks and dates for individual examinations should be provided.

**Submitted by (Tutor name):** \_\_\_\_\_

***Please ensure that any supporting documentation is submitted in advance of the deadline for its receipt.***