

**Policy Identifier: Appeals Policy (Academic Progression)**

<b>Policy Title:</b>	Appeals Policy (Academic Progression)
<b>Description:</b>	This policy outlines the circumstances in which students are allowed to ask for review of a decision relating to academic progress.
<b>Author (Position):</b>	Vice President (Academic Affairs) and Registrar
<b>Version:</b>	2
<b>Approved By:</b>	MIE Governing Body
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<b>Date of Next Policy Review:</b>	June 2027 (or as necessary)

## Appeals Policy (Academic Progression)

### 1 Context

Marino Institute of Education, herein referred to as 'The Institute' or MIE, recognises 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 following:

- i. Rules of Passing and Progression found in student course handbooks
- ii. Appeals Processes<sup>1</sup>
- iii. [Guidelines on Evidence in Support of an Ad Misericordiam Appeal](#)

### 2 Purpose

The purpose of this policy is to outline the circumstances in which students are allowed to ask for review of a decision relating to academic progress.

### 3 Benefits

This policy and related guidelines and procedures, referred to in [Section 9](#) of this policy, support the management and conduct of academic appeals in a transparent and equitable way.

### 4 Scope

- 4.1 This policy applies to all students registered on programmes of study at MIE and to those who have gone off the register, provided they bring their appeals within the prescribed deadlines as stated in the Appeals Procedures Documents ([Section 9.2](#))
- 4.2 This policy applies to appeals brought to the courts and committees specified in [6.1](#) and [6.2](#) of this document
- 4.3 This policy does not cover requests for re-checking/re-marking of examinations and other assessments<sup>2</sup>.

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<sup>1</sup> See [Court of First Appeal Process](#), [Court of Second Appeal Process](#) and [Postgraduate Appeals Process](#)

<sup>2</sup> See [Re-check/Re-Mark of Assessments Procedure](#)

## 5 Principles

- 5.1 MIE is committed to ensuring that the management and conduct of appeals are equitable and consistent
- 5.2 The procedure for any appeal will comply with the law of natural justice.

## 6 Appeals Process

There are two avenues for appeals processes based on the course type

- 6.1 For Professional and Undergraduate courses
  - 6.1.1 [Court of First Appeal Process](#)
  - 6.1.2 [Court of Second Appeal Process](#)
- 6.2 For Master in Education Studies courses
  - 6.2.1 [Postgraduate Appeals Process](#)
  - 6.2.2 Institute Appeals Committee

## 7 Policy

- 7.1 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
- 7.2 Students are entitled to have representation appropriate to the level of the appeal hearing
- 7.3 Any student who has an appeal in progress that could have implications for their degree result is advised not to proceed with degree conferral until the outcome of the appeal has been confirmed
- 7.4 The recommendations of the [Court of First Appeal](#) and the [Postgraduate Appeals Committee](#) are forwarded to the Vice President of Education and Strategic Development who may approve or reject or vary any such recommendations
- 7.5 A student may appeal such decisions of the Vice President of Education and Strategic Development, whether approved, rejected or varied, to the [Court of Second Appeal](#) or the Institute Appeals Committee.

7.6 The recommendations of the [Court of Second Appeal](#) and Institute Appeals Committee will be noted at the subsequent meeting of the Governing Body<sup>3</sup>.

## 8 Responsibility

The overall responsibility for this policy lies with the Registrar & Vice President of Academic Affairs.

## 9 Related Documents

- 9.1 [Assessment Handbook](#)
- 9.2 [Moodle \(Registrar's Office Page\)](#)
- 9.3 Appeals Procedures
  - 9.3.1 [Court of First Appeal Process](#)
  - 9.3.2 [Court of Second Appeal Process](#)
  - 9.3.3 [Postgraduate Appeals Process](#)
  - 9.3.4 [Appeals Re-Check Form](#)
  - 9.3.5 [Guidelines on Evidence in Support of an Ad Misericordiam Appeal](#)
- 9.4 [Re-check/Re-Mark of Assessments Procedure](#)
- 9.5 [Admission, Access and Transfer Policy](#)
- 9.6 [Code of Governance](#)
- 9.7 [Matters Reserved for the Governing Body of MIE](#)
- 9.8 [Academic Assessment and Academic Progression](#)
- 9.9 Course Handbooks
  - i. [Bachelor in Science Early Childhood Education Handbook](#)
  - ii. [Bachelor in Science Education Studies Handbook](#)
  - iii. [Bachelor in Education Handbook](#)
  - iv. [Lámhleabhar Clair don Bhaitsiléir san Oideachas Trí Mheán na Gaeilge](#)
  - v. [Master in Education Studies Handbook](#)
  - vi. [Master in Education Studies Handbook Year 1 \(MES Visual Arts, MES Inquiry-based Learning, MES Leadership in Christian Education\)](#)
  - vii. [Professional Diploma in Education Further Education Handbook](#)
  - viii. [Professional Diploma in Education Further Education Educational Placement Handbook](#)
  - ix. [Professional Master in Education Primary Teaching Handbook](#)
  - x. [Trinity International Foundation Programme Handbook](#)

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<sup>3</sup> See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)