

APPENDIX 2

Re-check, Re-mark and Appeal Procedures

A2.1 Re-checks

A candidate wishing to have a module assessment re-checked should make a formal request using Form PGR 5E [*Request for Assessment Re-check*] which should be returned together with the requisite fee to the Graduate Research School Office within three working days of the date the results were issued.

The re-check process shall be carried out under the direction of the Head of the Graduate Research School, and shall normally involve establishing that all attempted parts of the assessment were marked, and that no computational error occurred during the marking process or the recording of the marks. It shall also involve establishing that all answers, part-answers and/or other assessment materials have been assessed.

Where the process gives rise to a change of mark, it shall be open to the Head of the Graduate Research School to require that a re-check be undertaken in respect of all assessments in the module concerned. Where this course of action is deemed appropriate, the Head of the Graduate Research School may nominate another examiner to carry out the re-check.

A2.2 Re-Marks

A candidate may seek a re-mark of a module assessment by submitting form PGR 5F [*Request for Assessment Re-mark*] together with the requisite fee to the Graduate Research School Office within five working days of the date the module results were issued or within two working days of the submission of the recheck application form.

The Head of the Graduate Research School will make the necessary arrangement for the re-marking of the assessment. In the event that the recheck gives rise to a change of mark, the Head of the Graduate Research School shall reconvene the relevant module and progression board.

A2.3 Appeals

A2.3.1 Grounds for Appeal

The appeals process provides for appeal by a student against decisions in respect of withdrawal, transfer, annual evaluation, confirmation for PhD/DMus registration, recommendations of module and progression and examination boards or decisions of Academic Council. Grounds for appeal are that:

1. the Graduate Research Regulations of the University have not been properly implemented;
2. circumstances exist which may not have been specifically covered by the Graduate Research Regulations;
3. there is new, attested, documented and relevant information, that was not made available for justifiable reason, and therefore not considered when a decision relating to assessment, examination or withdrawal was made.

These are the only matters which may be appealed using this process.

A2.3.2 The Graduate Research Appeals Eligibility Group and Appeals Board

The Graduate Research Appeals Eligibility Sub-Group shall assess appeals received from graduate research students and determine whether there are valid grounds for appeal. The Appeals Eligibility Sub-Group

will comprise three members of the Graduate Research Appeals Board including the Head of Graduate Research School as Chairperson and brings a recommendation in relation to the eligibility/ineligibility of the application to the Appeals Board.

The function of the Graduate Research Appeals Board shall be to adjudicate on an appeal and shall be composed of not more than five persons from the Graduate Research School Board, appointed by Academic Council. The Head of Graduate Research School will act as Chairperson and a Vice Chairperson shall be appointed from within the four other members of the Appeals Board. No member of staff who has previously been involved at any earlier stage of a particular appeal shall be entitled to attend.

The Appeals Board shall meet as necessary and shall hear the appeals presented to it for that occasion and make determination thereon. All necessary information shall be processed through the Graduate Research School Office and presented in writing to the Board for each hearing.

A2.3.3 The Appeals Procedure

Step 1:

An appeal must be lodged with the relevant Head of Research on the Appeals Form (PGR 5G [*Student Appeals Form*]) within seven working days of the publication of the relevant decision/recommendation i.e. withdrawal, transfer, annual evaluation, confirmation for PhD/DMus registration, recommendations of module and progression and examination boards or decisions of Academic Council. The application must be accompanied by the appropriate fee which shall be refunded if the appeal is successful.

Step 2:

The Head of Research shall be responsible for initiating the preparation of a written report from the relevant supervisor(s) and Head of School. The form together with the written reports and other documentation to accompany the appeal shall be referred to the Head of Graduate Research School within 10 working days, who shall have responsibility for presenting them to the appellant and Graduate Research Appeals Eligibility Sub- Group.

Step 3:

The Appeals Eligibility Sub-Group shall convene to determine whether there are valid grounds for appeal under the Graduate Research Regulations and shall bring a recommendation in relation to the eligibility/ineligibility of the application to the Appeals Board.

Step 4:

The Appeals Board shall meet to hear all eligible appeals and shall consider all evidence (oral and written) relevant to the appeals listed for hearing. The Appeals Board may, at its discretion consult other parties where this is considered appropriate. The student shall be entitled to make submissions on his or her behalf to the Appeals Board.

The Head of School or nominee, shall present the written report to the Appeals Board and respond to matters raised by the Board.

The appellant shall be invited to present the case in person to the Appeals Board and shall indicate on the form if she/he wishes to appear and/or be represented by a third party e.g. TU Dublin Students' Union.

The decisions of the Appeals Board meeting in private session shall normally be formulated by consensus.

Where the Board is divided, the outcome shall be decided by a majority decision. In the event of an equality of votes the Chairperson of the Board shall exercise a casting vote.

No change shall be made retrospectively in graduate research regulations for the particular issue involved in the appeal.

The Appeals Board shall notify in writing the appellant, the Chairperson of the Graduate Research School Board, the Faculty Dean, the Head of School and the Supervisor(s) of its decision as soon as possible.

The decisions of the Appeals Board(s) shall be final and binding on the University and the appellant.