**Section 1. Student Details**

**Student APPEALS FORM**

This form should be completed if you believe that you have grounds for appealing the following decisions:

**Student Conduct Appeals:**

* An appeal against decisions made under the [Student Discipline Procedure.](https://sisweb.ucd.ie/usis/%21W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=226) Appeals may be made against decisions and/or any penalty applied under the Student Discipline Procedure.
* An appeal against decisions of School Plagiarism Committees.
* An appeal against decisions by UCD Residences (Category 2 panel) in relation to breaches of the License to Reside.

**Continuation, Progression and Standing Appeals:**

* An appeal against decisions made by Governing Boards in respect of:
* Discontinuation of a student’s registration under Continuation (Academic Regulation)
* Student Fitness to Practise
* Fitness to Continue in Study
* An appeal against decisions of the Ad Astra Academy to discontinue a scholarship.
* An appeal against decisions made by the Student Vetting Committee.
* An appeal against decisions made by the Risk Assessment Standing Committee.
* Appeals must be submitted **within 10 working days** of the date that the decision was formally communicated to the student.
* Appeals submitted after the deadline will not be considered unless you submit clear documentary evidence that demonstrates that you were prevented from submitting an appeal.
* Please read the [Student Appeals Procedure](https://sisweb.ucd.ie/usis/%21W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=225) before completing this form.
* Please note that your Student Appeals Form and supporting documentation will be shared with the original decision-making body, and with relevant staff involved in administering and considering the appeal.
* The University will evaluate and analyse information collected from the Student Appeals process to identify trends and highlight opportunities for improvement. It will not be possible to identify any individual from data collected for statistical purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| **First name(s)** | Click here to enter text. | **Surname** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Student ID No.** | Click here to enter text. | **Email**  | Click here to enter text. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme Title**  | Click here to enter text. | **Stage**  | Click here to enter text. |

**Section 2. Decision that you wish to appeal** Please select relevant category of appeal

|  |  |
| --- | --- |
| **Continuation, Progression and Standing** | **Student Conduct** |
| [ ] Continuation | [ ] Student Conduct Meeting  |
| [ ] Fitness to Continue in Study | [ ] Student Disciplinary Committee |
| [ ] Student Fitness to Practise | [ ] School Plagiarism Committee |
| [ ] Ad Astra Academy (Scholarship discontinued) | [ ] UCD Residences (Estate Services decisions relating to Category 2 breaches) |
| [ ] Student Vetting Committee |  |
| [ ] Risk Assessment Standing Committee |  |

Date decision was issued:

|  |
| --- |
| Click here to enter text. |

**Section 3. Appeal Details**  |
|

|  |  |
| --- | --- |
|  |  |

**Use this section to indicate the ground/s on which you are submitting your appeal.** |  |

[ ]  **Procedural irregularity**: there is evidence that the procedures relating to a decision were not followed properly, which may have impacted on the decision.

[ ]  **New evidence:** information relevant to the decision, which for good reason was not available to the original decision-making body.

The following ground is only permissible for appeals against decisions of a Student Discipline Committee, or decisions relating to fitness to continue in study and student fitness to practise the following additional ground applies:

[ ]  **Disproportionate outcome or penalty:** the action or penalty applied was disproportionately severe with regard to the circumstances of the case.

Use this section to **explain** **in full** the grounds on which your appeal is based. Complete Section A, B and/or C as appropriate depending on the grounds you have selected above. Include documentary evidence to support your claim, where appropriate. Failure to do so may result in your appeal not being considered.

Note: the boxes will expand to accommodate your text.

|  |  |
| --- | --- |
| **A** | **Evidence of Procedural Irregularity****There is evidence that the procedures relating to a decision were not followed properly, which may have impacted on the decision.**  |

 **(i)Detailed description of your appeal**

|  |
| --- |
|  |

**(ii) Relevant evidence to support your appeal**List the documents you are submitting with this form. Documentary evidence should be scanned and submitted electronically.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **B** | **New Evidence** **Information relevant to the decision, which for good reason was not available to the original decision-making body. Complete all boxes in this section.**  |

**(i)Detailed description of your appeal**

|  |
| --- |
|  |

**(ii) Relevant evidence to support your appeal**

|  |
| --- |
|  |

**(iii) Explanation of why it was not possible to submit this information to the original decision- making body, e.g. your Governing Board, Ad Astra Review Group before the decision was made.**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **C** | **Disproportionate outcome or penalty****The action or penalty applied was disproportionately severe with regard to the circumstances of the case. This applies to appeals relating to Student Discipline, Fitness to Continue in Study and Fitness to Practise decisions only.**  |

1. **Detailed description of your appeal and substantiating evidence**

|  |
| --- |
|  |

**All appeals:** Click box to select:

**Section 4. Checklist**

[ ]  I have read and understand the [Student Appeals Procedure](https://sisweb.ucd.ie/usis/%21W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=225)

[ ]  I have completed all personal information (Section 1)

[ ]  I have included a copy of the communication from the decision-maker formally notifying me of the decision that I now wish to appeal.

[ ]  I have provided **all** the information that I wish the Student Appeals Committee to consider in relation to my appeal.

[ ]  I understand that my Student Appeals Form and any supporting documentation will be shared with the original decision-making body, and with relevant staff involved in administering and considering the appeal.

**For appeals on the grounds of new evidence (appeal ground B):** Click box to select

[ ]  I have explained and provided evidence, where appropriate, of why it was not possible to submit this information to the original decision-making body, such as the Programme Board.

[ ]  I have enclosed appropriate documentary evidence to support my appeal. *Note*. Documentary evidence should be submitted electronically.

By submitting this form: I declare that the above information is accurate and true; I confirm that the details of this appeal are complete and acknowledge that they will be passed on to the relevant University staff administering and considering my appeal; I acknowledge that my appeal and supporting documentation will be shared with the original decision-making body for comment; I confirm that I have included relevant supporting documentary evidence to support my case (where applicable); I authorise relevant University staff to verify the authenticity of all supporting documentation associated with this application.

**Section 5. Declaration**

Return your completed appeal form and supporting documentary evidence to the relevant address given below to be received **before** the expiry of the appeal submission deadline. Appeals should be submitted to student.appeals@ucd.ie

For more information on Student Appeals please see: <http://www.ucd.ie/secca/>