# Appeals Application Form

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## Appeal Form (Updated September 2023)

This form is to be used in respect of all Griffith College appeals. Persons involved should also read the Appeals Procedure (QAE E15) and the notes attached herewith. The appeal form must be submitted to the Quality Assurance and Enhancement Office by email (appeals@griffith.ie) within the following timescales:

* Within 10 working days of decisions under the categories of Learner Disciplinary, Exam Board Decision, Desk Based Review, and Decision of Appeal Board.
* Within 5 working days of decisions under Deferral, Admission, and Recognition of Prior Learning.
* Within 1 working day of receiving notification of the decision against Late Submission of Assessed Work.

## Section 1: Learner Personal Details

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| Learner Number: |  |
| Surname: |  |
| Forenames: |  |
| Home Address Line: |  |
| Email: |  |
| Daytime Phone Number: |  |
| Name of Course/Programme: |  |
| Faculty: |  |
| Date: |  |

## Section 2: Type of Appeal

Please refer to the Appeal Form Notes Attached. Please tick (**✓**) as appropriate the decision being appealed.

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| Click the relevant box | Type of Appeal | Relevant Policy/Policies in the QAE Manual |
| [ ]  | Admission | Section C, Document 3.5 Admissions, Transfer and Progression (ATP) policy, Section C, Document 3.6 English Language Level Requirements for Learners on the College’s Academic Programmes |
| [ ]  | Recognition of Prior Learning | Section C, Document 3.7 Recognition of Prior Learning Procedure |
| [ ]  | Late Submission of Assessed Work | Section F, Document 6.2 Procedure for Extensions of Deadlines for the Submission of Assessed Work and Late Submission Penalties |
| [ ]  | Applicant Deferral | Section C, Document 3.8 Applicant Deferred Entry |
| [ ]  | Registered Learner Deferral of Programme, Module, or Assessment | Section C, Document 3.9 Deferrals of Programme, Module or Assessment for Registered Learners |
| [ ]  | Learner Disciplinary | Section G, Document 7.7 Learner Disciplinary Procedure |
| [ ]  | Academic Misconduct | Section F, Document 6.9 Academic Integrity and Misconduct Procedure |
| [ ]  | Exam Board Decision | Section F, Document 6.12 Examination Board Procedure |
| [ ]  | Desk Based Review | Desk-based Review section of the Section F, Document 6.4 Appeals Procedure |
| [ ]  | Decision of Academic Panel Appeal Board | Section F, Document 6.4 Appeals Procedure |
| [ ]  | Presidential Appeal | Section F, Document 6.4 Appeals Procedure |

If you are appealing Learner Disciplinary, Academic Misconduct, or Exam Board Decision, do you have a previous or existing case of academic misconduct currently on your academic record?

[ ]  No, I do not have a previous record of academic misconduct on my learner academic record.

[ ]  Yes, I have a previous finding of academic misconduct on my learner academic record.

If yes, please provide some detail here:

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**Section 2: Faculty Details**

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| Name of Programme Director (or Year Head, or Head of Faculty): |  |
| Name and codes of Module(s) this appeal relates to: |  |
| Name of lecturers for (each) module: |  |

## Section 3: Claimed Grounds for Appeal

Please include:

1. **As much detail and facts as possible** (What happened, when, who was involved, what evidence trails exist).
2. The name of the module, all relevant staff, what decision was made and how.
3. Your evidence and reasons why you are appealing.

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Have you attached additional documentation? Please tick (**✓**)as appropriate:

[ ]  Additional documentation attached
[ ] No documentation attached

## Section 4: Grounds for Appeal

Please tick as appropriate under which grounds your appeal falls (see notes attached where permitted grounds are listed for each appeal situation)

There are several grounds upon which an appeal may be granted. For each of the procedures above these grounds differ slightly and are listed below. Please note that in the absence of grounds for appeal and supplying evidence where appropriate, the appeal will be rejected.

It will not be sufficient to appeal a decision based simply on an opposition to the outcome of that decision, e.g. you cannot appeal an academic withdrawal because you wish to complete the programme. Appeals must be based on these grounds.

[ ]  To present evidence that there was a **material procedural irregularity** in how the original procedure identified in Section 2 was implemented, which may have impacted on the original outcome.

[ ]  To **present additional documentation or mitigating circumstances** that was not already presented, which may impact the original outcome. In this case the applicant must also show good reason why such documentation could not have been made available previously.

[ ]  The outcome of the process identified in Section 2 is **manifestly unreasonable**.

[ ]  There is a **breach of natural justice**.

[ ]  To appeal against the **College’s admission criteria or RPL criteria.**

[ ]  To appeal against the **manner in which the admissions or RPL criteria were applied**.

[ ]  Specific to the disciplinary and misconduct procedures: That the **penalty imposed was too severe bearing in mind the circumstances of the case**.

[ ]  Specific to the outcome of a Desk Based Review of an Appeal: That the **appellant would be reasonably entitled to an appeal on the merits of their case.**

## Section 5: Learner Declaration

Learners or Applicants at Academic Appeal panels have the right:

1. To be given 10 days’ advance notice of the appeal hearing (or less if agreed by all parties) in order to ensure that they can attend and, should they wish, can organise representation.

2. To a clear statement of the alleged offence or alleged academic misconduct if a learner is the subject of disciplinary proceedings or a disciplinary hearing in relation to academic misconduct. In the case of any offence or misconduct that could lead to the expulsion of the learner from the College or him or her being withdrawn from a programme within the College, the statement must be given 10 days in advance. In all cases where a learner is presented with a statement of the alleged offence or alleged academic misconduct on the date of the hearing, the learner shall be entitled to request adjournment of the hearing to prepare his or her defense.

3. To attend the hearing. If a learner fails to attend the hearing, the hearing shall proceed in the absence of the learner.

4. The right to be represented at a hearing by a fellow learner, a staff member, a relative, a friend, an adviser or a legal representative. A learner who chooses not to be represented shall be requested at the hearing to confirm in writing that he/she has been informed of his/her right of representation and has declined to exercise it

5. The right to be accompanied by a translator. Any costs associated with the appointment of a translator by the learner (other than one provided by the College) shall be borne by the learner unless the Disciplinary or Appeal Board so otherwise determines. A learner for whom English is not a native language and who chooses not to appoint a translator shall be requested at the hearing to confirm in writing that they have been informed of their right to appoint a translator and has declined to exercise it.

6. The right to request sight prior to the meeting of evidence to be presented at the relevant hearing, to hear and see the evidence presented, to challenge the evidence on cross-examination and to present his/her own evidence.

Please confirm your understanding that:

[ ]  **I have read the rights listed in brief above and the full rights as laid out in the Appeals Policy and I understand them.**

[ ]  I confirm I know I will have 10 days’ notice unless I agree to meet sooner.

[ ]  I confirm that I am appealing a case where I was presented with a clear statement of the alleged offence or alleged academic misconduct.

[ ]  I confirm I know I have a right to attend a hearing if there is one.

[ ]  I confirm that I know I have the right to representation.

[ ]  I will provide the name, role and contact details of any person I want to attend the hearing within a reasonable time if a hearing is scheduled.

[ ]  I will not be bringing representation to an appeal hearing if it is scheduled.

[ ]  I have the right to a translator.

[ ]  I will be bringing a translator to the meeting and I understand that I will bear this cost.

[ ]  I want to discuss having a translator provided for by the College.

[ ]  I will not be bringing a translator to the appeal hearing if it is scheduled.

**Learner Signature:** **Date:** \_\_\_\_ /\_\_\_\_ /\_\_\_\_

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| For Office Use OnlyDate Received by Quality Assurance and Enhancement Office: \_\_\_\_ /\_\_\_\_ /\_\_\_\_ Outcome of Desk-based review: Learner Informed of Desk Review Outcome: Quality Assurance and Enhancement Officer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ /\_\_\_\_ /\_\_\_\_ |