

# Appealing a College Admissions Decision Procedure

## Section 1 - Introduction

### Purpose and Parent Policy

(1) This procedure sets out the steps for an appeal of a decision of a decision-making body under the [Admissions Policy](#) in the 'Appeals' section.

(2) Applicants can appeal:

- a. The decision of any college decision-making authority
- b. A decision about the recognition of prior learning.

### Responsibilities

#### Applicant Responsibilities

(3) The applicant is responsible for initiating the procedure within the defined timeframe and providing all relevant evidence.

#### Staff Responsibilities

(4) All decision-makers are required to implement their decisions with timeliness and clarity.

(5) Applicants must receive clear communications from the relevant Staff members.

## Section 2 - Procedure

### Part A - Procedure for Appeal of a College Admissions Decision

#### Submitting an Appeal

(6) The applicant submits an appeal to the Assessment and Awards Office (AAO) of the Department of the Registrar using the appropriate form.

(7) A valid application includes:

- a. The completed application form
- b. Verifiable supporting evidence which addresses the appeal criteria
- c. Payment of the relevant fee, where appropriate

(8) The appeal application must be submitted within five working days of the communication of the decision by the

## **Assessment of the Validity of the Appeal**

(9) The Academic Dean assesses the appeal to establish if it meets the grounds for a valid appeal.

(10) Where required, the Academic Dean seeks an investigation of the factual accuracy of the appellant's assertions, which may include input from the original decision-making body.

(11) If the appeal submission is complete and the Academic Dean deems that the grounds are valid, a meeting of the Appeals Committee is convened.

(12) If the appeal submission is complete and the Academic Dean deems that there are no valid grounds, the appeal is rejected and not brought to the Appeals Committee.

## **Notification to the Applicant**

(13) The Academic Dean notifies the applicant in writing of the decision and the rationale for it.

(14) Where an Appeals Committee meeting is convened, the applicant:

- a. Is notified a minimum of five working days in advance of the Appeals Committee meeting
- b. May submit an additional statement in writing to the Appeals Committee
- c. Is provided with a copy of all material provided to the Appeals Committee

## **Remit of the Appeals Committee**

(15) The Appeals Committee comprises three persons drawn from the panel established by the Academic Board for this purpose, as specified in the [Appeals Policy](#).

(16) The Appeals Committee meets to agree the findings and to determine a fair resolution.

(17) The Appeals Committee considers the case based on the grounds for appeal as set out by the applicant in their application for an appeal and no other criteria.

(18) The Appeals Committee, at its sole discretion, may invite any person who may have evidence or information to support the committee in reaching a decision to attend.

## **Right to Information**

(19) The applicant is advised of any persons the Appeals Committee meets and is entitled to receive any information or evidence provided by that party which is to be considered by the Appeals Committee.

(20) The applicant and any other party to an appeal has the right to receive any reports provided to the Appeals Committee generated as part of an investigatory process or decision-making process.

## **Possible Outcomes**

(21) The possible outcomes are:

- a. The appeal is upheld.
- b. The appeal is denied.

(22) Where an appeal is upheld, due consideration should be given to any practical implications and appropriate communications with staff and applicants relating to the upholding of this appeal.

(23) If necessary, an Appeals Committee may adjourn any hearing to consult with the Academic Dean or take legal advice where required.

### **Decision-Making**

(24) Ideally, the decision of the Appeals Committee should be unanimous but, at a minimum, it should be a majority of one.

(25) A formal record of the decision, the rationale for the decision, and evidence used to support the decision is maintained by the AAO office.

### **Notification of Decision**

(26) The Academic Dean notifies the following parties in writing of the Appeals Committee decision and the rationale for the decision:

- a. The Applicant
- b. The Registrar
- c. The Admissions Office

### **Conclusion of the Process**

(27) There is no further appeals process available. The process concludes at this point.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	12th September 2023
<b>Review Date</b>	12th September 2026
<b>Approval Authority</b>	Admissions Team Lead
<b>Approval Date</b>	11th September 2023
<b>Expiry Date</b>	Not Applicable
<b>Enquiries Contact</b>	Robin Flynn Quality, Enhancement and Registrations Manager rflynn@hiberniacollege.net <hr/> Admissions Office

## Glossary Terms and Definitions

**"Applicant"** - An applicant is a person who has submitted an application to undertake a programme of study with the College.