

Policy Identifier: Appeals Policy (Academic Progression)

Policy Title:	Appeals Policy (Academic Progression)
Description:	This policy outlines the circumstances in which students are allowed to ask for review of a decision relating to academic progress.
Author (Position):	Vice President (Academic Affairs) and Registrar
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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 Processes¹
- 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.

4.1 **4 Scope**

4.2 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](#))

4.3 This policy applies to appeals brought to the courts and committees specified in [6.1](#) and [6.2](#) of this document

This policy does not cover requests for re-checking/re-marking of examinations and other assessments².

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

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

5 Principles

MIE is committed to ensuring that the management and conduct of appeals are equitable and consistent

The procedure for any appeal will comply with the law of natural justice.

5.1 **6 Appeals Process**

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

For Professional and Undergraduate courses

6.1.1 [Court of First Appeal Process](#)

6.1.2 [Court of Second Appeal Process](#)

[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 appropriate Dean or Education who may approve or reject or vary any such recommendations

A student may appeal such decisions of the appropriate Dean of Education, whether approved, rejected or varied, to the [Court of Second Appeal](#) or the Institute Appeals Committee.

The recommendations of the [Court of Second Appeal](#) and Institute Appeals Committee will be noted at the subsequent meeting of the Governing Body³.

8 Responsibility

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

9 Related Documents

[Assessment Handbook](#)

Appeals Procedures

- 9.1 9.2.1 [Court of First Appeal Process](#)
- 9.2 9.2.2 [Court of Second Appeal Process](#)
- 9.2.3 [Postgraduate Appeals Process](#)
- 9.2.4 [Appeals Form](#)
- 9.2.5 [Guidelines on Evidence in Support of an Ad Misericordiam Appeal](#)
- 9.3 [Re-check/Re-Mark of Assessments Procedure](#)
- 9.4 [Admission, Access and Transfer Policy](#)
- 9.5 [Code of Governance](#)
- 9.6
- 9.7 [Matters Reserved for the Governing Body of MIE](#)
- 9.8 [Academic Assessment and Academic Progression](#)

[Course Handbooks](#)

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