



FIE Dublin

Complaints &

Academic Appeals

Policy

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Academic Appeals

FIE Dublin's three academic partners have their own academic appeals procedures. Should a student wish to make an academic appeal, the following procedures must be followed. Individuals are encouraged to raise their concern without risk of disadvantage, and all parties are requested to engage constructively with the procedures.

Each institution may have a slightly different definition of an **Academic Appeal**, but an appeal is usually based on:

- A procedural irregularity in the assessment process
- Extenuating or mitigating circumstances where, for good reason, the faculty member was not made aware of a significant factor relating to the assessment of a student when he/she made the original decision
- Bias or perception of bias

Dublin Business School Guidelines:

FIE Dublin students studying at DBS who wish to appeal their published results, or the decision of an Examination Board, must submit a [formal appeal](#) to the Registrar's Office within 7 working days of release of results on Student Intranet / Notice Boards. Once an appeal is received, the Registrar's Office will follow a set of clearly defined steps, which can be read [here](#).

Trinity College Dublin Guidelines:

To gain access to a breakdown of results, an FIE student studying at Trinity College, or his/her tutor, should make a request to the director of teaching and learning (undergraduate), course co-ordinator, or appropriate member of staff. See [here](#) and go to *Section 50: Examination papers* for more details.

University College Dublin Guidelines:

FIE students studying at UCD who wish to appeal an academic result can refer to the [Assessment Appeals Office](#) at UCD. The appeal must be lodged within 30 days of the final result of the assessment being made available to you on the web or otherwise.

In order to lodge the appeal, you must send the following to the Assessment Appeals Office:

- a. Completed Assessment Appeal form ([available online](#))
- b. Appeal letter setting out, in detail, the grounds for your appeal
- c. Original medical evidence (if applicable)
- d. €75 fee per module (cheque, postal order or bank draft made payable to the UCD Assessment Appeals Office)