

**Closing date for submission of appeals  
Autumn Repeat Examinations 2017**

**Students are advised to commence preparation of their appeal documentation well in advance of the closing date.**

**Final Closing Date**

**Friday 15<sup>th</sup> September 2017 at 4.30 pm**

**Submit to:**

Ms Valerie Cooke  
OVPAA  
Dublin City University  
Room D106  
Bea Orpen Building  
Dublin 9

(Press the first buzzer at door to gain entry to building)

Refer to campus map at:

[http://www4.dcu.ie/sites/default/files/campus\\_map.pdf](http://www4.dcu.ie/sites/default/files/campus_map.pdf)

Appeals will be accepted at the following times:

09.00 am – 1.00 pm

***Closed for lunch***

2.00 pm – 5.00 pm

(up to 5.00 pm with the exception of 15<sup>th</sup> 2017 which is 4.30 pm)

**Appeal Fee**

The appeal fee is €100 and is payable to DCU by postal order, cheque, bank-draft or visa. Cash will not be accepted. The flat fee is €100 irrespective of the number of modules being appealed.

### **Notification of decision of Appeals Board**

The Appeals Board will meet on Monday 2<sup>nd</sup> October 2017

(The decision of the Appeals Board will be forwarded in writing by post within 10-12 days of this date)

### **Important Notes**

You must provide **12 collated and stapled copies** of your **full** appeal documentation (including the appeal form, relevant documentary evidence and a full set of examination results, including past years) ***i.e. one complete (collated and stapled) set of documents for each member of the Appeals Board.***

Exam results can be printed from the screen where you are accessing them.

Past electronic exam results can be printed from Student Apps by clicking on the 'Digitry' button

The complete transcript for each academic year must be provided.

#### **Students appealing school placements**

Students appealing a school placement module on the following programmes:

BEd, BRel Ed, BECE, PEM(4), PEB(4), SE and PME (1&2)

must provide a legible copy of the **School Placement Report**. This can be obtained from the School Placement Office.

Students appealing the **BRel Ed** programme must provide:

**School Placement profile**  
**both TSOI's**  
**Reflective statements.**

They are available from the METIS system.

#### **Attending classes**

Progression to the next year of study for the purposes of attending academic exercises is permitted in respect of a candidate who has lodged an appeal against the decisions of the Progression & Award Board in the resit examinations held in Autumn of each academic year. However, such attendance must cease immediately upon notification of an unsuccessful outcome of the appeal.

#### **Important**

Appeals must comply precisely with the check list on the Appeals Form. Incomplete appeals applications are invalid and will be rejected.