



Closing date for submission of appeals

Programmes from February Progression and Awards Boards for Spring conferring

Final Closing Date

Monday 27th February 2017 at 4.30 pm

Submit to:

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

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

Appeals will be accepted at the following times:

9.30 am – 1.00 pm

Closed for lunch

2.00 pm – 5.00 pm

(up to 5.00 pm with the exception of 27th February 2017 which is 4.30 pm)

Refer to campus map at:

http://www4.dcu.ie/sites/default/files/campus_map.pdf

Notification of decision of Appeals Board

The Appeals Board will meet on Friday 10th March 2017
(The decision of the Appeals Board will be forwarded in writing through the post
to appellants within one week of this date)

Important Notes

You must provide **12 collated and stapled copies** of your 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.*

Current electronic exam transcripts can be downloaded from student portal pages.

Transcripts from previous years can be downloaded at:

<https://www.dcu.ie/registry/digitaldocs/wallet/servlet/UserWalletApp/template/Login.vm>

The complete transcript must be provided.