**Student Appeals Form**

This form should be completed if you feel you have grounds for appealing the outcome of the Fitness to Continue in Study Subcommittee.

Section 1: Student details

|  |  |  |  |
| --- | --- | --- | --- |
| Student name |  | Student ID |  |
| Date of birth |  | Programme |  |
| Telephone |  | Email |  |
| Address |  |
| Date on which the Subcommittee made its decision | Click to enter a date. |

Please indicate the ground/s on which you are submitting an appeal:

|  |  |
| --- | --- |
| [ ]  | **Procedural irregularity:** there is evidence that the procedures relating to a decision were not followed properly, which may have impacted on the decision.  |
| [ ]  | **New evidence:** information relevant to the decision, which for good reason was not available to the original decision-making body. |
| [ ]  | **Disproportionate outcome or penalty:** The action or penalty applied was disproportionately severe with regard to the circumstances of the case. |

Section 2: Appeal details

Use this section to **explain** **in full** the grounds on which your appeal is based. Include documentary evidence to support your claim, where appropriate. Failure to do so may result in your appeal not being considered.

Where you are appealing because of new evidence, please include in your explanation why this evidence was not available and/or included for the Subcommittee to come to its initial decision.

**Detailed description of your appeal**

|  |
| --- |
| Click or tap here to enter text. |

**List of relevant evidence to support your appeal**

|  |
| --- |
| Click or tap here to enter text. |

Section 3: Checklist

|  |  |
| --- | --- |
| [ ]  | I have read and understand the Student Appeals Procedure. |
| [ ]  | I have completed all personal information in Section 1. |
| [ ]  | I have included a copy of the communication from the Fitness to Continue in Study Subcommittee formally notifying me of the decision that I now wish to appeal. |
| [ ]  | I have provided ALL the information that I wish the Student Appeals Committee to consider in relation to my appeal. |
| [ ]  | I understand that my Student Appeals Form and any supporting documentation will be shared with the Fitness to Continue in Study Subcommittee, and the Student Appeals Committee, and with relevant staff involved in administering and considering the appeal. |
| [ ]  | I have explained and provided evidence, where appropriate, of why it was not possible to submit any new evidence to the Fitness to Continue in Study Subcommittee. |
| [ ]  | I have enclosed appropriate documentary evidence to support my appeal (submitted electronically). |

Section 4: Declaration

By submitting this form:

* I declare that the above information is accurate and true; I confirm that the details of this appeal are complete and acknowledge that they will be passed on to the relevant NCAD staff administering and considering my appeal.
* I acknowledge that my appeal and supporting documentation will be shared with the Fitness to Continue in Study Subcommittee for comment.
* I confirm that I have included relevant supporting documentary evidence to support my case (where applicable).
* I authorise relevant NCAD staff to verify the authenticity of all supporting documentation associated with this application.

Please return your completed appeal form and supporting documentary evidence to the relevant address given below to be received **before** the expiry of the appeal submission deadline.

Appeals should be submitted to hanrahans@staff.ncad.ie

For more information on Fitness to Continue in Study Policy, please go to the [Policies, Procedures & Regulations](https://www.ncad.ie/students/academic-student-affairs-registration-regulation/policies-procedures-regulations/) page of the NCAD website.