

## APPEAL OF DECISION FORM

**\*\*Decision Appeal - submit form within 7 days of notification of Decision\*\***  
**The College regulations relating to Appeals**  
**must be read and understood before submitting this form**

Appeals should be logged through the [Helpdesk in the Student Dashboard](#) (please see overleaf for guidance on the relevant ticket).

It is important to note that:

**The appeal form must be accompanied by a detailed written submission together with supporting documentation (if appropriate). Appeals submitted without a written submission or for which the fee has not been paid will be rejected. It is a learner's responsibility to ensure an appeal is lodged fully and correctly.**

### **Grounds for Appeal:**

**College's procedures or regulations** – if a learner suspects that there have been substantive irregularities in the way in which these procedures or regulations have been executed.

(For example, decisions about a grade or learner record were not made by the authorised individual or team, or access to resources or events was not provided as it should have been).

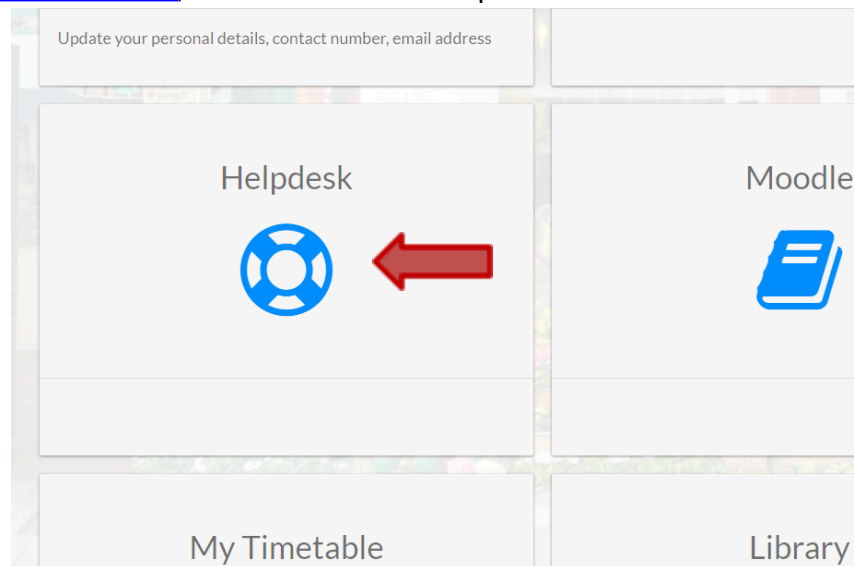
**Mitigating Circumstances** – if there were mitigating or other circumstances which the College was not aware of when its decision was taken, and valid reasons why this was not and could not be communicated to the College in advance of the decision being made.

(For example, bereavement or illness that could not be reported earlier).

Only in the event that a learner cannot log a ticket online, should the form in the final part of this document be completed and submitted to the Registrar's Office.

**Guidance on submitting an Appeal ticket:**

From the [learner Dashboard](#), scroll down to the Helpdesk:



As appeals are not common, they will not appear under 'Most common queries', learners must select 'my query is not on the list':

**Welcome**

Message to let students know this is the quickest way to get queries answered. Ask them to select a case from the dropdown or if they can't find their query click the button. Ideally give a timeframe for when to expect a response.


Most common queries

Please Select


my query is not on the list

The new page will look for Support Case Type (**Issue**), Category (**Appeal**), and Sub-Category (select the Appeal type that relates to the decision being appeals) – it is important to select these correctly to avoid delays in the resolution of your ticket:


Support Case Type

Issue 

Category

Appeal 

Sub Category

Please Select 

Please Select

Appeal AI

Appeal Disciplinary Decision

Appeal Other Decision

Appeal Results

Appeal Withdrawal from Programme

Under this ticket, learners can add a title (we recommend using your student number and the type of appeal being lodged – if it is a result appeal, note the Module Code, e.g. “**12345678 Appeal Withdrawal**”, or “**12345678 Appeal AI decision**”).

Under Additional Information, the learner must set out the explanation of the grounds of the appeal (please refer to the table above about permissible grounds for an appeal – to avoid delays, the grounds should be noted, i.e. **Irregularity in College Procedures/Regulations**, or **Mitigating Circumstances**). An appeal with insufficient explanation may be rejected without further consideration.

Learners must add any supporting evidence to the ticket by using the **Drag and Drop** feature, or the **Select File** button. This should include the receipt of the Appeal fee payment made.

Learners will receive an email notification that their ticket has been logged. Appeals may take some time to resolve, where they are complex or require verification of submitted evidence by lecturers or other College teams or systems.

**ONLY TO BE USED IF YOU ARE UNABLE TO LOG A TICKET ONLINE:**

## APPEAL OF DECISION FORM

**\*\*Decision Appeal - submit form within 7 days of notification of Decision\*\***

**The College regulations relating to Appeals  
must be read and understood before submitting this form**

**Student No:** \_\_\_\_\_ **Course:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**The appeal form must be accompanied by a detailed written submission together with supporting documentation (if appropriate). Appeals submitted without a written submission or for which the fee has not been paid will be rejected. It is a learner's responsibility to ensure an appeal is lodged fully and correctly.**

**Module Details:**

Module Code	Module Title

**Grounds for Appeal (tick any which may apply):**

Suspected substantive irregularity in the College's procedures or regulations and/or in the manner in which those procedures or regulations were executed.	<input type="checkbox"/>
There were mitigating or other circumstances which the College was not aware of when its decision was taken, and valid reasons why this was not and could not be communicated to the College in advance of the decision being made.	<input type="checkbox"/>

*Date of Notification of Decision:* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**I have read the college's policy regarding Appealing Results or Decisions:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Circumstances and Evidence Supporting an Appeal**

*(You should make reference to the grounds for the appeal, and any circumstances or communications which pertain to consideration of your Appeal. Please attach further page(s) if necessary):*

*(Write your written submission outlining the basis of your appeal here)*

**Please Complete, and return by email to [quality@dbs.ie](mailto:quality@dbs.ie)**

**Appeal Fee of €130.      Receipt No:** \_\_\_\_\_

**Paid through Reception by card or cash / By Phone with the Accounts Office / Online.**

*(delete as appropriate)*

*You will receive a response within 7 working days. Should there be an upgrade in marks awarded, a full refund will be made payable to the payee.*

**OFFICE USE ONLY:**

Application Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

QAO Review: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Grounds to Appeal Present: YES / NO**

**If Grounds, Appeals Committee Review: \_\_\_\_ / \_\_\_\_ / \_\_\_\_**