



# **FIE Dublin**

## **Complaints &**

## **Academic Appeals**

## **Policy**

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**Last Updated: January 2026**

## **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:**

Any appeal must be submitted by the specified appeal date, which will have been determined previously by the initial decision-making committee. Ordinarily, the timeframes to submit an appeal would be within 7 days of the communication of the decision or release of results to a learner.

[An Appeal Form](#) must be submitted and accompanied by a detailed written submission and supporting documentation (if appropriate). Appeals submitted without a detailed written submission or for which the fee has not been paid, will be rejected.

It is the learner's responsibility to ensure that an Appeal Form and all accompanying documentation is lodged fully and correctly. It is important to note that additional appeal opportunities and requests for an extension of an appeal deadline will not be granted.

More information about DBS's Appeals Policy and forms can be found [here](#), in Part B Section 3.5.

### **Trinity College Dublin Guidelines:**

Students can appeal decisions related to their academic progress under the following grounds:

1. Ordinary Regulations: If the student's case is not adequately covered by the ordinary regulations of the College.
2. Improper Application: If the regulations of the College were not properly applied in the student's case.
3. Ad Misericordiam Appeal: Appeals based on exceptional circumstances or compassionate grounds.

More information on TCD's Appeals Policy and forms can be found [here](#).

## **University College Dublin Guidelines:**

The appeals process has two stages:

1. Early Resolution
2. Formal Assessment Appeal

### **Early Resolution**

After receiving your results, if you have any concerns you should make them known to your Module Coordinator and/or Head of Subject Area or School. If an error is identified, the School has the authority to make the necessary changes, thereby removing the need to submit an appeal. Most queries can be satisfactorily resolved at this stage.

If you are dissatisfied with the response from the School and if you have valid grounds for appeal, you can raise your concerns via the formal assessment appeals process.

### **Formal Assessment Appeal**

Formal Appeals must be lodged within **10 working days** of your final result becoming available.

To lodge an appeal, you must complete the [Assessment Appeal Form](#), include any evidence and email it to [assessment.appeals@ucd.ie](mailto:assessment.appeals@ucd.ie) prior to the deadline.

**Appeal submissions should be as clear and concise as possible, concentrating on the grounds for the appeal and linked to the supporting evidence.**

Other information which does not constitute an appeal, such as a complaint about the level of service provided, should be excluded and the appropriate route followed for these kinds of concerns.

More information on UCD's Appeals Policy and forms can be found [here](#).