

Admission Appeal Policy

1. Purpose of Committee

The Appeal Committee processes appeals from unsuccessful applicants to Departmental programmes (Admission Appeals). The Head of Department consults with the Appeal Committee to determine the outcome of an admission appeal.

The purpose of the Appeal Committee is to determine whether or not fair procedures were followed in the Admission Process and if a fair outcome was reached for the applicant. It is not the function of the Appeal Committee to review the professional judgement of the panel or to re-assess the applicant.

2. Committee Membership

The Admission Appeal Committee is comprised of three academic staff, alternating every two years. A chairperson is appointed by the membership of the Committee. To provide for continuity, the chairperson will serve a third year. In the event that a committee member works on a programme that is the subject of an appeal, the chairperson of the committee will excuse him/her from the review process and co-opt an alternative member from the academic staff.

3. Admission Process

- All programmes are publically advertised and clearly outline the application process. Incomplete applications will not be accepted.
- The requirements of the programme and of applicants will be clearly articulated.
- Acceptance to programmes may be based on a range of processes such as a desk-based review of the application documentation, interview or competency-based test.

- A shortlisting process may apply. This may be a combination of desk-based review of the application documentation, interview or other means. This process will be undertaken by a committee and will be guided by shortlisting criteria appropriate to the programme application.
- For all shortlisting and desk-based reviews, a cut-off for acceptance to the programme will be indicated on the shortlisting/review criteria.
- Applicants deemed to have met the shortlisting criteria may be invited to interview. Applicants will be made aware if they are required to make a presentation as part of the interview.
- Each interview will be facilitated by the required number of panel members as deemed appropriate. All members will have the required professional experience necessary to complete the role.
- A standard Departmental Interview Template (see Appendix 1) will be used to record data during the interview under agreed programme criteria. The relative weighting of each of the criteria will be clearly indicated.¹
- Candidates will be ranked in categories of suitability (e.g. highly suitable, very suitable, suitable and not suitable) and programme places will be allocated accordingly. In the event that a number of candidates in a category exceed available places, candidates will be selected on the basis of specified criteria appropriate to the programme. In the event that a number of candidates in a category meet these criteria, then random selection will apply. The process for random selection will involve independent oversight by a MU staff member from outside the Department of Education.
- Successful and unsuccessful applicants will be notified in writing about the outcome of the review/interview.
- If a waitlist is in operation, unsuccessful eligible applicants will be informed of their place within the list.

4. Ground for Appeal

The only ground for appeal shall be the alleged failure to follow the Admission Process.

5. Appeal Process

1. If the applicant has any concerns about the Admission Process, these should be raised in the first instance with the Programme Leader. The grounds for concern should be clearly outlined in writing. The Programme Leader should respond to the applicant within 10 working days.

¹ Within all interviews, there is an element of a judgement about the person and his/her suitability for a course. This judgement can be made by the panel based on its experience and not on the kind of micro-scoring that is might be used in systems such as the State Examinations. As a result, there may not be a detailed score sheet showing how each mark was earned or lost.

2. If the applicant still has concerns about the Admission Process following engagement with the Programme Leader, he/she may make an appeal to the Head of Department. The grounds for the appeal should be clearly outlined. The appeal should be submitted within 10 working days of response from the Programme Leader.
3. Applicants must engage with the Programme Leader before initiating a formal review.

6. Procedure for the Appeal Committee

The Appeal Committee will review all relevant documentation and engage with the interviewers, Programme Leader and administrative personnel as necessary to determine if the Admission Process was followed. It will report to the Head of Department within one calendar month of receipt of the appeal.

7. Outcomes for the Committee

The Appeal Committee may recommend to the Head of Department:

- Upholding the appeal.
- Not upholding the appeal and confirming the original decision.

The final decision in whether to uphold the appeal will be made by the Head of Department.

Canvassing will immediately disqualify an applicant.

Appendix 1: Department of Education Interview Template

Name of applicant:	
Programme:	
Criteria²	Comments
Criterion 1: (XX marks)	
Criterion 2: (XX marks)	
Criterion 3: (XX marks)	
Criterion 4: (XX marks)	
Criterion 5: (XX marks)	

Summary of feedback³:

Highly Suitable		Very Suitable	
Suitable		Not Suitable	

Signed: _____

Date: _____

² Include the specific criteria for each interview in the first column.

³ This box can be used to indicate key strengths and areas for development for the applicant.