

**Ollscoil Mhá Nuad
Maynooth University**

Version 13: 18th July 2024

**Examination Appeal Form**

***Please read this form carefully, complete and return it with your appeal statement to***

***Registrar@mu.ie*** ***within three weeks of the publication of the examination results.***

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| **Name:**  |  |
| **Address:**  |  |
| **Phone number:** |  |
| **MU email address:** |  |
| **Student number:**  |  |
| **Course:**  |  | **Year of Course:** |  |
| (e.g. BA, BSc, MSc ) |  |  |  (e.g. 1st year, 2nd year, etc.) |
| **Examination date:**  |  |
| **Subject(s) Appealed:** |  |
| **Module code(s):** |  | **Module name(s):** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **NOTE: By signing this form, I confirm that I have read and understood the notes relating to appeals, which are detailed on the following page.** |
| **Signature:** |  | **Date of application:**  |  |

**Grounds for Appeal**

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| An appeal of an examination result shall be considered:***Please tick below to indicate which of the grounds you are relying on for your appeal.*** ***(You may tick more than one space)*** |
| **(a)** | if there is evidence of substantive irregularity in the conduct of the examination; | 🗖 |
| **(b)** | if there are circumstances that the Programme Examination Board was not aware of when its decision was taken. | 🗖 |

You must set out the reasons for your appeal in a statement addressed to Professor Ronan Farrell, Vice-President Academic and Deputy President.

Please note the following requirements, which are stated in the [Procedures for Appeal of Examination Results as published on the Registrar’s webpage.](https://www.maynoothuniversity.ie/registrar/examination-recheck)

* Students who are appealing under section (b) must outline the steps taken to notify the Department concerned of the circumstances relevant to their appeal, and the response to any such notification. If no steps were taken in this regard, please explain why this was the case.

The statement, together with this completed form, should be sent by email to Registrar@mu.ie

Payment must be received before the Appeal is sent to the Examination Appeals Board for consideration. Payment can be made online via the [MU Shop](https://shop.nuim.ie/index.php?app=ecom&ns=prodshow&ref=5000005_exam_appeal).

**Note**: the cost of an appeal is **€60** per subject appealed.

**Note:**

1. Copies of any written material you provide, including this form, will be made available to the Examination Appeals Board and may be made available to the relevant Heads of Department during the course of the appeal proceedings.
2. Where medical evidence is being relied upon, appropriate certification by a Medical Practitioner should be attached.
3. It is the responsibility of the student to submit the necessary information and evidence to the Examinations Appeals Board. A student cannot submit further evidence at a later stage unless requested to do so by the Examination Appeals Board.
4. Disciplinary actions may be taken against a student who submits false material as part of his/her appeal.
5. Students cannot appeal simply because they are dissatisfied with a mark awarded.
6. A submission can be rejected if the submission:
	* Does not meet any of the grounds for appeal
	* Does not provide the necessary evidence to support the appeal
	* Is not submitted within the timeframe
7. The decision of the Examination Appeals Board is final.