

Date Approved: 23 October 2024



Appeals Procedures for Admissions Decision

Carlow College, St. Patrick's is committed to ensuring that all decisions pertaining to admissions are transparent and acknowledge that every applicant has the right to appeal admissions decisions that adversely impact on them. The purpose of these procedures is to set out the standards for informally and formally resolving appeals regarding recognition of prior learning.

Appeals Procedures

1. *Detailed Steps, Procedures and Actions*

1.1 Informal Resolution

Disputes can frequently be resolved, without taking a formal appeal. Before using a formal appeal procedure, applicants should discuss any disputed reasons identified in the Unsuccessful Application Letter with the Admissions Office or International Officer (if a Non-EU applicant). Applicants may be accompanied by another person from within the College during these discussions.

1.2 Grounds for an Appeal

An appeal may be considered if:

- i) previous study meets requirements for advanced standing;
- ii) competencies are able to be demonstrated;
- iii) the maximum amount of advanced standing has not already been granted;

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- iv) previous study was completed no more than seven years ago;
or

Please note that this is not an exhaustive list and other grounds may be considered.

1.3 Formal Appeal Procedures

2.3.1 An applicant who wishes to appeal shall do so, in writing within ten working days of notification, to the Office of the Registrar at: officeoftheregistrar@carlowcollege.ie.

2.3.2 On receipt of the appeal, the Administrator of the Office of the Registrar shall:

- i) acknowledge receipt of the appeal in a timely manner;
- ii) refer the matter to two Programme Directors who have not been involved in the decision and a member of the relevant Programme Board and seek a determination from them whether to uphold or dismiss the appeal. Their decision shall be final; and
- ii) notify the applicant, in writing, of the decision within ten working days of acknowledgement.