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| AWARDS APPEALS PROCESS:**SENATE REVIEW FORM**APPLICANT’S WRITTEN SUBMISSION |

Before completing this Senate Review Form, you are advised to carefully read the Code of Practice on Award Appeals.

Please note that:

* **Your Senate Review Form must be submitted within 15 working days once you have been notified of the decision on your Initial Appeal.**
* **Your responses should be word processed and be clear and concise.**
* **You must submit your completed form and corroborating evidence by email, as attachments, to** **awards@nui.ie****.**

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| Section One: General Information |

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| Name |  |
| Award applied for  |  |
| Email |  |

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| Section Two: Outcome of Initial Appeal |

2a) The decision of the Registrar on your Initial Appeal was to:

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| Reject the appeal (with reason given) and confirm the original decision against which the appeal is being made | [ ] YES |
| Uphold the appeal in part or in full | [ ] YES |
| Refer the matter back to the selection process | [ ] YES |

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| Section Three: Grounds for Senate Review |

**Please consult section 3.3 of the NUI Code of Practice on Award Appeals before completing this section.**

3a) Please confirm that you are appealing on the following ground:

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| That there is evidence of a material procedural irregularity that has occurred in the handling of the appeal at the Initial Appeal stage | [ ] YES |

3b) Please give full details of your case. You do not need to resubmit documentation from your Initial Appeal.

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| 1. Give full details of the procedural irregularities
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| 1. List the supporting evidence
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| 1. Give details on the alleged effect of those irregularities
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| Section Four: Summary of Request for Senate Review |

4a) Summarise the main points of your request for a Senate Review (maximum 200 words).

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4b) Please state what you would like the outcome of this review to be.

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| Section Five: Declaration |

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| I can confirm that the details of my case as laid out above are true to the best of my knowledge and belief. I can confirm I have permission to share any third-party details as provided in my accompanying documentation. I can confirm I am not using this appeal process with the aim of circumventing or setting aside the professional or academic judgement of selection panel members on the performance of my application.  |
|   Signed |  |  |
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|  Name |  |       |
|  Date |  |       |
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