



Admissions Appeals

1. Policy Statement

1.1 Mary Immaculate College has in place the following process for appealing decisions related to admissions to any course of study offered by the College.

1.2 All applicants to programmes of study at MIC are carefully assessed on the basis of the published entry requirements.

1.3 No applicant will be discriminated against in any future application on the basis of appealing a previous admission decision.

2. Scope of Policy

2.1 The policy applies to all direct admission application to the college

2.2 The policy applies to those applicants who are appealing an admissions outcome based on a procedural irregularity where specific evidence must be provided, material new information that was unavailable for valid reasons at the time of initial application or where evidence can be provided that a decision was made based on a misinterpretation of information/data submitted during application process.

3. Initial Appeal Process

3.1. Submission of Appeal

An applicant who is dissatisfied with an admission decision may submit a letter of appeal to the relevant Admitting Office within seven working days of receiving the decision notification. The letter must clearly outline the grounds for the appeal.

3.2. Review by Admissions Appeals Committee

The appeal will be forwarded to an Admissions Appeals Committee, which will consist of nominees appointed by the Vice President Academic Affairs who were not involved in the original decision. The Committee will convene within one calendar month of receiving the written appeal and will issue a reasoned decision.

4. Secondary Appeal Process

4.1. Submission of Secondary Appeal

If the applicant is dissatisfied with the decision of the Admissions Appeals Committee, they may submit a secondary appeal in writing to the Vice President Academic Affairs within seven working days of receiving the Committee's decision. The appeal must clearly state the grounds for contesting both the original decision and the Committee's decision.

4.2. Review by External Independent Person

Upon receiving the secondary appeal, the Vice President Academic Affairs will appoint an external independent person to review the matter. The external independent person will aim to complete the review within 20 working days of receiving the written appeal and will issue a reasoned decision. The decision of the external independent person is final.

5. Conclusion

This policy ensures that all applicants have a clear and fair process for appealing admission decisions, with opportunities for independent review.

6. Responsibilities

7. Revision History

Revision	Document History	Reviewed By ET	Approved By UR
0	Initial Release	ET2026#02	UR2026#02