

Review requested by individuals concerning advice issued by Qualifications Recognition - Ireland

Background

Cases may occur where individuals are not satisfied with the recognition advice with which they have been issued by Qualifications Recognition - Ireland. A review process has been set up in order to facilitate such cases. The review process is applicable to academic recognition applications which have been processed by Qualifications Recognition - Ireland. The professional recognition system is a distinct process which has its own appeals mechanism in place which is separate from this review process.

Whilst a formal process will be followed, the review procedure will remain flexible to cater for the varying nature of recognition cases. The process will initially consist of an information provision and reassessment stages. Should the applicant remain dissatisfied regarding the advice issued, they can request that a formal review be conducted by the Review Board.

The review procedure will comprise of the following stages:

1) Information provision

Where an individual is unhappy with the advice with which they have been issued, the first step is that they contact Qualifications Recognition - Ireland in writing. The individual will be provided with further information concerning the rationale for the advice given. Should the individual remain dissatisfied with the conclusion reached, in writing, they may request that their application be formally reassessed.

2) Formal reassessment

In order to lodge a formal reassessment request, the individual will be required to complete a reassessment application form, clearly stating their grounds for requesting a reassessment. Qualifications Recognition - Ireland will liaise with the awarding body which processed the original application.

The result of the reassessment would be one of the following:

Original advice upheld:

The applicant is informed, in writing, that the original advice is upheld and the reasons for this conclusion are provided to the applicant.

Further detail required:

The line of argument used by the individual is based upon evidence that has not been provided, or has not been provided in sufficient detail. In such cases, the individual may

be requested, in writing, to provide Qualifications Recognition - Ireland with additional authoritative information from the home country.

Further research required by NARIC/NRP:

The line of argument suggests that the information upon which the advice was issued is insufficient. More in-depth research is conducted in order to determine the merit of the argument.

Original advice amended:

The review concludes that an incorrect advice was issued. The applicant is informed, in writing, of this conclusion.

3) Formal Review

Should the individual still not be satisfied with the result of the review, they are free to request a formal review be carried out by a Review Board.

The individual will write to the Authority on a formal review application form which will, inter alia, set out the grounds for the review.

The grounds for the review shall be one of the following:

- a. The implementation of the processes and procedures for the recognition of international awards
- b. The information basis for decisions
- c. Consistency of decisions
- d. Integrity/conflict of interest

The Authority will inform any other awarding body involved in the process of providing advice on the recognition query

Review Board

There will be a permanent chairperson to the review committee who will be a member of the Authority, other than the chief executive, and who will be appointed by the Authority

A senior executive staff member, not involved in the processing of advice on recognition, will provide the secretariat to the review process

There will be a standing pool of potential members of the review committee which will be established.

The chairperson will appoint a group of 3 people for each review

The chairperson will ensure that there will be no conflict of interest in the membership of the committee

Review Board

Procedure

The committee will consult with the Authority and any other agency involved in relation to the review which may include, as appropriate, a review of manner in which the procedures were used and any relevant documentation.

The committee will make a decision and inform the Authority

The nature of the decision may be

To confirm the initial process and thus the advice, or

To require that the recognition application be re-considered and that any process shortcomings identified by the committee are addressed

The person seeking the review and any awarding body involved in processing the query will be informed of the decision in writing by the Authority.

If you wish to obtain a copy of the reassessment application form, please contact Lorna Conway, lconway@nqai.ie