

Level 6 Diploma in Professional Musical Theatre

ACADEMIC APPEALS POLICY

This Academic Appeals Policy ensures a fair, transparent, and consistent process for addressing student concerns related to academic decisions. It applies to all students studying on the Level 6 Diploma in Professional Musical Theatre. Information on appealing academic decisions made on the 1-year BA (top-up) Course can be found in the BA (Hons) Musical Theatre (Top-up) Assessment Guide.

1. Purpose

The purpose of this policy is to provide a formal mechanism for students to appeal academic decisions, such as assessment outcomes or progression decisions, where there is evidence of procedural error, unfair treatment, or unforeseen circumstances. This policy upholds the principles of fairness, transparency, and academic integrity.

2. Grounds for Appeal

Students may submit an academic appeal on the following grounds:

- Procedural Error: Evidence that the institution failed to follow its published assessment procedures, resulting in an unfair academic decision.
- Bias or Unfair Treatment: Evidence that the decision was influenced by bias or other improper considerations.
- Extenuating Circumstances: Evidence of serious, unforeseen circumstances affecting performance, which the student could not disclose at the appropriate time.
- Administrative Error: Errors in the calculation, recording, or communication of grades or assessment outcomes.

Appeals cannot be submitted solely on the basis of disagreement with academic judgment.

3. Scope of the Policy

This policy applies to:

- Summative assessment outcomes.
- Progression decisions at all levels of study.
- Final award classifications.

This policy does not apply to complaints about teaching quality or personal grievances, which are addressed through the student complaints procedure.

4. Appeals Process

Stage 1: Informal Resolution

- Before submitting a formal appeal, students are encouraged to discuss their concerns with the course leader. This should be in the period immediately after receiving the decision in question. Many issues can be resolved through informal clarification or discussion.

Stage 2: Formal Appeal Submission

2.1 Submission Process:

Appeals must be submitted in writing within 10 working days of receiving the decision in question. The written submission must include:

- A clear explanation of the grounds for appeal.
- Relevant supporting evidence (e.g., medical certificates, correspondence).
- The outcome the student is seeking.

2.2 Acknowledgment and Initial Review:

- Appeals are acknowledged within 5 working days of submission.
- An initial review is conducted by the Appeals Panel to determine if the appeal meets the eligibility criteria.

Stage 3: Appeals Panel Review

3.1 Panel Composition:

- The panel includes the Director of Studies, a Faculty Director and an independent academic representative (not involved in the original decision).

3.2 Hearing:

- The panel reviews the appeal, supporting evidence, and relevant documentation.

3.3 Students may be invited to attend the hearing to present their case, accompanied by a supporter (e.g., a peer or student union representative).

Stage 4: Decision

- The Appeals Panel decides whether to uphold or reject the appeal, based on the evidence presented. Outcomes may include:
 - Recalculation or regrading of assessments.
 - Permission for reassessment or additional attempts.
 - No change to the original decision.

4 Communication of Outcome:

- The student is informed of the panel’s decision within 15 working days of the hearing.

Stage 4: Final Internal Review

- If dissatisfied with the panel’s decision, the student may request a review within 10 working days on the grounds of:
 - Procedural errors during the appeal process.
 - New evidence not previously considered.

5: Escalating an Appeal to Trinity College London

- Students who remain dissatisfied with the outcome of a Year 3 (Diploma Unit) Assessment **or** the final result of their Diploma qualification may appeal to Trinity College London.
- Students should refer to trinitycollege.com/results-enquiry for full details of the ‘results review’ process.

6. Monitoring and Oversight

- Appeals are logged and monitored by the Director of Studies to identify trends and areas for improvement.
- An annual report is presented to the Academic Board, summarizing appeal outcomes and actions taken to enhance academic procedures.

7. Key Principles

- Fairness: The appeals process is impartial, and no student will be disadvantaged for submitting an appeal.
- Transparency: Clear guidance and timelines ensure students understand the process and expectations.
- Confidentiality: Information shared during the appeals process is handled with discretion and in compliance with data protection regulations.

This Academic Appeals Policy ensures that students have a structured, equitable process for challenging academic decisions, aligned with the principles and standards of higher education.