

Royal Academy of Dramatic Art Academic Regulations 2018-19

Appendix 8: Appeals and policy procedure

Introduction

- 1 These procedures relate to the two types of appeals that can be made by students:
 - An Academic Appeal, which is defined as a request for a review of an academic decision made in relation to progression, assessment, and awards by an Assessment Board.
 - A Non Academic Appeal, which arises from other matters (for example – a decision taken by the Academy to exclude a student from Academy on disciplinary grounds).

Please note that RADA is updating its policies so that most of these will have the right of appeal and procedure for making an appeal included within the policy. This Appeals Policy and Procedures applies where the process of appealing against a decision is not otherwise described.

- 2 The procedures apply to students registered on taught programmes of study leading to a King's College, London award who:
 - request a review of a decision of an academic body charged with making a decision on student progression, assessment and awards, or:
 - request a review of a decision taken by the Academy regarding a non academic appeal.
- 3 Students making an appeal in good faith will not be disadvantaged. Any appeals deemed to be vexatious or frivolous will be rejected, with the reasons for the rejection given in writing by the appropriate member of staff .
- 4 An appeal will not be considered unless it is initiated and progressed by the student personally. Students can be accompanied in meetings by a supporter (e.g. parent, friend or student representative) at any stage but must lodge and progress the appeal themselves.
- 5 Students have the right to withdraw the appeal at any time but once withdrawn, the appeal cannot be re-instated.
- 6 If, at any stage, in the case of either academic appeals or non-academic appeals, it is established that a student has grounds for an appeal then the School will ensure that the appropriate remedial action is implemented as soon as it is possible to do so.
- 7 Reasonable and proportionate incidental expenses necessarily incurred by a student making a successful appeal will be net by the Academy.

Academic Appeals

Grounds for an Appeal

- 8 Academic appeals against an assessment result or decision of an Assessment Board can only be made for one or more of the following reasons:
 - that the student's performance was affected through extenuating circumstances that could not have been reasonably reported at the time of assessment. An appeal based on these grounds must be supported by an explanation, or evidence, of why the circumstances could not have been reported at the appropriate time (either before the assessment or at the time of assessment).

- where evidence relating to illness or other misfortune submitted under the mitigating circumstances policy within the prescribed time limit was not properly considered by the Assessment Board.
- where there is reasonable ground supported by objective evidence to believe that there has been administrative, procedural or clerical error of such a nature as to have affected the recommendation of the Assessment Board.

9 Academic Appeals cannot be made on the following grounds:

- Challenges to the academic judgement of examiners on an assessment outcome or the level of the award recommended or granted.
- Claims that academic performance was adversely affected by factors such as ill health, where there is no contemporaneous, independent, medical or other evidence to support the application.

Advice to Students Wishing to Appeal

- 10 Students wishing to appeal on academic grounds are advised to attempt to resolve the issue through the Academy's informal channels of communication with the Course Director. Impartial advice on the process for lodging an appeal can be sought from Student and Academic Services or student representatives.
- 11 The process for an informal resolution is usually to arrange to meet the Course Director to discuss why the student is unhappy with a grade or piece of feedback. The Course Director may advise the student to speak with the tutor concerned, or they themselves will speak directly with the tutor. Once further discussion has taken place, the Course Director, in their capacity as final moderator, will determine whether a mark or piece of feedback should still stand. If the mark and/or feedback sheet is altered, this stands as the final version. If it is not altered, then the original mark and/or feedback sheet remains the final version. If the student remains unhappy, then they may make an appeal using the King's College London procedures.

Procedure for Making an Academic Appeal

- 12 As RADA's programmes are validated by King's College London, students wishing to make an appeal on academic grounds must do so through the Academic Registrar of King's College London, normally on a form provided for such use, within 14 days of the publication of the results of the relevant programme. For further information, students should contact the Academic Registry Department (www.kcl.ac.uk).

Office of the Independent Adjudicator

- 13 If a student is not satisfied once the King's College London internal procedures for making an academic appeal have been exhausted, then s/he can make a complaint to the Office of the Independent Adjudicator for Higher Education (OIAHE). This is an independent body that will undertake an independent review if they think there is a case. Further information is available from www.oiahe.org.uk & details are held in the Academy Library.

Non Academic Appeals

Grounds for an Appeal

- 14 Appeals can be made against a decision taken against a student that results in a penalty imposed for a breach of the Academic Regulations, Student Code of Conduct, Attendance Policy, health and safety regulations, or other policies or procedures.

Procedure for Making a Non-Academic Appeal

- 15 The student must write to the Course Director within seven working days of the formal notification of any action to be taken against them. The letter must include:

- the student's full name, course title and year of study
- a clear statement about the perceived injustice and the grounds for the appeal
- a statement that explains the redress being sought.

The appeal will only be allowed if new evidence is available and/or it can be shown that the correct procedures leading to the action against which the appeal is being made were not followed.

- 16 On receipt of a request for an appeal the Course Director will:

- acknowledge its receipt
- investigate the grounds for the appeal consulting with the appropriate staff who will provide a written response in connection with the issues raised.
- determine whether there is a case to be made
- inform the student concerned in writing of the outcome within fourteen days of the appeal being lodged.

- 16 If dissatisfied with the outcome a student can request that the decision is reviewed by writing to the Director of RADA within seven days of being informed of the decision, explaining why the decision is seen to be unfair. The Director will convene an Appeals Panel normally within 21 days of receiving the request for the decision and will give the student at least fourteen days notice of the date of the meeting.

The Appeals Panel

- 17 The Appeals Panel will consist of:

- the Chair of the RADA Council, or nominated representative
- A member of the Academy Senior teaching staff
- Another member of Senior Staff at RADA.

- 18 The Panel will receive and consider all previous written evidence and correspondence. The student may be called to speak or answer questions in which case they may bring a supporter with them. Other staff called to appear before the Panel will do so separately.

- 19 The Academy will inform the student in writing of the Panel's decision within two working days. The decision of the panel is final.

- 20 Office of the Independent Adjudicator

If a student is not satisfied once the internal procedures for making a non-academic appeal have been exhausted, then s/he can make a complaint to the Office of the Independent Adjudicator for Higher Education (OIAHE). This is an independent body that will undertake an independent review if they think there is a case. Further information is available from www.oiahe.org.uk or you can speak to a member of Student and Academic Services for advice.