

# RADA

## Academic Regulations and Policies 2019-2020

September 2019

Validated by King's College London

## Academic Regulations 2019-20

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Please see separate policy documents or the combined Academic Regulation and Policies document.

# Royal Academy of Dramatic Art Academic Regulations 2019-20

## Introduction

These regulations have been authorised by the Academic Board of the Royal Academy of Dramatic Art (on behalf of the RADA Council, its governing body) and the Academic Board of King's College London under the terms of the Memorandum of Agreement. The Director of RADA, acting on behalf of the RADA Council, shall consider applications for suspension of these regulations except for those that directly relate to assessment which shall be considered by the Chair, or representative, of the Academic Board of King's College, acting on behalf of the King's Academic Board.

All references in the text to official bodies, for example 'the Council', or to an officer such as 'the Director', shall be interpreted to mean RADA bodies or individuals, unless otherwise stated. The only exception is the use of the term 'Faculty Assessment Board' which shall refer to the Undergraduate and Postgraduate Faculty Assessment Boards in Arts and Humanities of King's College London.

All references to RADA policies are highlighted in the text. Further detail on the scope and application of these policies can be found by consulting the relevant document on the RADA Sharepoint (for students and staff).

Adherence to these regulations and policies is part of the terms and conditions of being a RADA student.

## 1 General Academic Regulations

### 1.1 All awards offered by the Royal Academy of Dramatic Art validated by King's College London will lead to an award from King's College London for all those students who commenced the Programmes in and after September 2009.

#### Undergraduate

Bachelor of Arts (BA Hons) in Acting (FHEQ Level 6)  
Foundation Degree (FdA) in Technical Theatre & Stage Management (FHEQ Level 5)  
BA (Hons) in Technical Theatre & Stage Management (FHEQ Level 6)

#### Postgraduate

Postgraduate Diploma (PgD) in Theatre Costume (FHEQ Level 7)  
MA in Theatre Lab (FHEQ level 7)

Note: FHEQ refers to the Framework for Higher Education. See:

<http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/qualifications>

## 2 Admission and Entry Requirements

### 2.1 General Entrance Qualifications & Requirements

In order to be admitted to the Royal Academy of Dramatic Art a student must meet with the following criteria outlined in the Admissions Policy.

- i. satisfy the entrance requirements of the Academy for the level and programme of study in Regulations 2.2 to 2.8
- ii. have demonstrated to the Academy's satisfaction, taking into account individual circumstances, the intellectual maturity necessary to gain full advantage from the educational experience offered by the programme of study;
- iii. have satisfied the Academy about any arrangements which are considered necessary if the student is under 18 years of age;

- iv. satisfy the additional academic and non-academic criteria for the relevant programme;
- v. have an appropriate visa, where applicable;
- vi. comply with the registration procedure laid down by the Academy.
- vii. Meet any other requirements as set out in RADA's Admissions Policy.

## 2.2 Language Qualifications and Requirements

- i. All modules on all programmes in the Academy are taught in English; all students must have complete fluency in the English language and evidence of this will be explored during the audition process (BA in Acting, MA Theatre Lab) or interview (FdA TTSM, BA TTSM and PgD Courses).
- ii. Non-EU overseas students must comply with UK Visa and Immigration regulations regarding English language tests. See: <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>
- iii. Non-EU overseas students for MA Theatre Lab are required to have a higher standard of English than that specified by UK Visa and Immigration regulations. See Regulation 2.8.5

2.3 **Decisions on admission** are taken in good faith by the Academy on the basis that the information given is accurate and correct. If it is subsequently discovered that the information given is untrue or inaccurate RADA may refuse admission or terminate a student's registration.

## 2.4 Admission Requirements for Bachelor of Arts (Honours) in Acting

- 2.4.1. A standard of education, both general and specific to the discipline to be studied, to equip them to benefit from instruction at levels 4, 5 and 6.
- 2.4.2. An applicant possessing alternative qualifications which do not conform to those normally prescribed in 2.4.1 above may be considered for registration if the candidate, by evidence of their background, experience or general education, satisfies the Academy of their fitness to complete the programme of study.
- 2.4.3. Applicants will be selected for admission by a four-stage audition process.

## 2.5 Admission Requirements for Foundation Degree in Technical Theatre and Stage Management

- 2.5.1. A standard of education, both general and specific to the discipline to be studied, to equip them to benefit from instruction at levels 4 and 5.
- 2.5.2. Evidence of practical experience of working in a technical area on a theatre production.
- 2.5.3. An applicant possessing alternative qualifications which do not conform to those normally prescribed in 2.5.1 above may be considered for registration if the candidate, by evidence of their background and experience or general education, satisfies the Academy of their fitness to complete the programme of study.
- 2.5.4. Applicants may be asked to submit a portfolio of work and will be selected for admission by interview.

## **2.6 Admission Requirements for Bachelor of Arts (Honours) in Technical Theatre and Stage Management (completion award)**

- 2.6.1. Graduates of the RADA FdA Technical Theatre and Stage Management Foundation Degree will be considered if they have shown a clear suitability for further training at the BA level and have achieved a minimum of 68% (or merit) in the final mark of that programme.
- 2.6.2. Applicants will be considered if they have graduated from a programme of study similar in content, commensurate in level of award and result with RADA's FdA in Technical Theatre and Stage Management (ie with 240 credits or equivalent at Level 5 in the FHEQ).
- 2.6.3. Applicants will require a strong testimonial from at least one of the following: a tutor, professional work placement, professional student buddy, or other industry specialist who knows the work of the applicant.
- 2.6.4. Applicants may be asked to submit a portfolio of work and will be selected for admission by interview.

## **2.7 Admission Requirements for Postgraduate Technical Programmes**

- 2.7.1. A degree from a UK university or an overseas qualification of an equivalent standard obtained after a programme of study lasting a minimum of three years in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed.
- 2.7.2. An applicant possessing alternative qualifications which do not conform to those normally prescribed in 2.7.1 may be considered if the candidate, by evidence of their background and experience or general education satisfies the Academy of their fitness to complete the programme of study.
- 2.7.3. Applicants will be asked to submit a portfolio of work and will be selected for admission by interview.

## **2.8 Admission Requirements for MA in Theatre Lab Programme**

- 2.8.1. A degree from a UK university or an overseas qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed.
- 2.8.2. Prior experience of acting at university or amateur level, or sufficient previous theatre experience in another discipline.
- 2.8.3. An applicant possessing alternative qualifications which do not conform to those normally prescribed in 2.8.1 may be considered if the candidate, by evidence of their background and experience or general education, satisfies the Academy of their fitness to complete the programme of study.
- 2.8.4. Applicants will be selected by a two stage audition process.
- 2.8.5. Non-EU overseas students must have a standard of written and spoken English that exceeds the UK Visa and Immigration guidelines noted in Regulation 2.2.ii. Students must have achieved IELTS level 8 or ISE level iii for spoken English and IELTS level 7.5 or ISE level iii for written English. These scores are equivalent to Level C1 in the Common European Framework of Reference Languages (CEFR) scale.

### **3 Duration of Programme and Mode of Attendance**

- i. BA (Hons) in Acting: three academic years, full time
- ii. Foundation Degree in Technical Theatre and Stage Management: two academic years, full time
- iii. BA (Hons) in Technical Theatre and Stage Management: one academic year full time
- iv. Postgraduate Diploma in Theatre Costume: two academic years, full time
- v. MA in Theatre Lab: one calendar year from September.

### **4 Registration and Fees**

- 4.1 Students are admitted to the Academy on behalf of the RADA Council..
- 4.2 The Academy academic year is divided into three terms of 12 weeks each. The Academic Year is the period from 1 September to the subsequent 31 August.
- 4.3 Students are required to register annually and inform the Academy of their residential address on a termly basis.
- 4.4 Tuition fees are set by the Academy on an annual basis. A schedule of fees is published on the Academy's website.
- 4.5 Fee payment schedules are set in accordance with the Fees Policy.
- 4.6 In the circumstance that a student leaves early, the Fee Policy sets out what fees will remain owing to RADA.

### **5 Attendance, Conduct and Employment Outside RADA**

- 5.1 No absence from class is permitted without prior permission from the Director of BA Acting, Director of Technical Training, Head of Theatre Lab, Director of Student & Academic Services, or other designated senior staff member. Refer to the Attendance Policy for further details.
- 5.2 Permission to be absent from timetabled classes, rehearsals and assessments will not be granted apart from in exceptional circumstances outlined in the Mitigating Circumstances Policy.
- 5.3 Lateness is not permitted for any classes. Students are expected to be on time for their call, which is prior to the actual start of the class time. All late arrivals and absences are recorded as outlined in the Attendance Policy.
- 5.4 BA Acting AND ALL TTA Students students who are late, without prior permission, may be excluded from class for the remainder of the session or whole day as outlined in the Attendance Policy.
- 5.5 Students on undergraduate and postgraduate programmes who are absent for more than four weeks of training either consecutively or cumulatively over the academic year may not be permitted to progress to the next year of the programme. The definition of 'four weeks' in working days will be determined in relation to each programme and set out in the Attendance Policy. This is subject to overall academic performance, the submission of any mitigating circumstances and the recommendation of the Programme Assessment Board.
- 5.6 Academy students are expected to maintain the highest standards of dedication and behaviour as outlined in the Student Code of Conduct and Academy Rules. Students in

breach of this code may be referred to the Disciplinary Policy or the Fitness to Train Policy. The Director of the Academy has the power to temporarily or permanently suspend or exclude students, in accordance with the Emergency Powers of Suspension and Exclusion policy (Appendix 11).

- 5.7 The Academy is opposed to discrimination and discriminatory attitudes. A student must have consideration and respect for everyone in the Academy, regardless of race, religion or belief, gender, sexual orientation, age, marital status and social background or any other protected characteristic. Failure to observe this is a disciplinary offence dealt with under the terms of the Disciplinary Policy.
- 5.8 The Academy is opposed to harassment in all its forms and it is a disciplinary offence. Harassment can include bullying, insulting comments, offensive behaviour, jokes, threats, and giving people unwanted attention. Students who engage in harassment of other students or staff may be withdrawn from the course. Refer to the Disciplinary Policy for further information. See the Respect at RADA policy for further information.
- 5.9 No student in the Academy may undertake any professional engagement for the duration of the training without the permission of the Director of RADA or nominee.
- 5.10 No student should sign any contract or come to any understanding with regard to their professional services with any Artists' Agent or prospective employer without the permission of the Director of RADA whilst a student, including seeking to be released early from studies. Refer to the Early Release Policy for further information.
- 5.11 Students in breach of RADA's regulations, policies and codes of conduct may be subject to disciplinary sanctions, including expulsion from the Academy.

## **6 Interruption of Studies (Intermittence)**

- 6.1 In cases where illness, disability or other personal circumstances prevent students from effectively pursuing their training they may apply to interrupt their training for a period agreed by the Director of RADA.
- 6.2 The maximum period allowed for intermitting is two years. Students who are absent for more than two years will be withdrawn from the course.
- 6.3 The maximum amount of time a student may take to complete their degree including intermittence is five years.

## **7 Fitness to Train**

- 7.1 Fitness to Train is defined as a student's ability to engage positively and fully with their studies and to fulfil the expectations of the course without negative impact on students or staff. In cases where students do not meet these expectations they may be declared unable to continue with their training under the terms of the Fitness to Train policy.
- 7.2 The maximum amount of time a student may interrupt their training under the Fitness to Train policy is two years. After that period the student will be withdrawn from the course.

## **8 Programme Contents**

- 8.1 Students will follow the complete programme of study outlined in the relevant programme specification and Course Document.
- 8.2 Students have no choice in the selection of their teachers, including visiting professionals.
- 8.3 Students have no right to demand a specific part or show role in any production, project or assessment.

- 8.4 In cases of staff absence or changes, RADA may need to make some adjustment to the programme, in line with the programme specification, and following consultation with the students affected.
- 8.5 Adjustments to the programme content may be made that reflect developments in theatre practice. Students will be consulted before any adjustment to the programme is made during their period of study.
- 8.6 Students have the right to withdraw from the programme without incurring any penalty if they do not agree to proposed changes and RADA is not able to offer the programme as originally published.

## **9 Assessment**

### **9.1 Conferral and revocation of awards**

- 9.1.1. The King's College London Academic Board may award or revoke any degree, diploma, certificate or other award granted by King's College London in accordance either with the Charter and Statutes of King's College London and all privileges connected therewith, if it shall be discovered at any time and proved to the satisfaction of the King's Academic Board that:
- i. There was an administrative error in the award made under the procedures required by King's College London regulations; or
  - ii. Subsequent to award, a Faculty Assessment Board, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.

### **9.2 Assessment Boards**

- 9.2.1. For each programme of study leading to an award there shall be an Academy Programme Assessment Board. Programmes may be grouped for convenience under a single named Programme Assessment Board. The Academy Programme Assessment Board constitutes a Faculty Assessment Sub Board for the purposes of the King's College London Regulations.
- 9.2.2. Each Programme Board shall report to the Undergraduate or Postgraduate Faculty Assessment Board in Arts and Humanities of King's College London.
- 9.2.3. Each Programme Board shall normally comprise, as a minimum:
- i. a Chair;
  - ii. a Deputy Chair;
  - iii. an Internal Examiner;
  - iv. an External Examiner;
  - v. a member of academic staff from another faculty.
- 9.2.4. Nominations for Internal and External Examiners serving on a Programme Assessment Board will be recommended by the Assessment Board concerned to the King's Faculty Assessment Board on an annual basis.
- 9.2.5. The Programme Assessment Board shall be responsible for ensuring that the examination and assessment procedures for the award(s) for which it is responsible are carried out in accordance with the regulations governing the programme(s) and award(s) concerned and



other relevant Academy regulations and in a fair and impartial manner. To this end, a Programme Assessment Board shall:

- i. Nominate Internal and External Examiners for approval by the relevant King's Faculty Assessment Board;
  - ii. Recommend to the relevant King's Faculty Assessment Board a marking scheme and, where appropriate, a scheme for the award of honours for the award(s) for which it is responsible;
  - iii. Determine the final recommendation examinations/assessments of awards for which it is responsible relating to:
    - a. The results of individual examinations/assessments;
    - b. The pass lists;
    - c. The classification (where appropriate) for each candidate who is recommended for an award;
    - d. Make such recommendations to the relevant King's Faculty Assessment Board;
  - iv. Consider cases for reassessment according to the policy determined by the relevant King's Faculty Assessment Board;
  - v. Consider cases made on grounds of illness or other mitigating circumstance affecting a candidate's examination;
  - vi. Advise the relevant King's Faculty Assessment Board responsible for progression within the Faculty on matters concerning the progression of candidates within its purview;
  - vii. Be responsible for the setting, scrutiny and approval of assessments for which it is responsible as required by the relevant regulations;
  - viii. Keep a record of the proceedings of each formal meeting of the Assessment Board, including recording the attendance of External Examiners, decisions reached concerning individual candidates and those concerning examination policy and procedures, for report to the King's Faculty Assessment Board;
  - ix. Deal with matters raised in External Examiners' reports and report to the relevant King's Faculty Assessment Board on action taken;
  - x. Report to the relevant King's Faculty Assessment Board on issues concerning procedural and regulatory matters (for example, appeals against decisions of Assessment Board, examination or assessment irregularities/offences) and action taken in such cases;
  - xi. Consider requests for suspension of regulations, as appropriate;
  - xii. Meet as often as is necessary to fulfil the requirements given above.
- 9.2.6. The quorum for any meeting of a Programme Assessment Board held to determine the final recommendations on assessment shall be:
- i. The Chair or Deputy Chair;
  - ii. The External Examiner(s);
  - iii. One half of the internal membership of the Board eligible to vote.
- 9.2.7. Decisions of the Faculty Assessment Board and Programme Assessment Board shall be arrived at by a majority vote of Examiners present and eligible to vote. The Chair shall have an additional casting vote.

- 9.2.8. No persons other than the members and designated administrative staff shall be permitted to attend meetings of any Programme Assessment Board, except that Assessors or Assistant Examiners may be invited to attend for discussion as required by the Chair.
- 9.2.9. The Chair shall ensure that a proper record is kept of the proceedings and decisions of the Programme Assessment Board; that the confidentiality of such proceedings and decisions and the record of them is preserved; and that a copy of the confidential record is passed to the Director of Students and Education (King's College London).

### 9.3 Credit Framework Regulations

- 9.3.1. These regulations are applicable to all full-time taught programmes offered by RADA and validated by King's College as listed in 1.1 above (with the exception of the BA in Acting programme which is a non-credit weighted programme).
- 9.3.2. The national system of levels and awards is followed as below.

Module Level	Awards
Level 5	Foundation Degree
Level 6	Bachelor's Degree
Level 7	Postgraduate Diploma Master's Degree

- 9.3.3. **Learning Hours:** All modules are assigned credit value. In determining the number of credits required to achieve an award, the Academy recognises one credit as equivalent to ten hours of notional academic learning time.
- 9.3.4. **Programmes of Study:** Each programme of study will have a Programme Specification, which will indicate the modules that a student has to take in order to complete the award.
- 9.3.5. **Modules:** Each module will have a Module Specification.
- i. Each module is self-contained with defined learning outcomes and, as appropriate, a specified number of credits at one level only.
  - ii. Each credit-weighted module is designed as a core for the programme of study, which the student must pass in order to be eligible for the award,

Qualification Level	Overall credits	Credit levels	Final Credit Level	Credits at highest level	Credits at Lowest Level
FdA Technical Theatre & Stage Management	240 credits	4 & 5	5	120 credits	120 credits
BA (Hons) Technical Theatre & Stage Management (completion award only)	120 credits	6	6	120 credits	n/a
PgD Theatre Costume	150 credits	6 & 7	7	120 credits	30 credits
MA Theatre Lab	180 credits	7	7	180 credits	n/a

- 9.3.6. **Credit Transfer between programmes** is not recognised within the Academy. All programmes have to be studied in total and completed in total to be eligible for an award.
- 9.3.7. **Progression from Foundation Degree onto BA:** As per regulation 2.6.
- 9.3.8. **Core Modules:** All modules within the Foundation Degree, BA in Technical Theatre, Postgraduate Diplomas and MA programmes are considered core modules, hence must be taken and passed.
- 9.3.9. **Exit awards for MA Programmes:** RADA offers an exit award only for MA Theatre Lab. An Exit Award of Postgraduate Diploma may be awarded when a student has achieved 120 credits in modules other than the Dissertation. This award will be made according to the same assessment criteria as the MA Theatre Lab course, detailed in 9.7.6.
- 9.3.10. **Exit awards for all other RADA Programmes:** No exit awards are offered. Where a student has failed to satisfy all the elements of an award, and all reassessment opportunities have been exhausted, no transfer of credit is permitted, and no alternative exit award is offered.

#### 9.4 **Admission to a degree or other award**

- 9.4.1. To be admitted to a degree or other award a student must:
- i. Have completed to the satisfaction of the relevant teaching staff the programme of study prescribed in the programme specification and Course Document for which the student is registered;
  - ii. Have successfully completed all modules prescribed for the award in the programme specification and have demonstrated a competence in all required aspects of the programme;
  - iii. Have successfully completed all parts of the assessment prescribed for the award and have demonstrated a competence in all required aspects of the programme.

#### 9.5 **Continuous assessment: all awards**

- 9.5.1. Students will be assessed by a joint process of continuous assessment and specific assessment points, as outlined in the individual programme specification.
- 9.5.2. Exceptionally, the Programme Assessment Board may make provision for a student to undertake an alternative form of assessment where it is impractical for the student to be assessed or reassessed at the end of the module; provided that the student is assessed on equal terms with other students. Refer to the Mitigating Circumstances Policy for further information.

#### 9.6 **Assessment grades**

- 9.6.1. Each Programme Assessment Board shall draw up a marking scheme for the degree or award for which it is responsible. The Board may adopt such conventions as it considers appropriate within its own marking scheme, providing that they are consistent with the regulations and the general RADA marking criteria, as detailed in Programme Specifications and Course Documents.
- 9.6.2. Teaching staff will discuss every student's assessment feedback at regular Profile Meetings and present the results to the Programme Assessment Board in accordance with section 9.2.

#### 9.7 **Determination of results**

- 9.7.1. For students at the end of years one and two of the BA (Hons) in Acting programme, year one of the FdA in Technical Theatre & Stage Management and year one of the two year PgD Theatre Costume, the Assessment Board shall make recommendation to the Faculty

Assessment Board on whether a student has reached a satisfactory standard to progress to the next year.

9.7.2. For final year students the Programme Assessment Board shall consider each student's total assessment record and shall determine the recommendation to the Faculty Assessment Board in accordance with Regulations 9.7.3 to 9.7.7.

9.7.3. **BA Acting (unclassified honours degree):**

A student will be assessed for award according to the following criteria:

Pass: The student has met the learning outcomes of the programme to a satisfactory standard.

Fail: The student has failed to meet the learning outcomes of the programme.

A student must meet the minimum pass mark of 40.

9.7.4. **Foundation Degree in Technical Theatre and Stage Management:**

A student will be eligible for the award of the Two Year Foundation degree if they have achieved an average of 40 over the final year of the programme. A student achieving an average between 68 and 77 inclusive will be eligible for the award of the Foundation degree with Merit, a student achieving an average of 78 or over will be eligible for the award of the Foundation degree with Distinction.

9.7.5. **Postgraduate Diploma awards:**

A student will be eligible for the award of a Postgraduate Diploma (PgD) if they have achieved an average of 50 over the last three terms of the programme. A student achieving an average between 68 and 77 inclusive will be eligible for the award of PgD with Merit, a student achieving an average of 78 or over will be eligible for the award of PgD with Distinction.

9.7.6. **MA Theatre Lab**

A student will be assessed for award according to the following criteria:

Pass: The student has met the learning outcomes of the programme to a satisfactory standard.

Fail: The student has failed to meet the learning outcomes of the programme.

A student must meet the minimum pass mark of 50.

9.8 **Academic Progression Requirements**

9.8.1. **BA Acting**

- i. Students must pass every assessment point in the 1<sup>st</sup> and 2<sup>nd</sup> year to progress to the 3<sup>rd</sup> year.
- ii. During the third year a student may fail or miss one assessment.
- iii. If a student on the BA Acting degree is in danger of failing an assessment, during a cumulative assessment term, the tutor(s) concerned will inform the Director of Actor Training who will agree with them the strategy for informing the student concerned.

- iv. A student may only miss an assessment if Mitigating Circumstances or interruption under the Fitness to Train policy have been approved.
- v. A student who fails or misses an assessment will be given one opportunity to retrieve the mark by one of the following methods:
  - a. For an individual exercise within the cumulative assessment in years 1 and 2 the Director of Actor Training (i.e. the Assessment Board Chair) may offer the student the opportunity to repeat that exercise at a later date. In cases where disability, illness or injury prevent the student taking the original assessment reasonable adjustment will be made to allow the student to be assessed by alternative means
  - b. When the failed or missed assessment point in Years 1 or 2 is a presentation in a play or other group-dependent exercise, the student will be permitted to retrieve their assessment at the next available opportunity, in accordance with the retrieval schedule outlined in the Programme Specification.
  - c. When the failed or missed assessment point is a performance in a play or other group dependent exercise, the student will be assessed on the rehearsal/process alongside their documentation of the project/production.
  - d. In cases where an entire module and its corresponding assessment point(s) are missed (for example, being absent for four weeks or more) the Director of RADA, in consultation with the student, will consider if the student can continue on the programme in the current year or whether they should interrupt their studies. If the student interrupts their studies they may rejoin at the appropriate term in the following year to retake the assessment. If the student is allowed to continue on the programme in the current year an aggregate of the students' previous marks will be used. See also the provisions in Regulation 5.5.
- vi. If the student fails the attempt to retrieve the failed or missed assessment then they may not progress with their studies and must withdraw from the course.

**9.8.2. FdA and BA in Technical Theatre & Stage Management, Postgraduate Diploma Theatre Costume and MA Theatre Lab:**

- i. Students must pass every assessment point to successfully complete the programme.
- ii. For the MA Theatre Lab and Year 1 of the FdA Technical Theatre and Stage Management and Year 1 of the PgD Theatre Costume a student may only miss an assessment if Mitigating Circumstances have been approved or interruption under the Fitness to Train policy have been approved and will be required to retrieve the missed assessment.
- iii. For Year 2 of the FdA Technical Theatre and Stage Management, Year 2 of the PgD Theatre Costume and the BA Technical Theatre and Stage Management, a student may only miss an assessment if Mitigating Circumstances have been approved or interruption under the Fitness to Train policy have been approved. The student may not be required to retrieve one assessment missed where Mitigating Circumstances or interruption under the Fitness to Train policy have been approved.
- iv. A student who fails or misses an assessment will be given one opportunity to retrieve the mark. Where possible the student will be assessed by repeating the same activity. Where not possible, the student may be required to carry out a separate piece of work in place of the original assessment. In cases where disability, illness or injury prevent the student taking the original assessment reasonable adjustment will be made to allow the student to be assessed by alternative means
- v. The failed work must be second marked.

- vi. For the MA Theatre Lab the failed work must be agreed by the External Examiner.
- vii. If the student needs to extend the length of their registration to retrieve failed/missed marks it is at the Academy's discretion whether additional fees will be charged.
- viii. If the student fails the attempt to retrieve the failed or missed assessment then they may not progress with their studies and must withdraw from the course.
- ix. In exceptional circumstances a student may be permitted to take an extended placement. The successful completion of this placement may be counted as two assessment points. Students will normally be assessed by RADA tutors during an extended placement.

#### 9.9 **Mitigating Circumstances:**

- 9.9.1. Students are required to take their assessments at times prescribed by the Academy. However, there may be exceptional occasions when a student is unable to meet those requirements. Such circumstances may include bereavement, serious short term illness affecting the student or close members of his/her family, deterioration of a long term physical or mental health condition, other serious unforeseen factors. Students seeking to defer an assessment to retake at a future point must apply for Mitigating Circumstances.
- 9.9.2. If mitigating circumstances are approved then the student will either be allowed to retrieve the original assessment in the case of an individual exercise. In the case of a performance in a play, or other group dependent exercise, the student may then be offered an alternative method of retrieval by the Chair of the relevant Programme Assessment Board.

#### 9.10 **Late Submission of Work**

- 9.10.1. A student who either fails to submit coursework for assessment or submits after the deadline, and has not made a request for an extension under Regulation 10.9 above (mitigating circumstances), or who has not satisfied the Chair of the Programme Assessment Board that their mitigating circumstances offer valid reasons for submitting late work, will have an automatic penalty applied. Work submitted within 24 hours of the deadline will be marked, but the mark awarded will be no greater than the pass mark. Work submitted after the 24 hour deadline will Programme Assessment Board, be permitted to attempt the coursework again if the regulations for the programme permit such reassessment (this will not apply where the work submitted is a written retrieval for a practical or performance-based assessment as a second attempt).
- 9.10.2. Where a student submits a mitigating circumstances form (including the granting of an extension) before the published coursework submission deadline and, as a result of their mitigating circumstances, submits work after the published deadline, the student's work will be marked without penalty, provided the Chair is satisfied that the conditions in Regulation 10.9 above have been met.
- 9.10.3. In exercising their discretion, the Chair of the Programme Assessment Board must be satisfied that the mitigating circumstances would:
  - i. prevent or have prevented the student from sitting the examination or submitting the assessment within the given timeframe; or
  - ii. have or have had a significant and adverse impact on the student's performance in the assessment.
- 9.10.4. Under no circumstances may marks be raised due to mitigating circumstances in relation to a student's performance in an assessment.

#### 9.11 **Publication of examination results**

- 9.11.1. After the King's Faculty Assessment Board has determined the results of the examinations for which it is responsible, the King's Director of Students and Education will issue the official pass list for the programme in question, in alphabetical order, and by classification if appropriate. The pass lists will be amalgamated to form the public record of the graduating cohort.
- 9.11.2. The results of examinations are confidential until the official pass list has been issued, but recommended results may be displayed in accordance with Regulation 9.10.3.
- 9.11.3. At the discretion of the relevant Chairs of the Faculty Assessment Board in Arts and Humanities, recommended results of examinations may be displayed after the relevant Programme Assessment Board has met to determine the results of the examinations and before the official pass list has been issued. Lists of any such results shall be clearly marked as 'recommendations of the Programme Assessment Board' and shall be signed by the Chair of the Arts and Humanities Assessment Board.
- 9.11.4. The issuing of marks will be undertaken by RADA staff under the authority of the King's College London.
- 9.11.5. **Issue of Certificates**
- 9.11.6. The 'date of the award' shall normally be the first day of the month following the date of the meeting held to ratify the results. This does not constitute the date of publication of results for the purposes of appeals submitted in accordance with Regulation 10.
- 9.11.7. The King's Academic Board and the RADA Council (or Academic Board if it delegates this responsibility to RADA Academic Board) shall receive a report of degrees and other awards conferred by the College at the next meetings of these bodies following the relevant meeting(s) of the Assessment Board(s) and the issue of the relevant pass list(s).
- 9.11.8. Certificates for awards of King's College London will be issued under the seal of the College and shall state the name of the College, the title of the award, the classification or other distinction where appropriate and the field of study where appropriate, and shall carry the signatures of the Principal of the College and the Chair of Council.

## 9.12 **Representations concerning decisions of Assessment Boards**

- 9.12.1. Except as provided for by Regulation A6 of the King's College London Regulations, no decision of a properly convened and constituted Assessment Board acting in accordance with these and any other relevant Academy or College Regulations may be modified.
- 9.12.2. Representations concerning decisions of Assessment Board which are based solely upon a challenge to the academic judgment embodied in any decision will not be considered.

## 10 **Academic Appeals**

- 10.1 An Academic Appeal is defined as a request for a review of an academic decision made by the Programme Assessment Board in relation to progression within a programme of study, assessments and awards.
- 10.2 If a student fails an assessment after attempting retrieval (see 9.8 Academic Progression Requirements), they may have the right to appeal. A student can only make an appeal after the King's Faculty Assessment Board has agreed the mark and the student has been formally notified of the outcome.
- 10.3 RADA is bound by King's College London appeals process for all academic appeals. There are two principal grounds stated in the King's regulations:  
<https://www.kcl.ac.uk/campuslife/acservices/Academic-Regulations/assets-17-18/T44.pdf>

- i. King's Regulation T44.12(a) There is evidence that your examination may have been adversely affected by mitigating circumstances which you were unable, or for valid reasons unwilling, to divulge to the Assessment Board before its decision was reached.
  - ii. King's Regulation T44.12(b) There is clear evidence of a significant administrative error on the part of the Academy or in the conduct of the examination and that this accounted for your performance.
- 10.4 A student has no right of appeal on the following grounds:
- i. Challenges to the academic or professional judgment of examiners on an assessment outcome, mark or the level of the award recommended or granted.
  - ii. 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.
  - iii. Appeals that are based on circumstances which, without good reason, were not brought to the attention of the Programme Assessment Board at the appropriate time.
- 10.5 To make an appeal, a student should first discuss the issue with the Course Director, who will refer to the informal process for considering any challenge to a mark or comment (see Appendix 8, bearing in mind the provisions of 10.4 above. The student should also take advice. An appeal must then be submitted to King's College London within 21 days of the formal notification of the decision of the Assessment Board, using the King's College London appeal form, which is available from the Student Conduct and Appeals Office at King's College London.
- 10.6 The full Appeals Procedure and guidance is available from <https://www.kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/academic-appeals>

## 11 Complaints

- 11.1 Grounds for complaint may include:
- i. Matters seriously undermining the quality of learning provision or support provided by the School, contrary to what students were led to expect;
  - ii. The absence, inadequacy or withdrawal of a service or facility which students were led to expect, including in respect of adjustments made, or not made, in accordance with the Equality Act 2010.
- 11.2 Complaints must normally relate to what students have been led to expect, normally through information which the Academy has given them. Students cannot complain about the lack of a service which they were never led to expect, even if it is available in another school or college with which they are familiar.
- 11.3 There may be occasions when services or learning opportunities are adversely affected by unforeseen circumstances. When this happens, students are entitled to expect that steps will be taken promptly to solve the problem or make alternative arrangements. Complaints will not normally be upheld if they concern specific short term shortfalls in arrangements which otherwise accord with what students have been led to expect.
- 11.4 Students will never be disadvantaged as a result of making a complaint in good faith.
- 11.5 Further details on the procedures for making a complaint can be found in the Complaints Policy and Procedures (Appendix 9).