



POINT BLANK

MUSIC SCHOOL

PROCEDURE 001

ACADEMIC APPEALS

DOCUMENT CONTROL BOX

SCOPE						
Course Type	BA(Hons)	x	CertHE	x	Professional/Auditing	
School	London	x	Online	x	International	
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Publication	Staff Access					
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	Public Access via Website			x		

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Document Revision History

Version Log

Committee / Approval Date	Author	Version	Publication Date	Page Reference & Summary

Related Documentation

Document Reference No. (Policy version / Supporting doc. #)	Document Type	Link or Dept. Owner	Document Title

1. PURPOSE

- 1.1 The purpose of this procedure is to outline Point Blank's approach to the handling of academic appeals at the early resolution stage.
- 1.2 This procedure also provides an overview guide of the Middlesex University procedure for handling formal stage appeals.
- 1.3 This procedure must be read in conjunction with Section G of the Middlesex University Academic Regulations for Taught Undergraduate awards.

2. PROCEDURE DETAILS

Early Resolution

- 2.1 The early resolution stage is handled by staff at Point Blank.
- 2.2 Before submitting a formal appeal to Middlesex University, students should raise their appeal informally in the first instance. Most matters can be resolved at the early resolution stage.
- 2.3 Informal appeals are lodged via the online form available on the Student Dashboard. This must be done within 28 calendar days of the Assessment Board decision being communicated to the student (e.g. publishing of ratified grades, or the date of a letter detailing insufficient credits to progress).
- 2.4 Once submitted, an Assessment Officer (or designated nominee) will review the points raised in the appeal and confirm receipt of the appeal with the student.
- 2.5 The Assessment Officer (or designated nominee) will then take one or more of the following steps:
 - i. Arrange a meeting between the student and the marker (and/ or Programme Leader) to receive further detailed feedback on their assessment outcome;
 - ii. Review the procedures surrounding the assessment to ensure they were followed correctly;
 - iii. Investigate any other matters raised within the informal appeal.
- 2.6 An early resolution outcome will then be agreed and issued to the student.
- 2.7 The outcome of an early resolution appeal may be:
 - i. Upheld: the appeal is upheld in full and an appropriate practical remedy or other appropriate action will be agreed;
 - ii. Partially upheld: some aspects of the appeal are upheld and an appropriate practical remedy or other appropriate action will be agreed, but there are other aspect which are not upheld and will not result in remedial action;
 - iii. Not upheld: there are no valid grounds for appeal;
 - iv. Rejected: the appeal has been found to be of no serious purpose or is intended to cause disruption.

Formal Stage

- 2.8 The formal

3. POLICY SCOPE

[This short section should outline who this procedure applies to. It should clearly articulate which students/ staff at which campuses and outline any other identifying information (e.g. this procedure applies to all Higher Education students at the London School and those undertaking Distance Education (online). Students on professional courses should refer to...)]

4. PROCEDURE OWNER

This procedure is under the responsibility of the [INSERT COMMITTEE]. The responsible committee will ensure the cyclical review of this procedure is carried out in line with Point Blank's Quality Assurance Framework.

The [COMMITTEE] delegates the operational responsibility of this procedure to the following staff:

- *[please list relevant staff (e.g. Designated Safeguarding Lead)]*

5. EXHIBITS, APPENDICES AND FORMS

[Please list here the relevant exhibits, appendices and forms. These are most likely to be forms e.g. academic appeals form. If there are no relevant documents to this section please use the text below:

There are no further relevant exhibits, appendices or forms.]

6. REFERENCES AND SUPPORTING INFORMATION

6.1 Internal

- *Please list here any internal documents relevant to the development and operation of this procedure (e.g. Learning and Teaching Strategy)*

6.2 External

- *Please list here any external documents relevant to the development and operation of this procedure (e.g. OfS B Conditions for Quality and Standards).*

7. DOCUMENT HISTORY AND NEXT REVIEW

Version:

Approved on:

Approved by:

Date of Next Review: