

# 1 Appeals Policy & Procedure (Admissions) (QC chapter B2, B9)

Version Number	2.1
Version Date	21/11/16
Date Approved by Academic Board	26/3/19
Review Date (Annual)	26/3/20
Person Responsible	Programme Manager
Linked policies	Complaints Policy Equality and Diversity Policy
Mapping to Quality Code	Chapter B9 (indicators 1-7)

## 1.1 Definitions

- 1.1.1 An **appeal** is a request to reconsider a decision made by an admissions panel, an academic misconduct panel, a student disciplinary panel or an exam board. Appeals are dealt with through this policy and procedures.
- 1.1.2 A **complaint** relates to an ongoing situation or incident, usually relating to teaching and learning or general activities within Ballet West. Complaints are dealt with using the Complaints policy and procedure.

## 1.2 Policy

- 1.2.1 Ballet West aims to provide a fair, equitable and academically rigorous learning environment and admissions process. It is recognised that sometimes there may be individuals who feel that decisions relating to admissions or assessment have not been taken in accordance with published procedures or that they have not been dealt with in a fair or equitable way. Ballet West requires procedures to deal with appeals to ensure the academic integrity of the programmes is maintained and to improve practices within Ballet West.
- 1.2.2 We will ensure that the appeals procedures at Ballet West are
- Accessible to all
  - Transparent in process
  - Well publicised, with up to date information on our website and student handbooks
  - Carried out with any risk of disadvantage to the appellant
  - Carried out in a timely manner
  - Effective and constructive in improving provision at Ballet West
  - Monitored with reports of appeals made to the appropriate managing committees
- 1.2.3 We aim to seek resolution of candidates' or students' issues through open communication with staff, either through informal discussion or through student representation on the programme committees. However, it is recognised that informal mechanisms may not always resolve issues and a formal procedure is necessary.

## 1.3 Appeals against Admissions decisions - Procedure

1.3.1 Appeals against selection decisions will only be considered if

- there are mitigating circumstances for poor performance, for example illness or injury

or

- the candidate has evidence that they have not been treated in a fair and equitable way compared to other candidates.

Disagreement with the admissions decision made by the panel with no mitigating circumstances is not a reason for appeal.

1.3.2 Candidates wishing to make an appeal against an admissions decision should in the first instance contact the admissions department by calling 01866 822641 or by emailing [admissions@balletwest.ac.uk](mailto:admissions@balletwest.ac.uk) within 10 days of receiving the result of their audition.

1.3.3 The admissions staff will request that the candidate submits an appeal in writing, usually by email with the following information

- Name of Candidate
- Audition date
- Grounds for appeal
- Attachments of any evidence of mitigating circumstances

1.3.4 Admissions staff will discuss the appeal with the person who supervised the audition vice-principal and/or principal.

1.3.5 Appeals can either be rejected or candidates could be invited to re-audition. It is a matter of policy that candidates should always be given the benefit of doubt and if a candidate feels unfairly treated that he or she should be given a second chance. Only in circumstances where a candidate has appealed too late, can offer no mitigating circumstances or is plainly acting in a vexatious way, should appeals be rejected.

1.3.6 The decision on appeal will be issued in writing within one week of its submission.

1.3.7 If the appeal is upheld, the candidate will be invited to a second audition at a mutually convenient time. The audition fee will be waived for the second audition. Only in exceptional circumstances, where Ballet West has clearly been at fault, will any form of payment of out of pocket expenses be considered. This decision lies solely with the Principal

1.3.8 The admission staff will record details of the appeal and report to the academic board.

## 1.4 Appeals against Admissions decisions - Guidelines for Candidates

1.4.1 Ballet West aims to provide a fair, equitable admissions process. It is recognised that sometimes there may be individuals who feel that decisions relating to admissions have not been taken in accordance with our published procedures or that they have not been dealt with in a fair or equitable way. If you feel that the decision made by the admissions panel was wrong, you can appeal that decision.

1.4.2 Appeals against selection decisions will only be considered if

- there are mitigating circumstances for poor performance during the audition, for example illness or injury
- or
- you have evidence that you have not been treated in a fair and equitable way compared to other candidates.

Disagreement with the admissions decision made by the panel with no mitigating circumstances is not a reason for appeal.

1.4.3 If you wish to make an appeal against an admissions decision, you should contact the admissions department by calling 01866 822641 or by emailing [admissions@balletwest.ac.uk](mailto:admissions@balletwest.ac.uk) within 10 days of receiving the result of your audition.

1.4.4 The admissions staff will request that you submit an appeal in writing, usually by email with the following information

- Your name
- The date of your audition
- The grounds for appeal
- You should attach any evidence of mitigating circumstances to the email

1.4.5 The admissions staff will discuss the appeal with the admissions panel (programme manager, vice-principal and principal).

1.4.6 Our policy is that candidates should always be given the benefit of doubt and if you feel unfairly treated that you should be given a second chance. Only in circumstances where you have appealed too late, can offer no mitigating circumstances or you are plainly acting in a vexatious way, will we reject your appeal.

1.4.7 The decision on appeal will be issued in writing within one week of its submission.

1.4.8 If your appeal is upheld, you will be invited to a second audition at a mutually convenient time. The audition fee will be waived for the second audition. Only in exceptional circumstances, where Ballet West has clearly been at fault, will we consider any form of payment of out of pocket expenses. This decision lies solely

with the Principal.

- 1.4.9 The admission staff will record details of the appeal and report to the academic board.

# Appeals against Admissions Decision Flowchart

