

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

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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 decisions made by the Board of Examiners

- 1.3.1 The Examination Boards are governed by Bath Spa University. Any appeal against a decision made by the Examination boards should be made under the Bath Spa policy, which can be seen at <https://www.bathspa.ac.uk/about-us/governance/policies/appeals-procedure/>