

## ACADEMIC GRIEVANCE PROCEDURE

Reviewed 29.11.16

To be approved by Trustees on 2<sup>nd</sup> February 2017

Formally assessed assignments are classified as:

“Distinction”, “Commended Pass” “Pass”, “Fail”

Tutors supply written evaluative comments and feedback. This feedback is intended to help students evaluate their strengths and weaknesses and plan their future personal learning objectives.

Students will normally be expected to pass assessed work at the first attempt. It is important to us that the course provides the trainees with opportunities to have freedom to be creative and be experimental. Therefore students who fail at the first assessment may be reassessed up to two other attempts at the discretion of the examiners for each piece of assessed work.

### **Examination Board**

Course Director and Internal Quality Assessor: Gillian David

Other members of staff significantly involved in the Transpersonal Arts in Therapy training: Maria Albiez.

Another member of staff not significantly involved in the Transpersonal Arts in Therapy training: Jonathan Chequers

Course External Examiner: Appointed by City and Guilds Annually and Dr Angela Evans

Consultant: Dr Angela Evans

Review of a decision of an Examination Board may be requested by a student on the grounds that there was some procedural irregularity in the process or that there were valid mitigating circumstances, evidence of which was not available to present to the Board when it made its decision.

### **Academic Misconduct**

As part of the wider academic community, Tobias School of Art & Therapy believes strongly in the importance of the integrity of academic conduct, and supports the development of good academic practice. Any attempt to gain unfair advantage through use of unauthorised material or through plagiarism will be investigated thoroughly and may result in severe penalties including rescinding of an award.

Exclusion may also occur for reasons other than failure at assessment, such as inadequate work or non-attendance or severe anti-social behaviour.