



POINT BLANK

MUSIC SCHOOL

PROCEDURE 001

ACADEMIC APPEALS

DOCUMENT CONTROL BOX

People in scope:					
All students	HE Students	Professional Students	All staff and students	Staff only	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sites in scope:			Publication:		
All	London	Online	Internal	Public	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Version:	3	Date Approved / Committee:	25 th November 2024 Academic Board	Date of next review:	August 2025

If you have a disability which makes reading this document or navigating our website difficult and you would like to receive information in an alternative format, please contact:

support@pointblankmusicschool.com

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, and linked in this procedure below. 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 appeal process is handled by Middlesex University.
- 2.9 If the matter is not resolved to the students satisfaction at the early resolution stage, they may submit a formal academic appeal.
- 2.10 Formal appeals are submitted to Middlesex University by completing the formal appeal form which is available to students by emailing assessments@pointblankmusicschool.com or by contacting Middlesex University directly. 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).
- 2.11 Further information on the formal appeal process can be found in Section G of the Middlesex University Academic Regulations for Taught Undergraduate awards.

3. PROCEDURE SCOPE

- This procedure applies to students at Point Blank London and Online studying on Higher Education programmes validated by Middlesex University.
- Students on professional programmes at Point Blank London and Online should consult the Student Complaints and Grievances Policy should an issue arise.

4. PROCEDURE OWNER

This procedure is under the responsibility of the Quality and Standards 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 Quality and Standards Committee delegates the operational responsibility of this procedure to the following staff:

- Assessment Manager
- Assessments Officers

5. EXHIBITS, APPENDICES AND FORMS

- [Academic Appeal Form](#)

6. REFERENCES AND SUPPORTING INFORMATION

1. Internal
 - Quality Assurance Handbook
2. External
 - Middlesex University Academic Regulations, Section G – Appeal Regulations and Procedures.
 - OIA Good Practice Framework – Appeals and Complaints