



Royal College of Art

Postgraduate Art & Design

Referral Policy for Taught Programmes

Introduction

1. In the case of a student's work being judged not to have met the required standard to pass an element of assessment, and not to have met the standard to be awarded a "pass subject to corrections", a piece of work may be judged as "referred". This means that the student will have a second and final attempt at the element of assessment in question.

Definition

2. A referral project must be a specific programme of work to be submitted for assessment, which will normally take at least one week to complete.
3. The student's work must be judged against the assessment criteria for the element of assessment in question, and referral only recommended where the work has not met the required standard to be awarded a pass or pass subject to corrections *and* where, in the judgement of the assessment board or panel, the work required of the student to be able to demonstrate achievement of the relevant learning outcomes is no greater than that which can be reasonably expected to be retrieved by a deadline to be set by the board or panel, which must be no less than 1 week and no greater than 15 weeks.

Regulations

4. The deadline for a referral project to be submitted by the student must be at least one week following communication of the referral decision to the student and no greater than 12 months of communication of that decision. The deadline shall be prescribed by the non-awarding board on endorsement of the recommendation to refer. No further re-submission may be made after submission of the referred piece of work, other than when an application for extenuating circumstances has been accepted for the piece of work in question.

5. Where a student is required to pass an element of assessment to progress to the next stage of their Programme, then the student may not progress until a referred project has been confirmed by the non-awarding board as a pass. In such circumstances the student may be required to take a leave of absence in order to re-join the Programme at the point at which they were referred, in the subsequent year.

Setting the Referral Project

6. It must be possible to complete the referral project using the resources and support available to the student during the referral period. It may be necessary to consult with the Estates and Campus Operations and IT, Library & Technical Services teams prior to setting referral projects to ensure that appropriate access to services is possible, and, if not, to set an alternative project or give an alternative deadline.
7. Full details of the referral project, including deadlines and access to required resources shall be provided to the student in writing.

Resubmission/Re-examination

8. An assessment panel, with a constitution equivalent to that which made the original recommendation to refer the student, shall consider any referral submission, and make a recommendation to the non-awarding board.
9. The non-awarding board shall make one of the following decisions:
 - Pass (the student has achieved the learning outcomes for the element of assessment)
 - Pass subject to corrections (the student has not achieved the learning outcomes for the element of assessment, but can demonstrate this achievement by making minor amendments to the work, within 1 week of notification of the decision)
 - Fail (the student has not achieved the learning outcomes and cannot make sufficient amendment within 1 week of notification of the result)
10. Where a candidate's referral submission is not submitted by the set deadline, the appropriate decision is a failure without opportunity for further re-submission or re-assessment.

11. Where the non-awarding board endorses a recommendation of pass subject to corrections then the programme team shall write to the student to outline the corrections required, and the date that they must be submitted by, which should be one week or less. If the student does not submit the corrections by the deadline, or the submitted corrections do not meet the criteria outlined in the non-awarding board's decision then the student shall be deemed to have failed the element of assessment.
12. Non-awarding boards must take into consideration any evidence of extenuating circumstances submitted by a student in reference to their referral resubmission, in accordance with the College's Extenuating Circumstances Policy.

Following Successful Referral

13. If the non-awarding board confirms that the student has passed their referral project then the result for the element of assessment shall be regarded as a pass; there is no subsequent academic penalty for having been referred.
14. Where completion of an element of assessment is required for progression then the student, having passed the referral project, shall be eligible to progress at the next opportunity.
15. Where completion of an element of assessment is required for award then the student, having passed the referral project, shall be eligible for consideration for the award at the next available opportunity.

Extension to Referral Period

16. Requests for extension to referral shall be considered in accordance with the Extenuating Circumstances policy.

Senate
January 2021

Amendments Trevor Pearce
July 2022

Further amendments Lucy Dawkins
October 2022