

Policy name: Return of Coursework Feedback Policy

Approved: 25th November 2016

Revision 1 approved 10th March 2017

Revision 2 approved 5th October 2018

Revision 3 approved by Trinity Academic Council 13th May 2020

1. Context

- 1.1 All undergraduate and postgraduate programmes offered by the Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, are delivered by RIAM and awarded by the Designated Awarding Body, Trinity College Dublin, the University of Dublin, hereinafter referred to as Trinity. RIAM acknowledges that feedback on assessed coursework is key to the learning process for all students.

2. Purpose

- 2.1 This policy assures RIAM students and the awarding body, Trinity, that feedback will be offered through the timely return of assessed coursework in order to assist all students to enhance their learning.
- 2.2 This policy articulates to students and staff the requirements of assessed coursework feedback.

3. Scope

- 3.1 This policy applies to assessed coursework in undergraduate and postgraduate taught programmes at RIAM.

4. Benefits

- 4.1 Providing feedback that directly relates to the intended learning outcomes and assessment criteria will enhance the students' learning experience and promote transparency in the assessment process.

5. Definitions

- 5.1 **Feedback** is a constructive critique of assessed coursework, delivered by staff in line with the learning outcomes and assessment criteria, in order to inform student learning and improvement.
- 5.2 **Coursework** is written or practical work, including performance, forming an integral part of student learning: facilitating learning, enabling students to monitor their progress, developing their potential and demonstrating their achievement. It is also a key component of RIAM's assurance of the quality and standards of its awards.

6. Principles

- 6.1 Timely feedback engages students in the process of learning by providing appropriate feedback, and informs teaching through monitoring and review.

7. Policy

- 7.1 Students will be fully informed about assessment requirements for their programme, the details of which may be found in the programme handbook. Feedback to improve their performance will be provided as part of the learning process..
- 7.2 Individual feedback on assessed coursework should be made available to undergraduate students no later than 20 working days after the assessment submission deadline, and to postgraduate students no later than 30 working days after the assessment submission deadline.
- 7.3 In cases where the implementation of the 20/30 days' policy is not logistically possible, the member of staff concerned will inform students in advance and provide an alternative date for the availability of feedback along with clear reasons for the delay.
- 7.4 Assessed coursework will be retained by RIAM in accordance the Records Management and Retention Policy, and in line with the General Data Protection Regulations.

8. Responsibility

- 8.1 The Head of Administrative Office (Registry) is responsible for overseeing this policy and its operational procedures. This policy is subject to three yearly review.

9. Legislation and Regulation

- 9.1 [Qualifications and Quality Assurance \(Education and Training\) Act 2012.](#)
- 9.2 [Standards and Guidelines for Quality Assurance in the European Higher Education Area \(2005\).](#)
- 9.3 [Code of Practice for Provision of Education and Training to International Learners \(2015\).](#)
- 9.4 [National Framework of Qualifications \(NFQ\).](#)

10. Related Documents

- 10.1 Academic Assessment and Progression Policy.
- 10.2 Disability Support Service and Reasonable Accommodations Policy.
- 10.3 Overall External Examiners and Specialist External Examiners Policy and Procedures.
- 10.4 Plagiarism Policy.
- 10.5 Records Management and Retention Policy.
- 10.6 [Trinity Return of Coursework Policy.](#)

11. Document Control

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Next review: Academic year 2020/21.