



*Student Handbook*  
*2023/2024*



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## *Communications channels*

To communicate any initiative or problem, use the following channels.

For individual concerns and proposals:

- ❖ Regarding a specific programme course-> the teacher.
- ❖ Regarding degree or study programme academic matters-> Area Leader.
- ❖ Regarding personal matters-> the Student Support and Welfare Unit (guidance counsellors).
- ❖ Regarding general services-> the relevant department
- ❖ Questions or doubts-> *estudiantes@taiarts.com*.

Group concerns and proposals are dealt with through the Programme Group Representatives.

## *Programme Group Representatives*

The principal and most important duty of the Programme Group Representatives (commonly known as “Class Representatives”) is to act as the **channel of communication** between the students of their group and the School. This role does not come with the authority to govern the group. The Representative is the **voice for the group**. The Representative does not have the duties, responsibilities or authority of a teaching assistant.

Presented with any problem or initiative arising from the group, the Class Representative will:

1. Discuss the issue with the appropriate teacher or with a guidance counsellor from the Student Support and Welfare Unit.
2. Inform the students in the group of the response and possible solutions that have been offered.

Therefore, the **essential aptitudes** Class Representatives must have in order to successfully represent the group are empathy and respect in communications.

Consultations, proposals and complaints must be approved by a group margin of 50% +1 for such matters to qualify as group matters. All other concerns, suggestions, complaints, etc. are considered individual matters, and as such the Representative does not have a duty to handle them.

The communications channels available to students are:

### INDIVIDUAL STUDENT CONCERNS AND PROPOSALS:

- \* Regarding a specific programme course-> the teaching staff.
- \* Regarding degree or study programme academic matters-> Programme or Area Leader.
- \* Regarding personal matters-> a guidance counsellor.
- \* Regarding general services-> the relevant department



Any doubts regarding which channel to use -> [estudiantes@taiarts.com](mailto:estudiantes@taiarts.com)

#### GROUP CONCERNS AND PROPOSALS:

- \* Group Representatives, in their regular meetings with the School.
- \* Student Body Representative, in meetings of the Quality Committee (university degree programmes).

**1 Representative** is elected per programme group and per academic year.

The office of Class Representative is awarded 0.5 ECTs per academic year, which can be tabulated beginning in Year 1, provided the Representative correctly carries out the duties of the office. It is the elected person who will have to apply for these credits at the end of his/her term of office, provided that he/she has fulfilled his/her duties.

The Representative may be removed by a decision of the group or of the School if he/she works to the detriment of, or is derelict in carrying out the duties of the office.

Any student may occupy the office. All students have the right to vote and be voted for. The voting process is democratic and anonymous.

The duties of the Class Representatives are to:

- \* be the voice for the group; principally, conveying the suggestions or complaints of the group he/she represents to the teaching team or the School.
- \* collaborate with teachers on issues that affect the normal progress of classes.
- \* compile the solutions and agreements arrived at in meetings with teachers and the School and relay these to their group.
- \* attend all meetings that are called by TAI School of the Arts management or any of its departments.
- \* promote harmonious coexistence within the group, avoiding any actions that may be harmful to the group or put the freedom and personal dignity of any of its members at risk. The Representative must notify the School should any such action occur.
- \* care for, and ensure the proper use of classroom and School facilities and equipment.
- \* In the event of a delay in the start of a class session, the Representative will remind the group of its obligation to remain in the classroom until the teacher arrives. When the duration of the delay exceeds 10 minutes, the Representative will contact the Registrar's Office/Reception to report the teacher's delay.

All communications must be in writing and include the **reason** for the communication -- suggestion, query, complaint, etc.--, and the **proposal** or **request** that is being made. The communication must include the information compiled by the group. There is no limit to the number of communications that can be made, and meetings with the teaching team or the School can be requested as needed.

## *The Student Support and Welfare Unit*

The Student Support and Welfare Unit at TAI School of the Arts monitors the individual learning process of TAI students, in an effort to detect issues that could pose an obstacle to the student's learning and academic life, which the Unit can address by devising a plan to help the student surmount those issues.

Following the student review meetings held by the teaching team at the end of each term, the Unit will contact students that are experiencing more pronounced difficulties in their academic progress.

This notwithstanding, any student can request a meeting to talk with the Unit at any time.

The Unit is also responsible for assisting students with learning difficulties and looking into possible adaptations.

This Unit is also in charge of handling inquiries from family members of TAI students.

The Unit's email address is: [estudiantes@taiarts.com](mailto:estudiantes@taiarts.com).

## *Classlife: the Student Portal and VLE (Virtual Learning Environment)*

**The sole official means of communication at TAI is Classlife (including communication with the teaching staff).**

On Classlife, students can find all of the documentation they need for their courses and learning activities: Course Guides and assessment rubrics, class attendance, assignment instructions and deadlines, and assessment marks.

Also on Classlife, under the group *Secretaría alumnado* ("Registrar's Office -- student info") the *Recursos* ("Resources") folder contains all of the materials students must be familiar with to successfully engage in all of the School's activities: regulations, protocols, support guides and tutorials.

Students experiencing difficulties logging on to Classlife or doubts about the use of the platform must direct their questions to the Registrar's Office, which will look for a solution to the problem.



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## *The TAI TEAM*

<i>General services</i>		
<i>Head of the Students Department</i>	Mara Blanco	estudiantes@taiarts.com
<i>Head of Admissions</i>	David Martínez	admisiones@taiarts.com
<i>Registrar</i>	Laura Nicolás	secretaria.alumnos@taiarts.com
<i>Bursar</i>	Sergio Pérez	sergio.perez@taiarts.com
<i>Campus Manager</i>	Karlis Mora	campus.manager@taiarts.com
<i>Head of the Technical Department</i>	Manuel Litrán	tecnico@taiarts.com
<i>Production Department</i>	-	produccion@taiarts.com
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<i>Careers and Entrepreneurship Internships and Work Placement</i>	Diego Rebollo Silvia Castillo Carlos Esbert	empleabilidad@taiarts.com practicas@taiarts.com emprendimiento@taiarts.com
<i>Institutional Department</i>	Diego Rebollo	institucional@taiarts.com
<i>Head of the Mobility Programme</i>	Carlos Benítez	apoyo.internacional@taiarts.com
<i>Head of the Communications Department</i>	Olga López	comunicacion@taiarts.com
<i>Head of the Quality and Development Department</i>	Sara Cornali	sara.cornali@taiarts.com
<i>Filmmaking</i>		
<i>Faculty Coordinator, Filmmaking</i>	Laura Bermejo	coordinacion.cine@taiarts.com
<i>Programme Leader, Bachelor's in Filmmaking</i>	Arturo Serrano	arturo.serrano@taiarts.com
<i>Programme Leader, TAI Diploma in Filmmaking and Master in Screenwriting</i>	Carlos Bianchi	carlos.bianchi@taiarts.com
<i>Leader, Filmmaking Masters Programmes</i>	Irene Garcés	irene.garces@taiarts.com
<i>Coordinator, Post-production and Animation</i>	Yara Nodar	yara.nodar@taiarts.com
<i>Coordinator, Filmmaking Projects</i>	Maribel Arias	proyectos.cine@taiarts.com
<i>Performing Arts</i>		
<i>Faculty Coordinator, Performing Arts</i>	Sergio Redondo	coordinacion.aeee@taiarts.com



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<i>Area Director, Performing Arts</i>		
<i>Music</i>		
<i>Faculty Coordinator, Music</i>	Elena Clemente	coordinacion.musica@taiarts.com
<i>Area Director, Music</i>	Daniel Batán	daniel.batan@taiarts.com
<i>Fine Arts</i>		
<i>Faculty Coordinator, Fine Arts</i>	Ale Megale	coordinacion.aavv@taiarts.com
<i>Area Director, Fine Arts</i>	Quino Monje	quino.monje@taiarts.com
<i>Photography</i>		
<i>Faculty Coordinator, Photography</i>	Ale Megale	coordinacion.aavv@taiarts.com
<i>Area Director, Photography</i>	Angélica Soleiman	angelica.soleiman@taiarts.com

## *Student Services*

### *The Set of Artists*

The TAI School of the Arts campus has 9,000m<sup>2</sup> of floorspace spread across five buildings located at a close distance from one another in central Madrid, all equipped with modern facilities and resources.

The two buildings on the calle Recoletos (nos. 22 and 23), close to the Retiro Park and the Paseo del Prado, are the focus of campus life. These buildings offer a wide range of spaces and operate as a hub for students. The Registrar's Office, auditorium and cafeteria-dining hall are all located in Recoletos 22.

The studio space at calle Oudrid, 9 has a soundproof filming and photography stage with a green screen.

The studios at calle Ibiza, 24 and Avenida de América have soundproof stages with cyclorama and green screen, and are equipped with the latest camera and lighting technologies.

*The House of Artists* is the TAI student residence; located at the heart of the Salamanca district in Madrid, it serves as a meeting point and nexus for young artists from all over the world, working in a wide range of arts disciplines.

### *Student ID cards*

TAI School of the Arts students can request a TAI Student ID card that they can use for electronic turnstile access to the main campus building on the calle Recoletos, to record attendance and for security purposes. Students can make the request for an ID card via email at [carnet.tai@taiarts.com](mailto:carnet.tai@taiarts.com).

FIRST ISSUANCE: at no charge, can be requested at any time.

STOLEN CARD REPLACEMENT: at no charge, provided the student presents the police report of the theft.

LOST CARD REPLACEMENT: carries a 5€ issuance fee.



## *Auditing Programme*

Any TAI student can audit up to 48 hours of classes per year at no charge in any one of the School's programmes, including Bachelor's, Master's, TAI Diploma and Expert Diploma programmes, and of any typology, including seminars, workshops and other activities that may be of interest. Auditing is a wonderful opportunity for greater immersion in the arts and increases the comprehensive understanding of creative processes.

### *Rules of attendance*

- ❖ Auditing is limited to 48 hours per academic year and is conditional upon availability for each course. The School reserves the right to limit admission according to availability and capacity. The request to audit must be approved by the lead teacher of the course, who may if necessary, and depending on the nature of the session, deny that request.
- ❖ Students auditing a session or class must arrive on time and adhere to the timetable established by the School. Access will not be granted once the session has begun.
- ❖ Students auditing a class or session do not have the same standing as regular students of that class, and therefore do not have the same entitlements; they cannot participate in its assignments and practical exercises, interrupt the class, pose questions or make comments that in any way obstruct the teaching and learning process.
- ❖ Students auditing a class or session are not entitled to have their work corrected or individual doubts clarified by the teacher.
- ❖ Audio and/or video recordings are not permitted under any circumstances.
- ❖ The teacher has the authority granted by the School to expel the student auditing the class or session, if he/she deems this action necessary.
- ❖ The 48 hours are not cumulative, they must be consumed during the academic year.

### *Place reservation*

Students wishing to sign up to audit a class or session must contact the Registrar's Office with their request at least one week before the session.

Once the reservation has been confirmed, the student must present the credential to the teacher before the class begins. The teacher may, upon consultation with the Registrar's office, refuse entry to the auditing student if the teacher believes that his/her attendance is not appropriate.

## *International mobility*

TAI has entered into numerous international collaboration agreements and currently offers its academic community a number of mobility programs, institutional agreements and projects with universities and arts centres around the world. In addition, TAI hosts international meetings, workshops and master classes to foster and facilitate cooperation between artists and arts universities in over 50 countries.

International mobility agreements fall within the framework of the Erasmus+ and TAI Global programmes, which allow TAI Bachelor's students to complete their studies outside of Spain, broadening their critical thinking and strengthening a universal, unbiased perspective of the world.

The International Department provides information to students about the interchange options that are currently available, as well as deadlines and requirements, on the School's website, Student Portal (Classlife) and in information sessions organised for that purpose.

**For more information:** <https://taiarts.com/en/mobility-programs/apoyo.internacional@taiarts.com>

## *Employment and Entrepreneurship*

One of TAI's primary objectives is to nurture employability and entrepreneurship for its students and their relationship with the industry and the professional world. The **Careers and Entrepreneurship** Unit focuses on students' professional development through different initiatives:

- Academic internship/company work placement programme.
- External work placement entrepreneurship training programme.
- Arts projects commissioned by companies and institutions.
- Special Guest Talents and connection to the industry programme.
- Jobs Bank, where companies looking for talent post available jobs and positions.
- Arts and entrepreneurship residencies programme.
- Career counselling and guidance on employment and entrepreneurship,
- Counselling and guidance on employment and entrepreneurship, focused on employability competencies and addressing students' concerns about the world of work (email: [empleabilidad@taiarts.com](mailto:empleabilidad@taiarts.com)).

**For more information, write to:** <https://taiarts.com/en/employability/>

### *Academic internships/company work placements*

TAI School of the Arts helps its students enter the workforce through the internship and work placement agreements it has established with companies, associations, and public and private institutions in the arts, creative and cultural industries.

**For more information, write to:** [practicas@taiarts.com](mailto:practicas@taiarts.com)

### *External work placement entrepreneurship training*

TAI believes in the students' ability to create and develop projects that can strengthen the arts industries and generate employment, and it devotes a significant part of its resources to training and supporting students in entrepreneurship.

The School's entrepreneurship training programme has generated positive results: 42% of graduates in 2020 and 2021 are working on their own enterprises or arts projects.

**For more information, write to:** [emprendimiento@taiarts.com](mailto:emprendimiento@taiarts.com)

### *Counselling and guidance on employment and entrepreneurship*

The Employment and Entrepreneurship Unit offers an analysis of students' profiles in relation to their professional goals, and provides advice on how to build a CV that is best geared towards the type of position the student is after.

The Unit provides advice and training in areas such as personal branding, interview preparation, visibility, law, finance, marketing and project management.

**For more information and to make an appointment, write to:** [empleabilidad@taiarts.com](mailto:empleabilidad@taiarts.com)

## *Scholarships and Tuition Aid*

In its efforts to support higher education in the arts disciplines, creative development, arts education and the production of high-quality culture, the School makes available certain resources, including the *Becas Talento* (Talent Scholarships) and the *Ayudas al Estudio* (Tuition Aid) programme. These scholarships and aid are awarded on a yearly basis, and can be applied towards any one of the study programmes offered by TAI School of the Arts.

### *Talent Scholarships*

TAI SUPPORTS AND NURTURES TALENT AND CREATIVITY, understood as the capacity to take a distinctive approach to learning and practising the range of arts disciplines, demonstrating innovation, the power to make an impact and to excel through comprehensive development.

The Talent Scholarships are awarded for a full academic year, and are only available to TAI students.

It is the responsibility of the Faculties of TAI School of the Arts to select the recipients of the Talent Scholarships based on an assessment of the documentation submitted by the candidates and evaluation of their commitment, dedication and creative development.

The call for applications is annual, and is issued by the Admissions Department. The application must be presented online and must be accompanied by all of the required documentation.

### *Tuition Aid*

Every year, TAI School of the Arts grants partial tuition aid to students that are financially challenged but demonstrate academic excellence and/or singular professional merits. Its Tuition Aid Committee issues its decisions on the recipients and the amount of the aid on a weekly basis.

This aid is not awarded to all applicants, and is awarded only to applicants that meet all of the requirements specified in the conditions, and until the funds allocated for this purpose have been exhausted.

This aid is awarded by the School to students in exchange for their collaboration in certain activities to support departmental operations and/or services offered.

## *TAI: a transformative experience*

The TAI experience is not all study. The School offers its students a number of activities and projects beyond their regular coursework to nourish them as artists, enhance their vision of the world, help them discover new ways of making art and encourage them to display their abilities.

- ❖ **Communities.** TAI is a community that is committed to inclusion, diversity and to the freedom to express the manifold identities it contains. We celebrate the transformative power of the collective by together making safe spaces for recreation, friendship, artistic collaboration and the exchange of ideas. TAI Communities are associations and collectives where students can meet and share discoveries, feelings and convictions, with people like them to grow and create with. These are places where debate helps sharpen opinions, encounters help launch new adventures or where people go just to have a good time. These groups and their activities are guided by at least one member of the School's specialist teachers and are supported institutionally by TAI.

Some of the longest-running TAI Communities include Cineforum, Coro Skora (a music and singing choir), Fotoforum, Arteforum, and Cabaret Café, and more recently created ones include the *Club de Lectura* (a reading and book club), Physical TAI and VERSE (a Diversity Space). Come meet people and create your community!

**For more information, go to:** <https://taiarts.com/en/tai-Life/>

- ❖ **Master Classes and meetings** with industry professionals. Throughout the year, there will be many lively encounters with professionals from all of the arts that come to TAI to give inspirational, creativity-oriented talks and lead rewarding workshops.
- ❖ **Festivals and events** showcasing student work. Talent and hard work rise to the stage in different celebrations that have become TAI classics, such as the WE NOW festival and Graduation.

**For more information, go to:** <https://wenow.art/>

- ❖ **Art and Creation.** TAI always has its eye on what's going on in the art world, to stay ahead of its hottest trends. The School's *Arte y Creación* area is a place for collective thought and research, where artists and creative types can find the tools (technical, spatial and creative) to develop their own voice and trend-setting projects for the art world.

**For more information, go to:** <https://taiarts.com/en/art-creation/>

## *Methodology and assessment*

### *Teaching and learning model*

From its earliest days as the “*Taller de Artes Imaginarias*” to its current place within the formal university education system, TAI School of the Arts has maintained its identity and education methodology.

Its teaching and learning methodology is eminently practical and built around workshops, hands-on training and the continuous exposure of student work to the public.

Course content is interwoven across arts disciplines, to prepare students in the competencies and skills that are needed in the workplace. Learning at TAI is experiential, led by specialist teachers that are active professionals in their fields and bring to the classroom the reality of the industry and of how to relate research and creativity.

Practical exercises and projects of increasing complexity allow students to experience the various roles and specialisations of each arts discipline through a system of jobs rotation. In this manner, every student not only leads and creates their own projects, but takes on tasks and responsibilities in the works of their fellow students, strengthening teamwork skills and experiencing the full cycle of a professional production.

TAI students receive a comprehensive education and training, through the balanced development of knowledge, capabilities, skills and attitudes.

Students’ participation in organised extracurricular activities enhances their critical perspective, knowledge and technical expertise. These activities include conferences, roundtable professional development sessions, debates, screenings, exhibitions and visits.

### *Academic credits, learning activities and course guides*

THE **ECTS** (*European Credit Transfer System*) **CREDIT** is the unit of measurement used by European universities to quantify and homogenise the workload students must complete to pass their courses and earn a degree. TAI School of the Arts’ academic years each correspond to 60 ECTS, which is equivalent to 1,800 hours of total workload for each student, of which 480 to 600 hours are guided learning hours, and the remaining two thirds are autonomous student work.

The implementation of the Bologna Plan has handed students the principal responsibility for their own learning process. The ECTS credits are based on their individual work, and include all types of **LEARNING ACTIVITIES**:

- ❖ Guided learning
- ❖ Autonomous research and learning, without supervision
- ❖ Project-based learning, without supervision
- ❖ Autonomous creation of a professional portfolio
- ❖ Online learning, without supervision
- ❖ Online assessment



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- ❖ Courses without supervision
- ❖ Extra-academic visits and activities

**GUIDED LEARNING** is when an instructor is present to provide specific guidance on the learning objective of a programme.

Examples of guided learning include:

- ❖ Learning supervised by a teacher, instructor or monitor (in or out of the classroom).
- ❖ Project-based learning supervised by a teacher, instructor or monitor.
- ❖ Continuous learning in workshops, master classes, open classes and encounters with professionals.
- ❖ Academic tutorials in person, by phone or on the Virtual Learning Environment (Classlife).
- ❖ E-learning supervised by an instructor.
- ❖ Viewings, assessments, project realisation, presentations before academic panels and committees, etc.

The objectives and production methods of **PRACTICAL EXERCISES AND PROJECTS** are established by TAI School of the Arts and may vary according to the number of students. For certain projects, guidance sessions may be programmed to ensure their proper development; these sessions cover such aspects as:

- ❖ Objectives
- ❖ Content analysis
- ❖ Team and timetable organisation
- ❖ Project realisation, supervision, viewing and assessment.

A course's general content, methodology and assessment system are specified in its corresponding Course Guide. The course contents indicated in the Course Guide may vary to a degree and in relation to the level and progress of the students in the course.

Study plans and projects are subject to change or adjustment by the School in its endeavour to ensure that the programmes progress properly and contents are updated as needed. The broad diversity of projects means that some may have to be scheduled to take place after the end of term.

## *Assessment*

The assessment system at TAI School of the Arts evaluates the performance of each individual student in each individual course, taking into consideration the following:

- ❖ **COMPETENCIES.** Knowledge acquired, i.e. the assimilation of concepts and mastery of techniques taught in the course that is being assessed.
- ❖ **CREATIVITY.** Development of artistic identity and ability to express it through creation.
- ❖ **INDIVIDUAL WORK.** Effort, dedication and development of a work practice.
- ❖ **TEAMWORK.** Collaboration with teammates to achieve common objectives; initiative and active participation.
- ❖ **ATTITUDE.** Appraisal of the acquisition of attitudinal and academic competencies.

**Continuous assessment and final assessment.** Students must undertake all assessment tasks set by the teachers and specified in the Course Guide. Teachers have the full authority to define the assessment tasks, methodology and criteria, which are also outlined in the Course Guide.

**Attendance.** Absence to more than 20% of the class sessions of a course may lead to failure of that course. Students should consult the Course Guides and clarify any doubts they may have with the teachers during the first days of class.

**Courses taught by 2 or more teachers.** When a course is taught by more than one teacher, in most cases to pass the course students must pass each part of the course, with an average calculated for their final mark. Failure of one part automatically leads to failure of the whole course. In case of passing a part, the partial mark will not be carried over from one course to the next. Always check the assessment details in the Course Guide.

**Re-assessment.** Students registered in a course are entitled to the assessment as established in the Course Guide. Students that do not pass a course in the regular assessment period can be re-assessed in the extraordinary/re-assessment period, with re-assessment limited to the acquisition of knowledge and competencies specified for that purpose in the Course Guide. Students should clarify any doubts they have, leaving them with enough time to properly prepare for these assessments.

It is important to note that not all courses have an extraordinary/re-assessment period, in which case they must be passed in the regular assessment period.

**Courses with no extraordinary/re-assessment.** The practical and methodological requirements of some courses make it impossible to offer a re-assessment. Students are responsible for knowing what the assessment parameters are for each of their courses and with each of their teachers. It is important to know this information at the beginning of the year.

**Option to bring up a final assessment mark.** Students may have the option to bring up their final assessment mark in the extraordinary/re-assessment period. Students wishing to do so must inform the course teacher and the Registrar's office, and in writing expressly waive the mark they obtained in the regular assessment period and consent to be newly examined in the re-assessment period. Students should be advised that in these circumstances, having waived their mark from the regular assessment period, a failing mark in re-assessment will automatically mean that they have failed the course.



**Students and teachers are responsible for knowing the dates and times established for each assessment.**

**Assessment tests/examinations.** Teachers may require any student to show proof of identity. Students will receive a mark of *No Presentado* if they arrive more than 5 minutes after an examination has begun, and will not be permitted to take the examination.

**Examination dates and times.** Always check the timetable. The dates and times of assessment tests and examinations cannot be altered. Only the Registrar's office can make modifications to the timetable that is initially published, for reasons of force majeure or possible adverse effects on the students.

**Overlapping assessment dates and times for different courses.** TAI School of the Arts is under no obligation to provide alternative assessment dates or times in the event a student finds that they have assessment examinations in two different courses that coincide or overlap in date and time. Students are responsible for reviewing the timetables prior to completing the self-registration process with the URJC and to ascertain that the class sessions and examinations of the courses they are registering do not coincide or overlap.

**Assessment marks.** Only the student, and no other person, will be given access to his/her assessment marks. Students who would like a family member or person responsible for them financially to have access to their marks must give this authorisation on their enrolment form.

**Viewing assessment marks.** Students must consult their final assessment marks, which can be viewed on the Classlife course space at the end of the term, and depending on the duration of the course (one-term or annual). TAI retains student assessed work and examinations for two years. If any error in the marks posted on Classlife is observed, students must inform the course teacher and the Registrar's Office as soon as possible. Students enrolled in university degrees at TAI should also check their marks on the URJC platform.

Following the publication of marks, there is a review period after which the grade of any subject cannot be claimed. The publication and review dates can be found in the calendar of assessment period.

**Honours distinction.** The authority to award a *Matrícula de Honor* (an Honours distinction for excellence in a specific course) lies with the teacher of the course, however the student must have achieved a mark of 10 for the course. The distinction is not awarded automatically to students who achieve that mark, and depends on the final appraisal of the teacher(s).

**Review of assessment marks.** The review of assessment marks is done by the lead teacher of the course. Students must submit their request for review to the Registrar's Office, within the period of time designated to that effect.

Assessment reviews are in person, never online.

**Appeal of the review of an assessment mark.** To appeal the review of an assessment mark, students must submit their claim to the Claims Committee in the Registrar's Office, along with the facts and documentation that support their appeal. Students have 2 calendar days from the date of the assessment review to submit their claim. Students must bear in mind that by initiating this



appeals process, they waive their original assessment mark; and if the appeal is not upheld, the assessment mark may be preserved or reduced.

The Claims Committee issues its decisions only once the extraordinary/re-assessment period has ended. Its decision is final, and cannot be appealed.

**Appearance at review session.** Only the student that has submitted the request or claim for the review of an assessment mark with a teacher and/or the Claims Committee may attend the review session; no other persons are allowed to attend the review session.

**Students are responsible for knowing the revision dates posted on the timetable.**

**Assessment Compensation Panel.** This Panel addresses the extraordinary academic circumstances of students that have demonstrated significant effort in their studies and yet have not been awarded a degree because they have been unable to pass a specific course or a relatively small number of credits. The assessment of students that have reached the end of their programme will take into account the whole of their trajectory.

To be eligible to apply for a compensation assessment, the student must be enrolled in one of the programmes offered by TAI School of the Arts and meet the following conditions:

- ❖ The student has passed all but one one-term course for a number of credits that does not exceed 3.5% of the total number of credits of that degree or programme award, and excluding all Final Dissertation Project, RACs and Internship/Work Placement credits, which cannot be compensated.
- ❖ The student has registered the course four times, and attempted/sat at least four assessments in the course, obtaining a minimum mark of 3.0 in at least one of these.

The members of the Assessment Compensation Panel include the course teacher, the Area/Faculty Director, the Registrar and the Heads of the Quality and Students Departments. The request for compensation assessment must be made at the end of the academic year in which the student has met both of the conditions stated above. TAI School of the Arts will provide the suitable flexibility in cases of grave and prolonged illness and other extraordinary circumstances.

The Panel may uphold or reject the application. Its decision cannot be appealed.

***IMPORTANT: Students MUST READ all student regulations, protocols and policies posted on Classlife:***

***<https://taiarts.classlife.education/group/groups/recursos-alumnos/resources>***