

## **Distinctions Procedure: Referrals and Resubmissions ( The Distinctions Department are currently rewriting and updating this document. Publishing date: February 2019 )**

**Approved by Council: November 2015**

### Scope

These guidelines are intended to explain the referral procedure to all who are involved, either in submitting or assessing Panels at all levels of the Distinctions process.

### Contents

1. Referral
2. Licentiate
3. Associate
4. Fellowship
5. Fellowship Board
6. Resubmission

**Associated Documents:** DP001; DP002; DP003; DP004

### 1. Referral

In exceptional cases, when it is apparent that a photographer is working to the required standard but the portfolio has been let down by one or more images the Referral process may be considered. In such cases, the assessment Panel may consider that by changing specified images the application would succeed. In such cases, the panel may take the opportunity to refer the application in line with the conditions below.

If an application is referred, then the applicant will have one opportunity to forward new image(s) to replace those deemed below the required standard. In such cases, a revised hanging plan should be submitted to the Distinctions Department.

When a referral is being considered, the panel Chair, panel members and the Distinction Advisory Board Moderator must agree on the images that require changing. Further, they must also agree that by doing so the application would be likely to succeed. The applicant will be allowed to communicate with the Distinctions Department and to receive advice and guidance during this process.

The assessment of a referred application will be conducted, in accordance with the process stipulated for each level of distinction. When the application is reviewed, the assessor(s) will be required to examine the following: Do the new images reach the required standard, fit within the panel and conform to the statement of intent (if applicable). If they do, then the application can be



recommended. The assessor(s) will not review the images that were previously deemed 'up to standard' other than to confirm that the new images fit within the context of the application.

The referral process cannot be used for applications by book.

## 2. Licentiate

For a licentiate application to be considered for referral, only one image can be deemed to be below the required standard. All assessors must agree that, by changing this image, the application would be likely to succeed.

Normally, the applicant will be asked to send to the Distinction Department, 2 copies of one unmounted replacement print, a digital image or a transparency, together with a revised hanging plan. The new image will be examined by the Panel Chair as to suitability. Panel members may be consulted if it is deemed necessary, but the final decision will rest with the Panel Chair.

Where poor presentation is the reason for referral, the applicant will be required to send a newly mounted image. The applicant may seek advice through the Distinctions Department from another panel member as to the suitability of the replacement image but no guarantee of success will be given until it is examined by the panel Chair, whose decision is final.

At Licentiate level, the process can be activated immediately the applicant is informed and the decision will be made outside of the normal assessment process. However, it must be completed within six months from the date of the referral.

There will be no additional fee

## 3. Associate

An Associate application can only be considered for referral when a maximum of three images are deemed to be below the required standard. All assessors and the Panel Chair must agree which images these are and also that by changing them the application would be likely to succeed.

Normally the applicant would be asked to send to the Distinction Department mounted replacement print(s), digital files or slides, together with a revised hanging plan or digital images or transparencies and the original submission

In all referrals at Associate level, the application will normally be examined by the specialist panel at the next assessment. However, in exceptional cases and with the agreement of The Society, this may be deferred to a later assessment day. It must be completed within one calendar year from the referral date.

Assessment of a referral will be conducted 'in camera' and the assessors will only be required to consider whether the replacement image(s) meet the standard for Associate. Replacement images must fit the panel of images and conform to the statement of intent. In all cases, the assessors will follow the normal voting procedures and if a referral is successful it will be recommended in the normal way. Any referral will only be confirmed when it is approved both by the Distinctions Advisory Board and the Council of The Society.



It is perfectly acceptable for the applicant to seek advice as to the suitability of the replacement image(s) but at no time can any guarantee be given of success.

There will be a charge of 50% of the application fee.

#### 4. Fellowship

An application for Fellowship can only be considered for referral when a maximum of four images are deemed to be below the required standard. All assessors must agree which images these are and that by changing them the application would be likely to succeed.

Normally the applicant would be asked to send to the Distinction Department, mounted replacement print(s) or transparencies, together with a revised hanging plan and the original submission.

In all referrals at Fellowship level, the application will be normally examined by the specialist panel at the next assessment. However, in exceptional cases and with the agreement of The Society, this may be deferred to a later assessment day. However, it must be completed within one calendar year from the referral date.

The assessors will only be required to consider whether the replacement image(s) meet the standard for Fellowship, fit with the other images and conform to the statement of intent. In all cases, the assessors will follow the normal voting procedures and if a referral is successful it will be forwarded to the Fellowship Board in the usual way.

In cases of referral, it is perfectly acceptable for the applicant to seek advice as to the suitability of the replacement image(s) but at no time can any guarantee of success be given.

There will be a charge of 50% of the application fee

#### 5. Fellowship Board

The Fellowship Board can also use the referral system. This will be conducted by the Fellowship Board in an identical fashion to a Fellowship referral above with the exception that any subsequent recommendation only has to be approved by the Council of The Society.

#### 6. Re-submission

At all Panels and the Fellowship Board the Chair may invite a resubmission on an application which has more than a minor fault or consistent faults e.g. banding, colour cast issues throughout the panel or does not relate to the Statement of intent. The number of images must be greater than that of a referral but no less than 50% of the panel.

On the Assessment day the Panel members will indicate on their comment sheets if they feel that the submission would be appropriate for a resubmission. The majority of the Panel members must be in agreement and for the same reason(s). The Chair will manage this process and in all cases make the final decision. The Chair will announce that this submission is not recommended, but the



applicant will be invited by the Chair to make a resubmission taking into account the written feedback given within 28 days. The reason is the submission shows strong potential within some of the images or concept and the applicant should be encouraged to resubmit. The name of the Applicant is not announced and kept anonymous.

Resubmissions will be assessed in front of an audience, towards the end of the open session (LRPS and ARPS). The new portfolio will be assessed against the appropriate category and level criteria. The new images will be identified and need to answer the feedback given and must be of standard. Replacement images need to fit the original panel and statement. The Applicant can change the layout of their hanging or sequence plan to suit new images. With all resubmissions the applicant will have to state what they have done to amend the portfolio on the submitted resubmission application form.

An Applicant can be offered a referral on the occasion that an unsuccessful resubmission falls into the Referral procedure/criteria.

Panels are not required to be kept at The RPS HQ, Bath. For reference the original hanging plan and feedback must be presented with the resubmission. Statement of intent may be changed. But we advise that only minimal changes should be made, i.e. to reflect the change in images.

All email communications between Chair, Panel Advisor, Distinctions Staff and Applicant will be printed and attached to the application form.

Applications sent to The Fellowship Board are also eligible for consideration under this process.

