

REGULATIONS

2026/27

The Royal Academy of Music moves music forward by inspiring successive generations of musicians to connect, collaborate and create.
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**UNIVERSITY
OF LONDON**

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GENERAL INFORMATION

1 Introduction and Royal Academy of Music Mission Statement

1.1 The Royal Charter, granted in 1830, requires the Royal Academy of Music to:

"promote the cultivation of the Science of Music and to afford facilities for attaining perfection in it by assisting in the general instruction of persons desirous of acquiring knowledge thereof..."

Her Majesty's Privy Council approved a Supplemental Royal Charter, which made some additional and more contemporary definitions, in July 1998.

1.2 The Academy's mission is:

"...to provide pre-professional, undergraduate and postgraduate musical training of the highest national and international standards; to engage in concert, operatic and research activities related to the education of the institution; to create and perform new music; and to preserve and enrich national and international music culture.

The Academy aims to produce musicians at the highest level as soloists, orchestral and chamber players, singers and composers, with a knowledge of the whole art of music – its performance, history, theory and understanding of its context within the humanities."

1.3 The Royal Academy of Music *Regulations* are intended to provide a framework under which the education provided by the Academy is delivered and administered. The information contained in the Royal Academy of Music *Regulations* is published under the authority of the Academy's Governing Body through its Academic Board and is correct at the time of publication.

1.4 The Royal Academy of Music *Regulations* comprise different sets of regulations for different purposes, comprising:

- (i) [General Regulations](#) (generic regulations relating to the learning environment);
- (ii) [Academic Regulations](#)
- (iii) [Examination Regulations](#)
- (iv) [Programme Regulations](#) (admissions criteria and further examination regulations for each programme of study);
- (v) [Regulations for the Degrees of MPhil and PhD](#)
- (vi) [Library Regulations](#)
- (vii) [Extension and Deferral Process Regulations](#)
- (viii) [Academic Malpractice Regulations](#)
- (ix) Termination or suspension of studies for unsatisfactory academic progress
- (x) [Academic Appeal Procedure](#)
- (xi) [Student Complaints Process](#)

(xii) [Student Disciplinary Code](#)

- 1.5 The information given in the Royal Academy of Music *Regulations* links in certain ways with information provided in the Academy's *Programme Handbooks*, Principal Study Department Handbook and the Student Charter as well as the policies and procedures relating to the student lifecycle. All staff and students are expected to read and familiarise themselves with these key documents.
- 1.6 Queries concerning the Royal Academy of Music *Regulations* should be directed to the Registrar and Director of Student Operations, at the Academy's main address or via email: c.jury@ram.ac.uk.

2 The University of London and the Royal Academy of Music

- 2.1 The Royal Academy of Music was admitted to the federal University of London as an independent member institution in September 1999.
- 2.2 The Academy has Taught Degree Awarding Powers and awards both its own qualifications and those of the University of London (see relevant information in the *General Regulations* under G1.2 and G1.3).
- 2.3 The University of London requires its member institutions to publish their own regulations for the award of University of London degrees in accordance with an overall academic framework comprising Statutes, Ordinances and Regulations.
- 2.4 Students enrolled on University of London programmes at the Academy are internal students of the University of London as well as being enrolled students of the Academy; however (within the University's general entrance requirements) the method of application for admission, teaching delivery and examination is a matter for the Member Institutions. The Academy publishes its arrangements for admission and enrolment, scholarships, bursaries, accommodation and graduation. Where appropriate, these details are set out in the *Academic Regulations*.
- 2.5 By enrolling at the Academy, students give their consent for the Royal Academy of Music to share their personal data with the University of London. This will include biographical data, enrolment status, academic information, contact details and award information.
- 2.6 The address of the University of London is:
University of London, Senate House, Malet Street, London WC1E 7HU

3 Collection and use of Student Data

- 3.1 The Academy processes student data in accordance with the provisions of the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR).
- 3.2 The [Enrolled Student Privacy Notice](#) outlines in detail how the Academy processes the personal data of students and their data protection rights.

- 3.3 The Academy has a controlled process which allows the sharing of student information with appropriate Academy staff. The Academy also discloses data, as permitted or required by law, to a range of external organisations, including Jisc, HESA, OfS, SLC, UKVI, and the OIAHE.
- 3.4 The Academy's [Data Protection and Data Retention Policies](#), available online and via SharePoint, detail the privacy information and retention periods for a range of student data.
- 3.5 The Academy is unable to offer a studentship to a student who does not supply the required information prior to/on enrolment.
- 3.6 Students are responsible for the provision of accurate contact details to the Registry, who are the data handlers of the central student record.
- 3.7 Students have the right to complain to the Information Commissioners Office (ICO) if they feel the Academy has processed their data inappropriately. The ICO can be contacted via their website: <https://ico.org.uk>.

GENERAL REGULATIONS

G1 List of awards offered at the Academy and forms of reference

G1.1 The Royal Academy of Music offers its own awards, as is its entitlement under the Royal Charter, and those of the University of London, as it is entitled as a Member Institution. All the higher education programmes offered by Royal Academy of Music align to the Quality Assurance Agency for Higher Education (QAA) Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ).

The levels of the FHEQ are as follows:

Certificate	[4]
Intermediate (Foundation)	[5]
Honours	[6]
Masters	[7]
Doctoral	[8]

Programme Specifications for all programmes are published on the Academy's website.

G1.2 The following are awards of the University of London, conferred by the Royal Academy of Music under the academic framework arrangements detailed at Section 2 of the Introduction to the Academy's *Regulations*:

G1.2.1 *First Degrees*

Bachelor of Music (BMus)	[FHEQ level 6]
Bachelor of Music (BMus: Jazz)	[FHEQ level 6]

G1.2.2 *Taught Postgraduate Degrees*

Master of Music (MMus)	[FHEQ level 7]
Master of Arts (MA)	[FHEQ level 7]

G1.2.3 *Research Degrees*

Master of Philosophy (MPhil)	[FHEQ level 8]
Doctor of Philosophy (PhD)	[FHEQ level 8]

G1.3 The following are awards of the Royal Academy of Music, under the terms of its Royal Charter and Taught Degree Awarding Powers:

G1.3.1 *Licentiate Diploma*

Licentiate of the Royal Academy of Music (LRAM)

G1.3.2 *Postgraduate Diploma*

Professional Diploma: Musical Direction & Coaching, or Répétiteur (ProfDip)

Diploma in Continuing Professional Development
Professional Diploma in Performance or Composition (ProfDip)

[FHEQ level 7]

Advanced Artist Diploma in Performance
Advanced Professional Diploma
Advanced Diploma in Performance (AdvDip)
Advanced Diploma in Opera (AdvDip)

[FHEQ level 8]

G1.3.3 *Postgraduate Diploma (for outstanding performance in a Postgraduate level Final Recital)*

Diploma of the Royal Academy of Music (DipRAM)

The DipRAM is an institutional prize and not a qualification outcome that follows a programme of study. It is awarded at the discretion of the Examination Board.

G1.4 The specific regulations for the awards listed are contained in the *Programme Regulations*. All students follow a distinct principal study area, located in one or more of the Academy's individual departments. Award certificates and transcripts indicate the principal study area followed.

G1.5 The Royal Charter permits the following awards of the Royal Academy of Music to be made which are honorary and unconnected with any award-bearing programme of study:

G1.5.1 *Honorary Membership*

Honorary Member of the Royal Academy of Music (HonRAM)

The award of HonRAM is held by no more than 300 'distinguished musicians' who did not attend the Academy.

G1.5.2 *Fellowship*

Fellow of the Royal Academy of Music (FRAM)

The award of the FRAM is limited to 300 living former Academy students and is awarded to musicians who have 'distinguished themselves' within the profession.

Honorary Fellow of the Royal Academy of Music (HonFRAM)

The HonFRAM is awarded by the Governing Body to individuals who are not professional musicians and who have not attended the Academy, but who have rendered special service to the Academy.

G1.5.3 *Associateship*

Associate of the Royal Academy of Music (ARAM)

The award of the ARAM is made to those who 'attended the Academy and have made an excellent contribution to the music profession'.

Honorary Associate of the Royal Academy of Music (HonARAM)

The honorary award of the HonARAM is awarded to those who have 'rendered special service to the Academy, whether they have been professional musicians or not, and who have not been former students of the Academy'.

G1.6 Those awarded the University of London degrees of BMus, MA and MMus may use the following form of reference to these qualifications: BMus (London: RAM), MMus (London: RAM), MA (London: RAM) etc. Those awarded research degrees may use the form of reference MPhil (London) and PhD (London). Those awarded Royal Academy of Music PG Diplomas may use the appropriate form of reference given in parentheses above, suffixed by 'RAM'. Those awarded Licentiates may use the form of reference 'LRAM', and those awarded Postgraduate Diploma (for outstanding performance in a Postgraduate level Final Recital) may use the form of reference 'DipRAM'. Those awarded Honorary Membership, Fellowship and Associateship may use the appropriate form of reference given in parentheses above.

G2 Responsibility for Regulations

G2.1 The Royal Academy of Music *Regulations* are published under the authority of the Governing Body of the Royal Academy of Music and are reviewed and administered through the Academic Board on an annual basis. Where appropriate, these regulations are in accordance with the Statutes, Ordinances and Regulations of the University of London.

G2.2 The Academic Board, which reports to the Governing Body, oversees strategic academic and artistic policy, through regular reports and feedback from its junior committees. These committees are known collectively as academic policy committees. The Royal Academy of Music Committee Structure is contained in the *Quality Assurance Procedures*, which is published on SharePoint.

G2.3 The Academy's Academic Board delegates specific responsibilities to its academic policy committees, which all have student representation. Academic Board delegates all matters concerning regulation, academic policy, academic standards and quality assurance and enhancement to its Standing Committee.

G2.4 The Royal Academy of Music *Regulations* are normally updated annually before the start of the academic year. However, in formal terms, the last edition of the Royal Academy of Music *Regulations* remains in force until Academic Board formally approves the next edition.

G2.5 All enrolled students at the Academy are subject to the Royal Academy of Music *Regulations* and relevant Academy policies. They must agree to abide by them as a condition of enrolment and the latest version is published on the website and SharePoint.

G2.6 The approval and introduction of new or modified programmes (and any changes to the *Programme Regulations*) will be considered by the relevant Programme Board, scrutinised via a formal approval event (in the case of new programmes), formally approved by Standing

Committee of Academic Board and reported to Academic Board. Minor modifications to programmes of study are approved by the relevant Programme Board and reported to Standing Committee of Academic Board. Major modifications to programmes are approved by Standing Committee of Academic Board and reported to Academic Board. Amendments to *Programme Regulations* will not normally be introduced during an academic year but, should it be necessary to do so, students will be consulted and/or informed in accordance with Competition and Markets Authority legislation.

G2.7 In respect of regulatory authority (which is expressed in the Student Disciplinary Code and Student Complaints Process), it should be noted that the Royal Academy of Music Regulations (from which the procedures derive) are not part of the law of the land. They do not seek to reflect or incorporate the approach of the criminal law in defining offences with great precision. However, they do reflect the UK Quality Code for Higher Education and UK legislation derived from compliance with the Human Rights Act 1998. The purpose of the Student Disciplinary Code is to regulate students' behaviour as students of the Academy in order to secure the proper working of the Academy in the broadest sense.

G2.8 The Academy's disciplinary authority derives from its contractual relationship with the individual student which obliges the student to subscribe to the regulations of the institution. The Academy exercises disciplinary jurisdiction over its student members in accordance with three broad principles:

G2.8.1 that the Academy is a community whose members work (and perhaps live) together, and that requires certain standards of behaviour, placing an obligation on the institution to owe a duty of care and responsibility to the members of that community;

G2.8.2 that the Academy is an institution dedicated to observing the standards and values of a right-thinking member of society; and

G2.8.3 that the Academy is entitled to defend the integrity of those standards and values in order to protect members of its community and its global reputation.

G2.9 *Suspension of Regulations*

The Academy's Academic Board (or the Chair acting on its behalf) may consider applications for suspension of any regulation(s) where an appropriate case is made for consideration. Applications from students or staff to suspend any regulation(s) should be directed to the Registrar and Director of the Student Operations in the first instance.

G2.10 *Changes to the student contract*

G2.10.1 The Academy may from time to time revise the terms and conditions of the student contract including the rules, regulations, policies and procedures referred to in these Royal Academy of Music *Regulations*:

- in circumstances where the Academy reasonably considers this to be necessary for the enhancement of its provision in the best interests of students and/or for

the appropriate management of its resources and/or its student community; and/or

- in circumstances which are caused by matters outside the Academy's control (as set out in section 2.12.2 below); and/or
- in circumstances which reflect changes in relevant laws; and/ or
- in the event of changes to the requirements of the Academy by a regulatory organisation (e.g. the Office for Students) and/or professional bodies.

G2.10.2 Where changes are made to the terms and conditions of the contract, the Academy will undertake suitable consultation with students and where necessary take all reasonable steps to communicate and explain these changes to students with as much notice as possible.

G2.10.3 It may also be necessary for the Academy to make changes to these terms and conditions, including to take action in line with the Academy's Quality Assurance Procedures such as major modifications to a programme of study, significant changes as a result of a periodic programme review, or the withdrawal of a programme of study.

G2.10.4 Where changes are made, these will normally be brought into effect at the start of the next academic year. However, in certain circumstances it may be necessary for the changes to be implemented during the course of an academic year. The Academy will notify students of any proposed changes to these terms and conditions as soon as possible and will seek student agreement to significant change.

G2.11 Events beyond the Academy's control

G2.11.1 The Academy will not be liable or responsible for any failure to perform, or delay in performance of, any of the obligations under the contract if that is caused by an event or set of circumstances that are beyond the Academy's control.

G2.11.2 Examples of an event beyond the Academy's control include, without limitation:

- strikes, lock-outs or other industrial action or disputes (whether involving the Academy workforce or any other party);
- acts of God, pandemic, quarantine or widespread illness (whether affecting Academy staff and/or student body or otherwise), governmental requisitioning, emergency planning or provision;
- cyber attack;
- war (whether declared or not) or threat or preparation for war;
- riot, civil commotion, invasion;

- an actual, suspected or threatened act of terrorism;
- fire, flood, storm, tempest, explosion, earthquake, subsidence, epidemic or other natural disaster;
- national emergencies;
- breakdown of plant or machinery;
- default of suppliers and/or sub-contractors; or
- failure of public or private communication networks.

G2.11.3 If an event outside the Academy's control takes place that affects the performance of obligations under the contract:

- The Academy will notify students as soon as reasonably possible; and
- The Academy's obligations under the contract will be suspended and the time for performance of obligations will be extended for the duration of the event beyond the Academy's control.
- Where the event beyond the Academy's control affects performance of services to students, the Academy will resume the services as soon as reasonably possible after the event beyond the Academy's control is over.

G3 Admission

G3.1 Students are admitted to the Academy following an application via UCAS Conservatoires and in most cases a live audition. The process is supervised by the Deputy Principal and the relevant admissions panels, on behalf of the Principal. The Academy specifies entrance criteria for programmes, which are outlined in the *Programme Regulations* and on the Academy's website. These are made available to all applicants and prospective applicants. Students are enrolled in accordance with procedures maintained by the Registry and adherence to the Royal Academy of Music *Regulations* is a condition of enrolment.

G3.2 Students are not normally permitted to undertake regular instrumental tuition on their principal study instrument outside of the Academy unless agreed in advance with the relevant Head of Department. Any right to undertake study outside of the Academy may be revoked if it is felt to be adversely affecting a student's progress.

G3.3 All students are required to possess their own musical instruments, except in the case of Piano, Organ, Harpsichord, and Timpani and Percussion students, for whom instruments will be provided by the Academy.

G4 Attendance at Academic Classes and activities

G4.1 In order to maintain enrolled status, students must attend all one-to-one lessons, lectures, classes, tutorials and assessments. Students must contact the relevant member of staff (ie. class teacher(s), Programme Tutor/Head of Year, Principal Study teachers) if they are unable

to attend an academic class or Academy activity, in advance of the class or activity taking place. If a student is absent from the Academy through illness and an assessment is missed, then medical evidence must be obtained and an application made using the Extension and Deferral Process in the case of missed assessments.

- G4.2 The Academy's expectation is that students will attend and be on time for 100% of the required Academic Studies classes (including, where applicable, English Language classes).
- G4.3 Any legitimate cause of non-attendance must be submitted by the student to the Module Leader or person in charge of the activity, via email, in advance of the class or activity in question.
- G4.4 If a student's attendance record at Academic Studies classes falls below 100% then the Academy may take disciplinary action. The undergraduate penalty mark system is outlined below. Depending on the severity of the non-attendance, disciplinary action will vary in severity, up to and including termination of the studentship, according to the terms set out in the [Student Disciplinary Code](#).

Undergraduate students – Academic Studies penalty mark system:

1 penalty mark: If a student incurs a pattern of repeated absences from academic seminars ("repeated" means "three consecutive / near- consecutive weeks", is subject to the academic judgement of the relevant lecturer and Head of Year, and takes into account the student's history of academic engagement) without prior formal written approval according to the Leave of Absence and Extension and Deferral Process regulations. The student's Head of Department and Head of Programme will be informed of the penalty mark.

If a student receives a penalty mark, they will be placed on report for the relevant module and become subject to regular specific reports about their weekly work in the module. These reports will be shared between the relevant lecturer and Head of Year. These reports will last for 3-4 weeks, depending on the student's history of academic engagement.

If the reports between the lecturer and Head of Year concur that the student's behaviour and attendance have improved in the 3-4 weeks following the receipt of a penalty mark, the reports will be stopped.

If the student receives five penalty marks they will receive a reduction of 5% in the mark for the relevant module.

- G4.5 In the case of students who miss academic classes when they are scheduled to give a presentation, the Penalty Mark system will be used to apply a deduction of up to ten marks for the module. In addition to this, any student who fails to deliver a presentation at a pre-arranged time shall receive a mark of zero for the presentation concerned.
- G4.6 On withdrawal from modules students must liaise with the Registry to ensure that they will have sufficient credits to progress to the next stage of the programme or to complete it. Students who do not officially withdraw from a module and fail to complete it will have a fail recorded on their transcript at the end of the academic year.

G5 Attendance at Scheduled Rehearsals and Performances – Professional Responsibility Penalty System

- G5.1 A professional responsibility penalty will be issued by the member of staff overseeing the activity to all students who are late to or absent from the activity.
- G5.2 Students must contact the Concerts Department at the earliest opportunity in the event that there are circumstances affecting their ability to attend the rehearsal or to be on time.
- G5.3 Students can appeal a professional responsibility penalty only on the basis of major mitigating circumstances that can be evidenced (see appeals below).
- G5.4 A repeated pattern of lateness or absence will result in a disciplinary meeting with the Head of Principal Study Department.
- G5.5 The application of penalties will reduce to a mark no lower than 40.

G5.6 Undergraduate students – Professional Responsibility Penalty system:

Students who receive one professional responsibility penalty during the academic year will have this mark automatically removed at the end of the summer term, with no deductions made to their mark profile.

If more than one professional responsibility penalty is received, then all marks stay on record and 10 marks will be deducted from the overall mark for *Principal Study: Professional Development Activity*, which is 25 credits of the overall mark profile of 120 credits for the year. A note to this effect will be placed on the students' file in Quercus and may be referred to in a request for an academic or practical reference.

G5.7 Postgraduate students – Professional Responsibility Penalty system:

Students who receive one professional responsibility penalty during the academic year will have this mark removed by the relevant Examination board, with no deductions made to their mark profile.

If more than one professional responsibility penalty is received, then all marks stay on record and 10 marks will be deducted from the overall mark for the *Portfolio*, which makes up 25% of the award profile for MA (20% for MMus). A note to this effect will be placed on the students' file in Quercus and may be referred to in a request for an academic or practical reference.

- G5.8 Professional responsibility penalties that are not appealed by the student via an application to using the Extension and Deferral Process will automatically have the maximum 10-mark reduction applied. Students should only appeal the imposition of a penalty mark in the event of extenuating circumstances relating to their lateness or absence.
- G5.9 Professional responsibility penalties imposed after the relevant Examination Board has met to ratify the marks for that academic year will be carried over into the following academic

year, unless they have been waived following an application by the student using the Extension and Deferral Process.

G5.10 Appeals

The Registrar and Director of Student Operations may uphold a professional responsibility penalty or waive it in the event of an application by the student which is accompanied by appropriate and dated supporting evidence. Appeals should be submitted using the Academic Appeals Form found on SharePoint in the [Student Information Hub](#) together with any supporting evidence. Professional responsibility penalties issued after the relevant Examination Board has met to ratify the marks for that academic year will be carried over into the following academic year, unless they have been waived following an appeal.

G6 Student Compliance with Academy Policy

G6.1 All students are reminded that their commitments in terms of practice and performance (for example, orchestral commitments and masterclasses) may not end with their final examination of the year. Students are expected to make themselves available as necessary to the end of the academic year, unless approved Leave of Absence has been granted via the correct procedure.

G6.2 Leave of Absence must be applied for in advance of the required leave period. It is the student's responsibility to check that no assessments will be missed as a result of taking leave. Students are reminded that they will only be granted Leave of Absence during term time in order to take up exceptional professional opportunities or in the case of important personal circumstances which should be discussed with a Head of Year, Tutor or member of the student support team.

In cases where engagements clash with examinations or assessments, students must seek the approval of the Academy in principle before accepting the engagement and then apply for a deferral of the assessment using the Extension and Deferral Process (see: *Extension and Deferral Process Regulations*). Principal Study lessons missed as a result of a student taking leave of absence for professional work will not be made up.

G6.3 Students who take Leave of Absence either under the emergency procedures or for an indefinite amount of time owing to personal circumstances or illness, may be required to transfer this to a formal Interruption of Study, if it is deemed that the time spent away from the Academy will not permit them to resume their studies in the usual way and could have an adverse effect on their studies and progression. The decision will be made in consultation with the student, Head of Year or Tutor and Head of Programme.

G6.4 The use of mobile phones by students for communication unrelated to the delivery of the class/activity/rehearsal is not normally permitted, in order to protect the learning experience of others:

- ensemble and orchestra rehearsals
- academic classes
- lectures

- During examinations or other forms of assessment
- In the Library
- In other timetabled sessions such as Artist Development.

If a student is found to be using their phone in any of the above for purposes unrelated to the activity in question, they will be asked to cease doing so. Repeated cases will be reported to Programme Tutors/Heads of Year and will be dealt with under the [Student Disciplinary Code](#).

- G6.5 Academy examiners may not communicate with candidates about their performance following any examination until the results are published. Therefore, students should not approach examiners for comment prior to the formal publication of examination results.
- G6.6 Students may not give public interviews to the media on Academy matters without obtaining prior consent from the Director of Communications and Marketing.
- G6.7 Students are not permitted to quote from exam or competition markers' comments curriculum in any kind of personal publicity material.
- G6.8 Students are expected to maintain good conduct at all times whilst on Academy premises or engaged in any Academy activities, or in any activity that might reflect on the Academy and its relationship with the student. Misconduct under the Regulations is defined in the [Student Disciplinary Code](#), and students who commit misconduct render themselves liable to the Academy's disciplinary procedures.
- G6.9 It is the responsibility of all students (including those on exchange or on an interruption of study) to keep the Academy informed of their up-to-date contact details so that the Academy can communicate and deliver essential aspects of the student contract.
- G6.10 Students who are on deferred status (having finished the taught elements of the programme but with an assessment or assessments outstanding) must supply the Registry with up-to-date contact details. If the Registry is unable to contact a student in order to inform them of the confirmed date of a deferred assessment and as a result the assessment is missed, it will be counted as a fail unless there is demonstrable evidence of mitigating circumstances.
- G6.11 Communications sent from the Academy to an individual student must be regarded as applying to that student only. The Academy does not communicate or deal with any third parties acting on behalf of a student regarding any aspect of studentship (this includes family members) unless power of attorney or express permission has been granted, or that there is perceived to be an obvious and reasonable danger to the individual for which it would be demonstrably negligent and/or unreasonable for the Academy to disregard.
- G6.12 Students may not undertake any private teaching or teaching on behalf of another organisation on Academy premises.

G7 Fees

- G7.1 Tuition fees are published in the Academy's recruitment and admissions material in durable format on the Academy's website. The schedule of tuition fees is determined by the Finance

and General Purposes Committee. The Academy Accounts Department sends the terms for the payment of fees annually to all students.

- G7.2 Tuition fees are payable annually, and in full, before enrolment can be completed, unless an instalment plan has been put in place. If tuition fees are not paid (or satisfactory alternative arrangements made, for example via a student loan) sanctions to address tuition-fee non-payment may begin, including withdrawal of access to Academy facilities, and possible suspension or termination of enrolment for serious incidences of non-payment in accordance with the Academy's [Tuition Fee Debt Policy](#).
- G7.3 In the event that a student interrupts their studies on medical grounds, and has paid fees for the year in full, they may request in writing that their remaining fees for the year in question are carried over to the following academic year. This will be at the discretion of the Director of Finance in consultation with the Registrar and Director of Student Operations. Students who take an interruption of study will be required to pay the inflationary fee increase either as a stand-alone payment or in addition to any remaining fees that they owe when they resume their studies.
- G7.4 Any student who withdraws from a programme of study at any point in the academic year will be liable to pay fees to the Academy for that academic year in full. New students who have accepted a place on a programme of study and then fail to enrol without notifying the Academy at least six weeks before the start of term will be liable to pay one term's worth of fees. All students are advised to make appropriate arrangements to insure themselves against any financial loss should the circumstances arise. Deferral of fees will not be considered.
- G7.5 Tuition fees are payable by the dates specified by the Academy, unless special arrangements have been previously agreed, in writing, with the Academy's Accounts Department. The payment of fees is the responsibility of the student. Any student who fails to settle their fees account within the prescribed dates (or has not entered into a satisfactory tuition fee instalment arrangement with the Academy Accounts Department) will be subject to the sanctions set out in the Academy's Tuition Fee Debt Policy.
- G7.6 Any student who has not made satisfactory arrangements to settle all outstanding tuition fee debts will not:
- G7.6.1 be permitted to re-enrol for the next academic year;
 - G7.6.2 have their marks processed into ratified examination marks by the relevant Examination Board;
 - G7.6.3 be awarded any degree or other qualification.
- G7.7 In addition, the Academy will refer cases to debt collection agencies or take legal action to recover any outstanding debts or instruments that were on loan and which have not been returned.

G8 Diversity, Equity, Inclusion and Belonging

- G8.1 The Academy promotes an inclusive working and learning environment in which students, staff and visitors are supported and welcomed. Students and staff are selected, taught, trained, assessed, promoted and otherwise treated solely on the basis of their relevant merits and ability, thereby being afforded equality of opportunity. Quality and equality are at the core of our values, underpinning all of our activities. The Academy will support staff and students in challenging and removing any form of prejudice and discrimination, and in promoting equality and diversity, which in turn enriches the teaching, learning, artistic and social environment.
- G8.2 The Equality Act 2010 prohibits harassment, discrimination and victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- G8.3 The Academy's [Equity, Diversity and Inclusion policy](#) is applicable at every level of the Academy's functions. This means that all students, staff and third parties associated with the Academy share responsibility for implementation and support of this policy.
- G8.4 The Royal Academy of Music is committed to tackling harassment, discrimination, victimisation, and believes that every member of staff and student has the right to work and study in a respectful and harmonious environment. The Academy will treat any allegations of misconduct seriously, and they will be investigated according to the processes outlined in the [Student Complaints Process](#), [Student Disciplinary Code](#) and staff Discipline and Appeal Policy. Misconduct, if proven, can be grounds for disciplinary action, and potential outcomes can include dismissal or expulsion from the Academy.
- G8.5 The Academy takes harassment and sexual misconduct seriously and students will be supported when raising concerns and complaints in good faith. The [Academy's Harassment and Sexual Misconduct Policy](#) can be reviewed for more information and additional student guides are available on the Student Support Hub.

G9 Health and Safety

- G9.1 The Academy's policy on Health and Safety applies to staff, students, contractors, visitors and members of the public using Academy premises or facilities.
- G9.2 Students and others are required to take reasonable care of their own health and safety, and that of others who may be affected by their actions or omissions. In particular students are reminded that they should:
- G9.2.1 comply with all safety regulations and instructions relating to their work or study;
 - G9.2.2 report unsafe conditions or activities to the Health and Safety Manager, so that remedial action can be initiated;
 - G9.2.3 not intentionally or recklessly interfere with or misuse anything which is provided in the interests of health and safety;

G9.2.4 co-operate with the officers and representatives of the Academy to ensure the implementation and maintenance of this policy and of any local policy and arrangements for health and safety.

G9.3 Breaches of these responsibilities can have serious legal consequences and may constitute an offence under the Student Disciplinary Code.

G10 Intellectual Property Rights

G10.1 The Academy is committed to the responsible handling of Intellectual Property (including without limitation copyright and related rights in music, performances and recordings, photographs, writing, academic research, patents, designs and trademarks) which arises from work carried out by staff and students (including post-doctoral workers).

G10.2 Students will own any Intellectual Property that they create during the course of their studies. Students are asked to grant to the Academy a world-wide, non-exclusive, royalty-free licence for the full period of all such rights to use any such works, academic research, compositions and recorded performances for the Academy's specific non-commercial purposes (please refer to S 20, Student Enrolment Form).

G10.3 If, during the course of their studies, or when using Academy facilities, a student creates or contributes to the creation of any Intellectual Property which they believe, or have reason to believe, may be commercially exploitable, they shall consult with their Programme Tutor/Head of Year as to whether and what steps should be taken to protect and exploit the Intellectual Property, and, where appropriate, notify the Academy in writing.

G10.4 Recording, videos and photographs

The Academy may also commission videos and/or still photographs of students at rehearsals, performances and on other occasions on Academy premises. These images will normally be used only for non-commercial, marketing, promotional, educational and archive purposes. The Academy may stream video feeds live via the internet.

Students are therefore asked to give consent to the Academy to make, and use such recordings, videos and photos for specific non-commercial purposes (please refer to S 20, Student Enrolment Form); if after giving consent, a student nevertheless wishes to opt out of any recorded, videoed performance or photograph, they will have the right to do so and should raise this with the event organiser in the first instance.

If the Academy wishes to make any further commercial use of any such recording, video or photo, this will be subject to separate written agreement with the student.

However, in instances of case management and investigations, including those related to student and/or staff disciplinary, wellbeing and safeguarding concerns, a recording, video or photograph may be shared with authorised Academy staff without the further permission of the data subjects involved.

G10.5 If students wish to make recordings or videos and/or take photos of students, visitors or staff within the Academy, students must only do so with the consent of each individual included in the recording, video or photograph; and/or the consent of the composer and/or writer

of any copyright work being performed (in the case of recordings and videos). (Please refer to the Copyright and IPR section on SharePoint for further information and all necessary template consent forms).

Students must only use such recording, video or photograph for their own private use, and must obtain further written permission from the individuals in question before making any further use of such recording, video or photo (such as posting it to any platform such as YouTube or any social media).

Any unauthorised use of such photograph, recording, video without the correct consent could result in a claim against you for infringement of individuals' copyrights in their performances, compositions, written works, or their data protection rights in the photograph, for which the Academy will be unable to indemnify the student.

However, in instances of case management and investigations, including those related to student and/or staff disciplinary, wellbeing and safeguarding concerns, a recording, video or photograph may be shared with authorised Academy staff without the further permission of any data subject or copyright holder involved.

G10.6 Academic research

The Academy also seeks opportunities for the commercial exploitation of the results of research carried out at the Academy. In the event of income being generated through such exploitation, it is the practice of the Academy to involve students producing research results in the Academy scheme for the apportionment of such income. The scheme treats students and staff equally.

G10.7 Students shall keep the results of research work confidential and shall not disclose the same without the Academy's consent until the information is published in a paper or patent specification, or otherwise comes into the public domain with the Academy's and the student's consent.

G10.8 All students and staff undertake to read and comply with all Intellectual Property policies and procedures in the Copyright and IPR area on SharePoint (which may be amended from time to time). Failure to do so may result in the instigation of the [Student Disciplinary Code](#).

G11 Copying, Downloading and Scanning

G11.1 Regulations under the *Copyright, Designs and Patents Act, 1988*, permit limited photocopying of material under copyright by individuals in connection with their research or private study. Under The Copyright and Related Rights Regulations 2003 this exception is reduced to fair dealing only for research for a non-commercial purpose, or for private study. There is also an obligation that sufficient acknowledgement (e.g., the author's name plus a bibliographic citation) is required unless it is impractical. In brief, a single copy of no more than one article from any issue of a periodical and no more than 5% or 4,000 words, or one chapter may be copied without further restriction.

G11.2 The 5% limit extends to poems, essays and other short literary works which are regarded as complete in themselves, and may not be copied in their entirety, without the permission of the copyright holder given in writing.

- G11.3 Photocopying beyond these limits can only be permitted if the material is not in copyright (i.e. in most cases if the author has been dead for more than seventy years) or if the owner of the copyright gives specific permission in each case.
- G11.4 The Academy has signed a licence with the Copyright Licensing Agency which covers photocopying and scanning for teaching use. There are many further issues surrounding copyright and intellectual property rights which staff and students need to be aware of in the course of their everyday work at the Academy. Please see the Copyright and IPR area of SharePoint for further details.
- G11.5 If a musical work is in copyright (which it will be if any of the composers, editors or authors have not been dead for more than 70 years, or if the printed edition has been published in the last 25 years, whichever is the longer) then copying the work and/or arranging it are infringements of the copyright unless the person doing so has either gained permission from the copyright owner to do so, or if they fall under any of the exceptions to the rule listed in the Music Publishers Association Code of Fair Practice.
- G12.6 Students and staff wishing to photocopy or create digital copies of printed music (by scanning for example) should ensure that they are doing so in accordance with the guidance supplied by the Music Publishers Association (www.mpaonline.org.uk).
- G11.7 In cases where ownership of rights cannot be established or where rights cannot be traced (Orphan Works), students must follow the appropriate internal procedures.
- G11.8 Failure to comply with the Royal Academy of Music's IP Policy, IT Acceptable Use Policies and/or Codes of Conduct may result in the instigation of the [Student Disciplinary Code](#).

G12 IT Guidelines

- G12.1 Students must not use another person's login to access information or files.
- G12.2 Students must not give their credentials, password or print code to anyone else.
- G12.3 Students may use the provided IT services for non-work related activity as long as this is reasonable and does not interfere with or prevent others from using the systems for Academy work.
- G12.4 Students must not use the Academy's IT resources to advertise products or services.
- G12.5 Students must not use the Academy's IT resources for illegal and/or offensive practices which will bring the reputation of the Academy into disrepute.
- G12.6 Students must not use the Internet for sending or receiving (including browsing) offensive, obscene or indecent images or data, the transmission of material in breach of copyright laws, the creation or transmission of defamatory material, the creation or transmission of material that is designed or is likely to annoy, inconvenience or worry others, the transmission of unsolicited commercial or advertising material, hacking, cracking and any

other unauthorised use of remote facilities. Applications and websites that pose a security risk to the Academy's network will be blocked automatically.

G12.7 Students must not use their Academy email account to send hostile, harassing, or threatening emails. If an email is rude or insulting, the person who wrote the email may be liable for defamation or libel.

G12.8 Students must make certain that personal opinions in emails are clearly identifiable as such.

G12.9 Students must not use Academy's IT resources to infringe intellectual or property copyright.

G12.10 Students must not install any software on the Academy's systems without authorisation from the ICT Department.

G12.11 Students must not connect any device to the Academy's systems or networks without authorisation from the ICT Department.

G12.12 Students are responsible for any documents stored or accessed using their computing account.

G12.13 The Academy reserves and may exercise the right to review, audit, intercept, access and disclose all data and documents created and stored on the Academy's computer system as part of an internal investigation and when legally required to do so.

G12.14 Students are responsible for ensuring that personal devices connected to the Academy network are free from viruses and malicious software, and that these devices are kept up to date with the latest manufacturer software patches. Any device that is detected with malicious software will be disconnected from the network without warning.

G12.15 Misuse of Academy IT services is a serious offence and can result in suspension or termination of a student's computing account. Any misconduct will also be investigated under the [Student Disciplinary Code](#) where outcomes can include expulsion. If unlawful activity is suspected, a referral will be made to the police and may result in criminal prosecution.

G13 Access to Facilities

G13.1 Students who are fully enrolled on a programme of study at the Academy will have access to all facilities and services that are appropriate to the nature of their studies. These facilities and services may include, but are not limited to, the following:

- Practice Rooms
- Concert spaces (DJRH, Concert Room, Recital Room, Duke's Hall)
- IT Services including printing and scanning
- Library Services
- Recording facilities

G13.2 Students who are not fully enrolled on a programme of study but who have a referred or deferred assessment or assessments outstanding will be permitted access only to the

facilities required to complete that assessment. These students may be given limited access to specialist facilities such as the Recording Studio and concert spaces, but only when they are relevant to the outstanding assessment, subject to prior agreement by the Registrar and Director of Student Operations.

G13.3 Students who have finished their studies at the Academy will not be permitted to use any of the above resources unless they are contributing to activities as part of an existing student's programme of study or by other formal arrangement with the Academy.

G13.4 If a booking is inadvertently made by the Central Administration team that contravenes this Regulation, the Academy reserves the right to cancel it immediately.

G13.5 Students must make fair use of the room booking system. Any student shown by the ASIMUT usage records to be misusing the system may be dealt with under the [Student Disciplinary Code](#), with potential penalties including a warning, temporary or full removal of access from the room booking system, to more serious sanctions depending on the circumstances.

G14 Transcripts and documentation

The Registry produces transcripts and official documentation under the names that are contained within the student records database (these must correspond exactly to the official identification used by the student to enrol). Any requests for documentation under name changes must be accompanied by official confirmation of any name change that has taken place since enrolment or graduation.

The Academy can only reproduce transcripts and documentation for which the existing templates are available. This may not be possible for historic awards.

ACADEMIC REGULATIONS

A1 General admission, entrance and enrolment requirements

A1.1 In order to be admitted to the Royal Academy of Music a student must normally:

A1.1.1 be at least 18 years of age when they enrol;

A1.1.2 satisfy the general entrance requirements of the Academy;

A1.1.3 satisfy any additional programme-specific entry requirements, for example an audition assessed by an auditions panel specified by the Academy;

A1.1.4 demonstrate a standard of proficiency in an approved English Language test as specified in the *Programme Regulations* for each programme;

A1.1.5 comply with the Academy's enrolment procedures

A1.2 Decisions on admission are taken by the Academy on the basis that the information given by the applicant is accurate and correct. If it is subsequently discovered that information given is untrue or inaccurate, the Academy may refuse admission or, if the student has enrolled, withdraw the student from the programme.

A2 Enrolment

A2.1 Application for admission to a programme and enrolment on that programme shall be undertaken in accordance with procedures specified by the Academy.

A2.2 If a student does not enrol for the programme in the academic year for which it is offered, they must normally apply again if they still wish to be considered for a place on that programme in a subsequent academic year. Deferral of places is not normally permitted.

A2.3 Students registered to follow programmes of study, and to undertake research degrees at the Academy, are required to enrol annually. Students enrol by completing the enrolment form and HESA information. This signifies the student's formal agreement to abide by all the Royal Academy of Music Regulations and to assent to all the other conditions of studentship as set by the Academy. Enrolment and re-enrolment are compulsory requirements. If a student enrolls and fails to engage in their studies by 30 September without due notice, they may have their enrolment revoked by the Registrar and Director of Student Operations.

A2.4 Annual enrolment for a programme of study and its constituent modules includes registration for the relevant examinations. The conditions governing admission to, and withdrawal from, an examination are given in the *Examination Regulations* for the current academic year.

A2.5 A student will not be permitted to enrol concurrently for more than one award at the Academy, except for those students who choose to study for the Licentiate of the Royal Academy of Music (LRAM) which is taken with concurrent registration on the BMus or Postgraduate programme.

- A2.6 No student will be permitted to be enrolled concurrently at the Academy and at another higher education institution unless a special scheme of study has been discussed with the Head of Principal Study and Head of Programme.
- A2.7 Any student whose studies have been terminated by the Academy for disciplinary reasons (including Academic Malpractice) or as a result of withdrawal from the programme following a decision by the Examination Board, may not then re-apply to the Academy for a place on the same programme of study.
- A2.8 If a student wishes to change the way their name appears on the formal student record, this must be requested in accordance with the Registry's policy on changes to student names, which is published on SharePoint.
- A2.9 The Academy reserves the right to review or withdraw any bursary or scholarship support in the event that a student fails to make adequate academic progress or misconduct by the student is found to have occurred.

A3 Transfer of registration

- A3.1 Registered students at the Academy may apply to transfer to another programme of study offered by another Higher Education Institution.
- A3.2 Transfer of registration is permitted under the following conditions:
 - A3.2.1 The student must inform their Professor, Head of Department and Programme Tutor/Head of Year about their decision to transfer then make a written request for the transfer to the Registrar and Director of Student Operations.
 - A3.2.2 The Academy expects any outstanding tuition fees to be paid. Where necessary, the Academy will provide advice on a student's financial status including bursaries and scholarships as well as updates to the Student Loans Company. The Academy will also provide transcripts where students have achieved credits while at the Academy.

A4 Approved programmes of study

- A4.1 All programmes of study offered by the Academy must comply with the criteria established the Academy and/or by the authorities of the University of London. The criteria are as follows:
- A4.2 The following criteria are specified by Ordinances of the University of London for the award of University of London degrees:

A4.2.1 All *First Degrees*

An academically coherent programme of study, followed over a period of time equivalent to three years full-time, or longer where appropriate to the degree and/or subject concerned, which is designed to ensure:

- (a) academic progress in terms of depth of study;

- (b) ability to study at an advanced level, to assimilate, assess, interpret and apply information and to communicate effectively;

The achievement of a satisfactory overall standard in a scheme of assessment which tests the student's:

- (a) command of an appropriate body of knowledge and skills;
- (b) familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned; and
- (c) capacity for independent and critical thought.

A4.2.2 All *Postgraduate Taught Degrees*

A prescribed programme of study beyond the standard first degree level which assumes the general level of educational competence implicit in the award of a first degree and which extends over a period equivalent to a minimum of one calendar year full-time;

A satisfactory overall standard in a scheme of assessment appropriate to the Master's programme concerned.

- A4.3 The Royal Academy of Music also sets identical criteria to that outlined at A4.2.2 in respect of the Postgraduate Diploma programme.

A4.4 *Research Degrees*

A4.4.1 The criteria set for research degrees of the University is published under the *Regulations for the Degrees of MPhil and PhD*, reproduced in this edition.

A4.4.2 PhD students are permitted three years of full-time study and one writing-up year. Should students require an additional writing-up year they may be charged full fees for that year.

A5 Programme design and approval

- A5.1 In addition to the requirements of the University of London, and its own requirements, the Academy meets the indicators of the UK Quality Code for Higher Education in the design and assessment of its programmes. Its programmes align to the *Framework for Higher Education Qualifications for England, Wales and Northern Ireland* and, where appropriate, the relevant QAA Subject Benchmark Statement. Full Programme Specifications are produced in respect of approved programmes of study, and these are reviewed on a regular basis and published on the Academy's website.
- A5.2 A programme of study and its associated modules must be approved by the Academic Board of the Academy, through Standing Committee of Academic Board, and in line with the Academy's *Quality Assurance Procedures* before the programme may be offered. Academic Board has ultimate responsibility for all programmes of study at the Academy within, where appropriate, the Ordinances, Statutes and Regulations of the University of London. The

regulations for the programme of study must specify which, if any, modules or combinations of modules must be attempted in order to complete the programme of study.

A6 Duration of study and interruption of study

- A6.1 The *Programme Regulations* for each programme of study specify the normal duration of the programme and the normal minimum period of study. The period of study shall normally be continuous. The Academy may, however, at its discretion, grant an interruption of a programme of study to a student on grounds of illness or other adequate cause. This will be provided that the total duration of the student's programme of study, including any such interruption, does not exceed the maximum period specified for the currency of credit for the award. The maximum period of registration on any programme of study is outlined in the relevant set of *Programme Regulations*.
- A6.2 Students who go on exchange for a full academic year will be subject to a short diagnostic performance assessment upon their return to confirm that their playing is still of the required standard for continuation on the programme.
- A6.3 Due to the delivery of the Academy's programmes (based on one yearly intake, with programme modules delivered on a continual, sequential basis), the Academy cannot accommodate interruptions of study for periods of any less than one full year.
- A6.4 Students who take an interruption of study must return any instruments that they have on loan from the Academy before the interruption begins. Failure to do so may result in disciplinary action being taken and the Academy will take steps to recover the instrument as necessary.
- A6.5 A student may apply to the Academy to spend part of their programme of study abroad. The period spent in study abroad shall be determined by the Academy in accordance with the programme regulations for the award, provided that for students following a full-time programme of study for a first degree the maximum period of study abroad shall not exceed one year.
- A6.6 If a student opts to take a year away from the Academy for reasons other than a formal educational exchange, they will be regarded as a continuing student and may re-enter and register at the Academy in the following academic year. Students who take a year out will be subject to a re-entry audition prior to returning to their programme of study. The purpose of this assessment is to reassure both parties that the standard of work in the student's Principal Study has not deteriorated during the absence from the Academy. If a student is deemed not to be of the appropriate standard to re-enter the programme, the Academy reserves the right to further postpone their re-entry to the programme. Students are able to apply for re-entry via this method within the confines of maximum registration period on the programme (see the relevant Programme regulations for details).

Returning students may perform repertoire from either previous or forthcoming assessed performances at their re-entry audition as this is a diagnostic assessment and the resulting mark will not contribute to the overall degree mark.

Students on an interruption of study will not have access to Academy facilities and may not participate in activities whilst their enrolment is dormant. Students on interruption are however eligible to continue to access Academy student support services such as the Counsellor and Disability Advisor.

Students on an interruption of study who do not respond to attempts by the Registry to schedule their re-entry audition within one calendar month of the first communication and without good reason will automatically be rolled onto another year of interruption up until the maximum registration period on the programme in question.

Re-entry audition panels will normally consist of two members of instrumental teaching staff, one of which must be the relevant Head of Principal Study or their nominated deputy.

The Head of Year or Programme Tutor may also contact the student for an informal meeting to assess whether there are any academic and/or support needs in order for the student to resume and continue their studies.

- A6.7 Permission to discontinue studies for reasons other than to undertake an approved educational exchange will be considered in the first instance by the appropriate Head of Programme, to whom written applications must be made by 1 June of that particular academic year. Applications received later than this date will only be considered in exceptional cases (normally on medical grounds).
- A6.8 Students who fail to resume their studies without the Academy's consent may be liable to pay fees and/or may not be allowed to complete the programme at a later date.
- A6.9 If a student discontinues their studies at the Academy and enrolls on a programme of study at another institution, they will be withdrawn from study at the Academy.
- A6.11 Students who take an approved Interruption of Study will be entitled to resume their studies where they left off, in terms of access to Academy resources, any outstanding Principal Study lesson allocations, academic studies classes and access to their Programme Tutor/Head of Year. Students who fail to take an approved Interruption of Study in consultation with their Programme Tutor/Head of Year and Head of Programme may forfeit the right to resume their studies with the rights set out above.
- A7 Approved modules within programmes of study
 - A7.1 A module is an individual element of a programme of study which is examined, in addition to the generic Royal Academy of Music *Regulations* applying to all students, under the approved *Programme Regulations* for that programme.
 - A7.2 A module may be designated as compulsory for the programme of study, in which case a candidate must take the module in order to complete the programme of study. A candidate must take and pass the required modules which form part of the overall programme in order to be eligible for the award.

A7.3 The Academy will decide which combinations of modules students may follow to be awarded the final award. Combinations of modules may be offered which form or fall within one or more of the 'conventional' subjects, as may combinations that fall across the boundaries of disciplines. However, combinations of modules must form a coherent programme.

A7.4 Students are not normally permitted to perform the same piece for more than one Principal Study assessment leading to the same final award, unless written permission has been obtained from the relevant Head of Programme at least one calendar month prior to the relevant assessment date. The same piece may be performed for both Principal Study and non-Principal Study assessments, provided that each module specifies different learning outcomes.

A8 Conferral and revocation of awards

A8.1 *Revocation*

On behalf of the Academy, and in accordance with the University of London Ordinances, the Principal (as Chair of Academic Board) may revoke any degree, diploma or certificate of the University awarded by the Academy and all the privileges connected therewith. The Principal may act in the same way in respect of awards of the Royal Academy of Music. Revocation may be considered if it is discovered at any time and proved to the satisfaction of Academic Board that:

A8.1.1 there was an error in the award made under the relevant procedures;

or

A8.1.2 subsequent to the award, an Examination Board, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.

A8.2 *Conferral*

The Principal (as Chair of Academic Board) confers degrees, diplomas or certificates of the University on behalf of the Academy in accordance with the University of London Regulations, Statutes and Ordinances. The Principal acts in the same way in respect of awards of the Royal Academy of Music. The process is as follows:

A8.2.1 The pass lists are prepared and signed by the Chair of the Examination Board and the academic members of the Examination Board present at the meeting as soon as possible after the meeting has closed.

A8.2.2 The pass list will contain the names of successful candidates in alphabetical order within class and will be published. A transcript of the actual marks will be provided by the Registry. The relevant Examination Board will not ratify the raw marks of any student having outstanding tuition fee debts or unresolved academic disciplinary matters at the time of the meeting.

A8.2.3 In respect of University of London awards, the pass lists are sent to the University for production and dispatch of certificates. In respect of Royal Academy of Music awards, the Academy makes its own arrangements for the production and dispatch of certificates. The formal date of the award will be the date of the relevant Examination Board meeting.

A9 Credit transfer regulations

A9.1 *Students registered in the Academy undertaking study elsewhere*

The Academy may permit a student to spend part of their programme of study in another Higher Education Institution abroad, and may grant the student credit for the study undertaken under the following conditions:

- (a) that the institution has been approved for the purpose by the relevant Head of Programme, where appropriate in consultation with Standing Committee of Academic Board;
- (b) that in the opinion of the relevant Programme Board the study carried out in that institution is necessary for the fulfilment of the objectives of the programme of study to which it will contribute (for example through receipt of new practical/performance teaching methods) and/or the study forms a coherent whole with the remainder of the programme;
- (c) that satisfactory arrangements for the assessment of the student's performance, taking into account any necessary adjustments, while attending the institution have been approved by the appropriate Academy authorities.

The relevant Examination Board shall determine the credit granted to a student for a period of study spent elsewhere subject to the following provision:

- (a) that the conditions given in *Academic Regulation A7.1.1* are satisfied;
- (b) that the learning derived from prior certificated study is equivalent to that of the learning that might otherwise have been achieved by following an Academy programme of study.

A9.2 *Students transferring to the Academy to complete an award (accreditation of prior learning – APL)*

- (a) The Academy has clear mechanisms for identifying and acknowledging prior learning, which are contained within its APL Policy. Prospective students should seek advice from the Registry about the appropriateness of their prior learning for credit transfer. Normally the Academy may permit a student to register on a programme of study with recognition for previous study undertaken elsewhere under the conditions given below:
- (b) credit is granted in accordance with the regulations for the programme of study;

- (c) credit granted is in recognition of either the successful completion at another institution of a programme of study at higher education level or of modules contributing to a programme of study;
- (d) the programme or modules completed must have been formally assessed and certified;
- (e) credit granted shall not exceed 50% of the total credit to be derived from the successful completion of the programme of study undertaken in the Academy;
- (f) the credit granted from another institution to a student transferring to a programme will not exceed that outlined in the appropriate programme regulations.

A9.3 Credit granted may be:

- (a) *specific*, that is conferring exemption from a specific element of a programme of study required for an award;
- (b) *general*, that is granted in respect of study successfully completed elsewhere which is, in the opinion of the Academy, equivalent to a particular level or levels of a programme of study and confers exemption from that level or levels subject to the proviso given in *Academic Regulation A7.2.1* above.

A9.4 In order to be eligible for an award conferred by the University of London (or by the Academy where appropriate), a student admitted with credit and granted relevant exemptions must:

- (a) meet the prescribed criteria for the award;
- (b) be assessed for the award under the auspices of the Academy;
- (c) complete the remainder of the prescribed period of study, including that leading to the final examinations, under the direction of the Academy.

EXAMINATION REGULATIONS

E1 Introduction

All examinations and other forms of assessment leading to the award of a first degree, LRAM or a Taught Postgraduate award shall be conducted in accordance with these *Examination Regulations* which include appropriate provision for:

- E1.1 the appointment, duties and responsibilities of Examiners on final Examination Boards (where awards are made);
- E1.2 the appointment, duties and responsibilities of Examiners on Progression Examination Boards (where students are judged on their suitability to continue on a programme, as appropriate to the particular awards where progression standards are assessed);
- E1.3 the appointment and duties of Recital Panel Examiners and Final Recital Panels (appropriate to particular principal-study areas and particular awards);
- E1.4 general assessment methods, including those for recitals in performance study areas;
- E1.5 the conditions under which a student may be admitted to examinations or be otherwise assessed;
- E1.6 the conditions under which a student may withdraw from examinations;
- E1.7 the conditions under which a student may be reassessed as a result of failure in examinations;
- E1.8 special provisions relating to illness or other extenuating factors which may affect a student registered on a programme of study, including Aegrotat awards;
- E1.9 provisions for special examination arrangements for students with special needs or for whom other special circumstances apply;
- E1.10 conditions of eligibility for an award;

A student taking an examination leading to an award conferred by the Academy, either under its own authority or by that delegated to it by the University of London, and whether at a first or subsequent attempt, shall be examined in accordance with Programme Regulations current at enrolment, or subsequently amended with approval (see *Academic Regulation A2 – Enrolment*).

E2 Admission to examinations

- E2.1 Annual enrolment for a programme of study and its constituent modules includes registration for the relevant examinations (see *Academic Regulation A2 – Enrolment*).
- E2.2 In order to be eligible for admission to an examination, a student must complete, to the satisfaction of relevant teaching staff and the relevant Head of Programme, the prescribed period of study and satisfy any other conditions.

E2.3 A candidate must be examined in all parts of the examination prescribed for a particular module. Therefore (unless prevented by illness or other adequate cause for which certification must be provided) a candidate must take each prescribed assessment point and submit sufficient work to enable them to be examined. (see *Academic Regulation A2 – Enrolment*).

E2.4 A candidate who has passed an assessed module or component of a module may not repeat that assessment, nor may they take an assessment deemed to overlap with an assessment which they have already taken and passed.

E3 Admission to a degree or other award

E3.1 To be admitted to a degree or other award a student must:

E3.1.1 have completed, to the satisfaction of the Examination Board, the programme of study prescribed in the regulations for the award for which the student is registered.

E3.1.2 have successfully completed the prescribed minimum number of credits for the award.

E3.1.3 where a degree is classified, have met the additional criteria for the award of the classification.

(see also *Academic Regulation A8 – Conferral and revocation of awards*)

E3.2 A student who has not cleared all outstanding tuition fee debt will not normally have any marks formally ratified by the relevant Examination Board, or be awarded any degree or other qualification.

(see also *General Regulation G7 - Fees*)

E4 Methods and timing of assessment

E4.1 The timing of all examinations shall be specified by the Registry.

E4.2 Assessment methods will be determined by academic staff in collaboration with Academic Board, through its Standing Committee, as appropriate in accordance with the Academy's assessment strategy and policies and in accordance with the terms set out in the relevant Programme Specification. Assessment methods may include any the following:

- (a) written examinations;
- (b) practical examinations, including performance recital examinations;
- (c) essays and/or papers;
- (d) research projects;
- (e) portfolios of work;
- (f) lecture recitals;
- (g) oral (*viva voce*) examinations; and
- (h) assessment of various other musical performance activities.

E5 Conduct of formal Written Examinations

- E5.1 There will normally be a minimum of two invigilators in any formal written examination whom one shall be designated senior invigilator and a member of Academic Studies staff.
- E5.2 Invigilators will arrive at the examination room at least 30 minutes before the beginning of the examination.
- E5.3 Candidates shall be admitted to the examination room in sufficient time to enable them to take their seats and receive their papers before the beginning of the examination and in any case not later than five minutes before the official starting time of the examination.
- E5.4 Candidates will be advised of the following:
1. The unauthorised materials which are not permitted in the examination.
 2. That it is the candidate's responsibility to ensure that they have received the correct examination paper.
 3. Candidates should write their name and candidate number on the front of all examination booklets submitted.
 4. Candidates should be required to display their student identity card on the desk.
 5. Candidates will not be permitted to leave the examination room during the first 30 minutes or the final 15 minutes of the examination.
 6. A candidate who leaves the examination room before the end of an examination shall do so in such a way as to cause the minimum of disturbance to the other candidates
- E5.5 A candidate who arrives at an examination room after the first 30 minutes of any examination shall be admitted, provided that no other candidate for the same examination has left the supervision of the invigilators. If another candidate for the same examination has already left the supervision of the invigilators, the late comer shall not be admitted.
- E5.6 The senior invigilator shall report on the circumstances of any admission or refusal of admission of a late comer on the Examination Record Sheet.
- E5.7 Invigilators must note any students who have left the examination room for any period of time on the Examination Record Sheet and ensure that students who leave the examination room are accompanied.
- E5.8 One invigilator must be a member of Academic Studies staff who is able to deal with any queries regarding the content of the examination paper.
- E5.9 A candidate who decides to leave the supervision of the invigilators should be informed that they may not subsequently return to the examination room.
- E5.10 A candidate who has left an examination due to illness should be advised to apply for a deferral of the exam on the grounds of mitigating circumstances

- E5.11 The number of candidates who attended the examination and who submitted answer booklets should be entered onto the appropriate form and signed by the senior invigilator. The name of any student who has submitted an answer booklet but who does not appear on the list should be added to the list. Conversely, a record should be made of any candidate who has attended an examination but has not submitted an answer booklet.
- E5.12 The details of any suspected academic malpractice or any other irregularity in the conduct of an examination shall be reported by the senior invigilator to the Registrar and Director of Student Operations.
- E5.13 All answers to examination questions must be written in English unless instructions are given to the contrary.
- E5.14 Examiners shall not be required to mark illegible answers to examination questions or other written assessments. In cases where the examination script or other written assessment is illegible, the candidate concerned may be required, at the discretion of the examiners, either to undertake an oral examination; or to undertake to have the examination script or other written assessment transcribed under secure conditions at the candidate's own expense.
- E5.15 Scripts for written examinations taken at the end of a module are the property of the Academy and will not be returned to candidates.

E6 Submission of Written work for Assessment

- E6.1 The Registry will notify candidates of the arrangements for submission of academic work and other assessed material subject to the *Regulations*.
- E6.2 Written material for assessment must be submitted by a date specified by the Registry. Dates are published in the relevant Programme Handbooks and communicated to students in academic classes. The work will be subject to the following penalties:

For submission time/date D:

D + 00.01 to D + 24.00	10% deduction from the raw mark
D + 24.01 to D + 48.00	20% deduction from the raw mark
D + 48.01 to D + 72.00	30% deduction from the raw mark
D + 72.01 to D + 96.00	40% deduction from the raw mark
D + 96.01 to D + 120.00	50% deduction from the raw mark
D + 120.01 to D + 144.00	60% deduction from the raw mark
D + 144.01 to D + 168.00	70% deduction from the raw mark
D + 168.01 to D + 192.00	80% deduction from the raw mark
D + 192.01 to D + 216.00	90% deduction from the raw mark
D + 216.01 to D + 240.00	100% deduction from the raw mark

e.g. An essay that was submitted 48 hours late received a raw mark of 70. After a 20% deduction the essay received a mark of 56.

Normal working days include vacation periods, but not weekends or public holidays. Special provision for illness and other good causes that have affected a candidate's assessment is detailed in the *Extension and Deferral Process Regulations*.

This penalty only affects the component(s) that have been submitted late (i.e. not necessarily the whole module).

- E6.3 There are normally word limits on all pieces of assessed coursework which are specified in the relevant module descriptions or programme documentation.

Word limits apply to the main text, quotes, footnotes and appendices. The bibliography is excluded from the word count.

Essays and dissertations that exceed the word limit will incur a penalty. Work which exceeds the word limit by 10% or more will incur a penalty of five marks.

No set penalty will be applied to work that falls short of the prescribed word limits. Such work will be marked in accordance with the marking criteria.

E7 Technical Testing

- E7.1 In the case of first-degree students who are required to undertake assessed technical exercises it should be noted that Technical Tests have progression implications. Students are allowed one re-sit of any Technical Test before the matter is passed to the relevant Progression Board for consideration. The assessment of a Technical Test will be either 'pass' or 'fail'. (see also: *Examination Regulations E22.5 and E22.6*).

- E7.2 Postgraduate students are required to take one Technical Test as part of Professional Skills.

E8 Oral (*viva voce*) examinations

- E8.1 For the purpose of determining a candidate's result, examiners may employ oral (*viva voce*) examinations in addition to the methods of assessment prescribed in individual programme regulations. Oral examinations may also be employed as examination methods in their own right (see *Examination Regulation E4.2*). Oral examinations must be conducted by no fewer than two examiners acting together. The Registry shall normally specify the date, time and place of oral examinations. Tutorial advice will be available to all candidates called for a *viva voce* examination. A *viva voce* examination to allow the Examination Board to determine classification may only increase or uphold the candidate's provisional mark, it may not decrease it.

- E8.2 With the exception of Inspectors appointed under Act of Parliament for examinations leading to registrable qualifications, no one may attend an oral examination except the examiners and the candidate.

- E8.3 An external examiner must be present at any *viva voce* examination conducted with the express purpose of determining an undergraduate candidate's degree classification.

- E8.4 Oral examinations may also be used in order to determine the authenticity of a candidate's work, for example where a draft has not been submitted or the work has been unsupervised. An oral examination for this purpose will have notes taken by a member of the Academic Secretariat. If the examiners reach the conclusion that the work was not completed in whole by the student in accordance with the requirements of the assignment, an allegation of

academic malpractice may be made, which could result in a case being referred to the Academic Malpractice Committee, in accordance with Regulation SD22.

E9 Additional examination arrangements and Personal Learning Plans (PLPs)

E9.1 Arrangements can be made for students with additional needs via a Personal Learning Plan (PLP) which must be agreed with the Disability Advisor and approved via the appropriate channels before different arrangements can be made. The additional needs may be of a permanent nature (for example, a visual impairment or dyslexia) or temporary (for example, illness or pregnancy). A PLP outlining their examination needs together with any supporting documentation must be approved via the PLP approval procedure normally at least six weeks before the date of any assessment. It is at the discretion of the Chair of the Examination Board whether to grant extra time or make other appropriate arrangements for the candidate.

E9.2 The Registry cannot guarantee the accommodation of additional examination requirements if sufficient notice has not been given or prior to receipt of an approved PLP.

E9.3 On application to the Registry, special arrangements may be made for students who are time-tabled for two examinations which overlap or coincide.

E10 Use of authorised materials in examinations

E10.1 Candidates at any written examination taken under supervision, and at an examination without a defined time limit, or at any practical, oral or similar examination, are only permitted to use such books, notes, instruments or other materials or aids as specifically permitted by the Academy for the examination in question.

E10.2 Except as provided in *Examination Regulation E9* above, no books, notes or other materials or aids may be introduced into an examination, or be handled or consulted during an examination. Introducing, handling or consulting any such materials or aids constitutes academic malpractice.

E10.3 Any unauthorised materials or aids introduced into an examination must be surrendered to the invigilator on request.

E10.4 A candidate whose first language is not English may use a bilingual dictionary during formal written examinations with the permission of the Module Leader. Dictionaries to be used in examinations must only translate. Dictionaries must be in paper form; electronic dictionaries are not permitted. Dictionaries with any annotations other than the student's name and contact details, or with any other material enclosed, are not permitted.

E10.5 For each exam, the student needs to present the dictionary to an invigilator in time for the invigilator to carry out further checks for annotations, inserted material and that the dictionary is the one stated on the form. If written approval is not brought to the examination then the candidate will not be permitted to use the dictionary.

E11 Responsibilities

- E11.1 Students and staff are required to abide by the relevant regulations governing examinations and assessment. Students are also required to observe all instructions about examinations given to them by examiners, the Registry or invigilators conducting examinations.
- E11.2 Failure to observe any of the relevant *Regulations*, will constitute an examination offence and therefore subject to the *Academic Malpractice Regulations*. Any case of alleged cheating, plagiarism, or irregularities of a similar character, including conduct affecting the security of any examination, will be subject to disciplinary action.
- E11.3 It is the student's responsibility to ensure that they read and understands the regulations relating to the conduct of examinations and module assessment, which are supplied and readily available in the Academy. All students requesting any review or appeal must abide by the regulations outlined below.
- E11.4 Examiners may not communicate with candidates about their performance (*General Regulation G6.4*) at the examinations and candidates should not approach examiners for comment.

E12 Deferral of examinations and replacement examinations

- E12.1 A student who is eligible to sit an examination and who is absent from the examination without having been permitted in advance to defer it (via an application using the Extension and Deferral Process) will be regarded as having attempted the examination, and will be awarded a mark of zero for the examination. Such a student will be eligible for referral in the relevant assessment at the discretion of the relevant Examination Board (see *Examination Regulation E14*).
- E12.2 The Examination Board will decide whether a student who is permitted to be examined as if for the first time after having been permitted to defer an assessment (i.e. given a replacement examination) would be considered eligible to sit that replacement examination without further attendance on the programme of study.

E13 Illness (Aegrotat regulations)

- E13.1 The Academy makes provision for Aegrotat awards to be made in respect of cases where chronic illness or impairment makes it impractical for a student to complete the programme of study, but where the student has – where able – demonstrated the clear potential to achieve the programme Intended Learning Outcomes.
- E13.2 An Aegrotat award may be considered and awarded where a candidate has completed their full period of study and is absent through chronic illness or other causes judged sufficient by the Examination Board from examinations during their final year.
- E13.3 The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted as soon as possible to the Registrar and Director of Student Operations and in any case not later than one week before the Examination Board meets to determine the degree results.

E13.4 If a candidate has satisfied the requirements for the award of a degree, the Examination Board shall recommend the award of the degree with a Pass or Honours classification and shall not consider the candidate for an Aegrotat award.

E13.5 Where the Examination Board has not agreed an Aegrotat award, a student may be allowed, at the discretion of the Examination Board, to apply to sit examinations for which they are eligible at the next normal date, with a view to completing the requirements for the award of the degree.

E13.6 A candidate who has been given an Aegrotat award will not be eligible thereafter to re-enter for the examination for a classified degree.

E13.7 Aegrotat awards will be made without merit, distinction or classification.

E14 Reassessment and failure

E14.1 A student who fails to meet the requirements for any module or component of a module of the BMus programme at the first attempt may be permitted, at the discretion of the Examination Board, to be reassessed in that module normally on not more than one occasion. Any conditions attached to the reassessment will be specified by the Examination Board. If a student fails a module or modules due to extenuating circumstances which have been identified in accordance with the *Extension and Deferral Process Regulations*, the assessment will be **deferred**. If there are no extenuating circumstances, then the assessment will be **referred** and any subsequent mark for the module will be capped. If a student fails a referred assessment, they will not normally be allowed a further opportunity to be reassessed in the relevant module(s).

E14.2 A student who fails to meet the requirements for any module of a taught postgraduate award may be permitted, at the discretion of the Examination Board, to be reassessed in that module on not more than one occasion. Any particular conditions attached to the reassessment will be specified by the Examination Board. If a student fails a module or modules due to extenuating circumstances which have been identified in accordance with the *Extension and Deferral Process Regulations*, the assessment will be **deferred**. If there are no extenuating circumstances, then the assessment will be **referred** and any subsequent mark for the relevant component will be capped. Normally, a further attempt at the assessment must be made at the next occasion when the assessment is offered. If a student fails a referred assessment, they will not be allowed a further opportunity to be reassessed in the relevant module(s).

E14.3 The capping of all marks will be at the standard pass mark of 40.

E15 Compensation Regulations

E15.1 The Academy recognises that, under clearly prescribed circumstances, students may meet programme-wide learning outcomes whilst carrying failure in one or more modules. The following Regulations govern the compensation of failure within the BMus programme:

E15.1.1 Compensation for failure applies only to modules at FHEQ levels 4 and 5 in the BMus programme (that is, normally years 1 and 2 only).

E15.1.2 Compensation for failure applies only to the final mark for a module, not to any component marks contributing to the final mark.

E15.1.3 Compensation for failure is not permitted in the Principal Study modules of the programmes.

E15.1.4 Automatic compensation for failure in Academic Studies modules at levels 4 and 5 will apply when all of the following conditions have been met at the first attempt of the assessment:

- The candidate has obtained a mark of between 36 and 39 in the failed module(s)
- The candidate has not failed modules (including Principal Study) exceeding a total of 30 credits at the level in question
- The candidate has achieved an overall year-end weighted average of 40 or more (with all pass and fail marks at the level in question contributing to the calculation of the average)
- The candidate has obtained a weighted average of 40 or more in Academic Studies modules at the level in question (with pass and fail marks contributing to the average).

E15.1.5 Compensation for failure is normally permitted only at the first Examination Board of the session (that is, the June Board).

E15.1.6 Compensation for failure may apply at the September Board where a candidate has retaken an assessment and failed the module for a second time, but where all the candidate's resit marks taken in the context of the candidate's complete mark profile for the level of study in question meet the criteria for compensation outlined in E15.1.4 above. However, the Board should use its discretion in such cases, and should only agree to compensate failure if it is satisfied that the candidate made a serious attempt at the failed assessment for which compensation is being considered.

E15.2 The Academy recognises that, under clearly prescribed circumstances, students may meet programme-wide learning outcomes whilst carrying failure in one or more modules. The following Regulations govern the compensation of failure within the Taught Postgraduate programmes:

E15.2.1 Failure in Principal Study modules cannot be compensated.

E15.2.2 Compensation for failure applies only to the final mark for a module (other than Principal Study, which cannot be compensated), not to any component marks contributing to the final mark.

E15.2.3 Compensation for failure will apply when the following condition has been met at the first attempt at the assessment:

- The candidate has obtained a mark of between 36 and 39 in the failed module

- The candidate has achieved an overall year-end weighted average of 40 or more (with all pass and fail marks at the level in question contributing to the calculation of the average)

E16 Academic Appeals (see Regulation AA1 for the procedure for academic appeals)

E16.1 There is no procedure for the reconsideration of decisions of Examination Boards, their sub-committees (including Academic Malpractice) or individual marks, based on academic judgement. Assessments which have been passed satisfactorily may not normally be retaken.

E17 General Profile and nomenclature of examiners

E17.1 Examiners are nominated and approved on an annual basis by Academic Board through its Standing Committee.

E17.1.1 Internal Examiners are involved in the teaching and assessment of a Programme of Study. The Chair and Deputy Chair of Examination Boards are also Internal Examiners, with additional responsibilities as set out in these *Examination Regulations*. The Deputy Chair has the same responsibilities as the Chair, and deputises in all respects for the Chair in any appropriate circumstances (i.e. absence, illness etc.). Performance Recital Panel Examiners are also 'Internal Examiners' for these purposes. A final Recital Panel may be attended by a 'Specialist External Assessor' in the instrument concerned but, although external to the Academy, such Specialist External Assessors are subject the regulations applying to Internal Examiners. This is to distinguish their role from that of the External Examiner, and to highlight that the role is in not in any way similar to that of External Examiners at programme level.

E17.1.2 External Examiners are from outside the Academy and unconnected with the Academy or the teaching and internal assessment of the Programme of Study. Intercollegiate Examiners, (i.e. from another College of the University of London) may be appointed as part of the Academy's commitment to the shared responsibility for the University of London degree.

E18 Chairs and Deputy Chairs of Examination Boards

E18.1 *Conditions of appointment*

E18.1.1 The Chair of the Academy's Examination Boards shall be the Deputy Principal. The Deputy Chair of an Examination Board will be the Head of a Programme of Study, whose students' results are not being ratified at the meeting. Chairs and Deputies are also Internal Examiners and hold the attendant rights and responsibilities.

E18.1.2 A Chair of an Examination Board or Deputy Chair of an Examination Board must declare to the Chair of Standing Committee of Academic Board at the time of nomination / appointment if they have any interest (either personal or professional) in any student on the programme or programmes for which they as Chair of the Examination Board, or make known any such relationship as may develop during their period of office. Chairs of Examination Boards are responsible for ensuring that

Internal Examiners make similar interests known to them and for communicating any such to the Chair of Standing Committee of Academic Board.

E18.2 *Responsibilities*

E18.2.1 The Chair of the Examination Board is responsible for ensuring that the membership, constitution, duties and decisions of the Examination Board for which they are responsible are dealt with in a fashion consistent with the prescriptions of the Royal Academy of Music *Regulations*. In the absence of the Chair, the Deputy Chair of the Examination Board is similarly responsible.

E18.3 *Rights and entitlements*

E18.3.1 The Chair of the Examination Board is entitled to act on behalf of the Examination Board in any appropriate matter delegated to him, but any action must be reported to the next full meeting of the Board.

E18.3.2 The Chair of the Examination Board has a casting vote in all meetings, in addition to their own vote as Internal Examiner. A Deputy Chair does not have an additional casting vote in addition to their own vote as Internal Examiner, when the Chair is present.

E19 Internal Examiners

E19.1 *Conditions of appointment*

E19.1.1 Internal Examiners are nominated by the Head of the relevant programme or principal study department to serve as assessors for particular assessments. Their nominations are approved on an ongoing basis according to their role within the programme or department. Internal Examiners are involved in the teaching and assessment of a programme of study and are normally members of teaching staff at the Academy, or are members of teaching staff of a College of the University of London involved in the teaching and assessment of a programme of study at the Academy. Although Performance Recital Examiners are designated 'Internal Examiners', some may come from outside the Academy. They operate within a strictly defined role and remit (see *Examination Regulation E22*) and are called 'Specialist External Assessors'.

E19.1.2 Internal Examiners must declare to the Academy at the time of nomination / appointment, if they are aware of any conflict of interest with any student on the programme or programmes for which they are appointed as internal examiner of the Examination Board, or make known any such relationship that develops during their period of office.

E19.2 *Responsibilities*

E19.2.1 Internal Examiners are principally and generally responsible for ensuring that the assessment and examination procedures for which they are responsible have been carried out judiciously and assiduously; specifically that marking, assessment, liaison

with the Examination Boards and the subsequent recommendations to the Board are congruent with the *Regulations*.

E19.2.2 Internal Examiners who are also Heads of Principal Study at the Academy should attend the Examination Board(s) to which they are appointed.

E19.2.3 Internal Examiners have the responsibility to attend the Examination Boards. If any Internal Examiner is unable to attend they will ask the Chair to report their views to the board.

E20 External Examiners

E20.1 *Conditions of appointment*

An External Examiner shall be unconnected with the Academy and with the teaching and internal assessment of the programme of study in question.

E20.2 *Nomination, approval and appointment*

E20.2.1 The Chair of the relevant Examination Board, in consultation with the relevant Programme Board, shall be responsible for nominating External Examiners. Standing Committee of Academic Board shall be responsible for approving nominations and appointing External Examiners. All appointments are reported to Academic Board.

E20.2.2 In considering nominations, regard shall be given to the nominee's experience and skills in assessing students' knowledge at higher education level and the nominee is likely to be a person of considerable authority and expert in the field of study concerned, and will have commensurate academic and professional experience. The Academy will also appoint External Examiners in accordance with the indicators contained within section B7 of the UK Quality Code for Higher Education.

E20.2.3 An External Examiner will not normally hold more than two concurrent external examinerships on taught degree programmes in Higher Education at any level.

E20.2.4 An External Examiner shall not normally be drawn from a department of a higher education institution, or college of the University of London, where a member of Academy staff is also serving as an external examiner.

E20.2.5 Not more than one External Examiner shall normally be drawn from the same department at the same institution to examine the same programme at any one time.

E20.2.6 External Examiners may serve at the Academy for a maximum of four consecutive academic years. Five further academic years shall elapse before the same External Examiner may examine again for the Academy after having completed the maximum permitted term of office. External Examiners may interrupt their maximum permitted consecutive period of office for one academic year (for example due to illness or taking sabbatical leave) and return to their examinership without a period of two academic years having elapsed, and without being subject to the formal nomination process again.

E20.2.7 Former members of staff and former students of the Academy may not be appointed as External Examiners for five academic years after leaving the Academy, or for a sufficient enough time as it takes for students taught by or with that former member of staff or student to have left the programme of study concerned, whichever is longer.

E20.2.8 An External Examiner must declare at the time of nomination / appointment, if they have any professional, contractual or personal relationship with any student or member of staff on the programme or programmes for which they are acting as External Examiner, or make known any such relationship as may develop during their period of office. Attention is also drawn to the [Intimate Personal Relationships Policy](#).

E20.2.9 An External Examiner may be re-nominated and appointed annually for a maximum of four consecutive academic years. An External Examiner shall have the right to resign the examinership and the Academy shall have the right not to re-nominate an External Examiner.

E20.2.10 The Academy will inform external examiners, in writing at the beginning of their term of office, that they have a right to raise any matter of serious concern with the Principal, if necessary, by means of a separate confidential written report. Should this take place, the Academy will provide a considered and timely response to any confidential report received, outlining any action to be taken as a result.

E20.2.11 In exceptional circumstances, an External Examiner may be asked to extend their term of office for a fifth year for the purposes of continuity or other good reason, at the discretion of Standing Committee of Academic Board.

E20.3 *Responsibilities*

E20.3.1 The principle responsibility of an External Examiner is to provide informative comment and recommendations on whether or not the Academy is maintaining the threshold academic standards set for its awards in accordance with the frameworks for higher education qualifications and applicable subject benchmark statements; the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with the institution's policies and regulations; the academic standards and the achievements of students are comparable with those in other UK higher education institutions of which the External Examiners have experience. They will also be required to provide informative comment and recommendations on good practice and innovation relating to learning, teaching and assessment observed by the External Examiners; opportunities to enhance the quality of the learning opportunities provided to students.

E20.3.2 In carrying out their overall duties, External Examiners shall:

- (a) review the content of examination papers, coursework and other assessments as far as is practical, and attend a sample of Recital Panel Examinations sufficient to

form a judgement on the broad parity of such examinations, insofar as that is possible;

- (b) see a representative sample of written assessments;
- (c) moderate the marks awarded by Internal Examiners and recommend to the Examination Board any alterations after the initial assessment;
- (d) provide an annual External Examiner's Report to the Deputy Principal on the conduct of the Examinations. External Examiners receive feedback in the form of an Annual Monitoring report outlining the Academy's responses to all External Examiner reports. Providing an annual External Examiner Report is a mandatory requirement.

E20.3.4 The name, position and institution of external examiners will be communicated to students via relevant programme documentation and external examiner reports will be made available to all students and staff via the Academy's intranet.

E20.3.5 The Academy will provide External Examiners with a considered and timely response to their comments and recommendations, outlining any actions they will be taking as a result of the reasons for not taking action.

E20.4 *Rights and additional responsibilities and entitlements*

E20.4.1 All External Examiners must attend the Final Examination Board and familiarise themselves with all the material sent to them on appointment. External Examiners who cannot attend the Final Examination Board may be required to resign or reconsider their examinership (except under the provisions of *Examination Regulation E21.2.6*). External Examiners are strongly encouraged to attend other meetings of the Examination Board during the year where possible.

E20.4.2 External Examiners may refuse to sign the final marks sheet if they are:

- (a) in dispute with the decisions arrived at the Examination Board;
- (b) not satisfied that the examination procedure has been carried out properly;
- (c) of the belief that there were serious deficiencies in the assessment procedure and / or in the conduct of the Examination Board;

In this event the marks for all candidates will be withheld and Academic Board, through its Standing Committee, will deal with the matter.

E20.4.3 External Examiners shall have full voting rights at all meetings of Examination Boards.

E20.4.4 The Academy can terminate an External Examiner's appointment at any time, for failure by the External Examiner to fulfil their obligations (for example non-attendance at the Final Examination Board, the provision of false information or failure to produce an annual written report) or if a conflict of interest arises which

cannot be satisfactorily resolved. This process will be carried out by Standing Committee of Academic Board in consultation with the Principal, who will formally write to the External Examiner.

E21 Final Recital, technical testing and orchestral excerpts panels

E21.1 Final Recital Panels may be constituted on the following lines in respect of the following examinations in performance subject areas:

- (a) Undergraduate programme Final Recital Examination Panels
- (b) Postgraduate programme Concerto Examinations
- (c) Postgraduate programme Final Recital Examination Panels

E21.2 The membership of a Final Recital Panel will normally comprise one Chair, selected from a panel of chairs which have been approved by Academic Board, the Head of principal study or their nominee from their Department; and one Specialist External Assessor, external to the Academy and specialist in the instrument concerned as defined by the appropriate Head of Department, but subject to the *Examination Regulations* applying to Internal Examiners in respect of the assessment of the overall award. The number of examiners for intermediate examinations (i.e. those that are not final examinations) are outlined in the relevant Programme Regulations. Extensive protocols for the conduct of all recital examinations are provided, for examiners and students alike, in the *Examination Procedures* published annually by the Registry.

E21.3 Internal Moderators may be nominated by Standing Committee of Academic Board to ensure parity in the application of examination procedures and regulations, and External Examiners may attend recital examinations to enable them to form a similar judgement.

E21.4 Specific examination regulations regarding the requirements and penalties for aspects such as memory, duration, programme notes, provision of music and report forms are detailed in the *Examination Procedures* published annually by the Registry.

E21.5 Performances as part of a students' principal study profile must be assessed on site at an Academy venue for the purposes of parity in the assessment process. Requests for examination panels to assess performances in professional settings will not be permitted.

E21.6 Technical Tests and Orchestral Excerpts panels (except Harp and Brass who use a panel of two examiners), will normally comprise one Chair, which will be either the Head of Study or an Internal Examiner, (a specialist in the instrument concerned). Technical Tests will have progression implications. Students are allowed one re-sit of a Technical Test before the matter is passed to the relevant Progression Board for consideration. Re-sits of Technical Tests and Orchestral Excerpts will be examined by two examiners (See also *Examination Regulation E7*).

E21.7 In respect of Undergraduate Piano examinations, 'Technical Testing' is renamed 'end of year recital part one' in each relevant year, and the examiners are as for the recital panels in those years.

- E21.8 Specialist External Assessors (SEAs) acting on Final Recital Panels are subject to rigorous nomination, approval and appointment process so that the Academy can be confident of the standing and experience of such persons to undertake the duty. All nominations, approvals and appointments of Specialist External Assessors are overseen by Standing Committee of Academic Board.
- E21.9 SEAs will be appointed for an initial five-year term. At the conclusion of the initial five-year term, they will become eligible for reappointment for a further five-year term, only if they have been used for three or fewer of the academic years during their first term of office. SEAs will not normally be used for more than five consecutive years, including any overlap between two terms of appointment. Individual departments may, in some cases, wish to appoint new SEAs at intervals of less than five years. Any exceptional proposals will be discussed and agreed by Standing Committee of Academic Board, or in urgent cases via Chair's action. If an SEA has been used for four or more academic years during their first term of office, a period of five years must normally elapse before they become eligible for reappointment to the register. No SEA may be appointed for more than two consecutive five-year terms. Standing Committee of Academic Board will be the final arbiter of all appointments of SEAs.
- E21.10 The Academy reserves the right to alter the composition of any recital panel to include any appropriately qualified persons if needed to enable an examination to go ahead.
- E22 Examination Boards: structure, responsibilities and constitution
- E22.1 The Examination Board and its Examiners shall be appointed annually, in accordance with the Examination Regulations. Examination Boards are senior sub-committees in the Academy's committee structure and report to the Academy's Academic Board.
- E22.2 The Examination Board is the sole body having authority to advise the Academy's Academic Board and the University of London on the conferment of the awards for which it is responsible.
- E22.3 No decision of a properly convened and constituted Examination Board acting within its Terms of Reference, and within the Royal Academy of Music *Regulations* governing the award, may be modified except through the appeals procedures outlined in *Examination Regulations*.
- E23 Meetings of an Examination Board
- E23.1 The Chair of the Examination Board shall be responsible for all arrangements relating to the meetings of the Board.
- E23.2 Reasonable notice of the meetings of examiners shall be given.
- E23.3 Examination Boards will consider all consequences of non-progression or failure and resolve on a course of action in accordance with the Regulations.
- Possible courses of action include:

- a) Deferred assessment in one or more modules and/or components, without a cap on the mark.
- b) Referred assessment in one or more modules and/or components, with a capped mark.
- c) A repeat of one or more modules with or without attendance.
- d) A repeat of the stage of the programme, with attendance.
- e) Suspension from the programme for one academic year.
- f) Withdrawal of studentship.

E23.4 Decisions of the Examination Board shall be arrived at by a majority vote of the examiners present and eligible to vote. The Chair shall have an additional casting vote.

E23.5 No persons other than the appointed Examiners and members of appropriate administrative staff shall be permitted to attend meetings of the Examination Board, except that Assistant Examiners or Heads of Study may be invited to attend for discussion as required by the Chair.

E23.6 The Chair shall ensure that a proper record is kept of the proceedings and decisions of the Board through the minutes and that the confidentiality of such proceedings and decisions and the record of them is preserved and that a copy of the confidential record is passed to the Registry.

E24 Publication of Examination Results

E24.1 After the Examination Board has held a meeting to determine the results of the examinations, the Registry will issue the official pass list for the programme by classification in alphabetical order within class / classification of the award.

E24.2 The results of all examinations are confidential until the official pass list has been issued. However, provisional results for any recital element of the examination may be published in advance of the Examination Board meeting.

E24.3 Students will be advised of their marks for their personal information routinely after the results have been determined by the Examination Board.

E25 Issue of Degrees and Diplomas and other awards

E25.1 A degree of the University of London conferred by the Academy will be issued under the seal of the University of London and dispatched to each successful candidate who is awarded the degree. The certificate shall state the name of the Academy, the field of study, the title of the award and the classification or other distinction.

E25.2 An award of the Royal Academy of Music will be issued under the seal of the Academy and dispatched to each successful candidate who is conferred with the award. The certificate shall state the name of the Academy, the title of the award and the classification or other distinction and shall carry the signature of the Principal of the Academy.

E25.3 The date of the award shall normally be the date of the Examination Board the final award was ratified, or the first day of the month following the date of issue of the official pass list.

(see also: *Academic Regulation A8 - Conferral and Revocation of Awards*)

E26 Definition of terms used in Examination regulations

E26.1 The following terms are used in the Examination Regulations and are defined as follows:

Aegrotat:	an undergraduate degree awarded to a candidate who has missed all or part of the examination through illness.
Amanuensis:	a person employed under special examination arrangements to take dictation in circumstances where a candidate is unable to write.
Authorised materials:	Items such as papers, books or equipment that a candidate is permitted to bring into the examination room by the examiners.
Capped Mark:	a restricted final mark possible for a re-sit examination, or element of a re-sit examination, as determined by an Examination Board.
Compensation:	where students are permitted to carry failure in one or more modules
Deferral	where an assessment has been postponed due to special or extenuating circumstances
External Examiner:	an observer and commentator external to the Academy.
Final Degree Board:	Examination Board at which a final award is made.
Final Recital Panel:	Panel of examiners convened to assess the final recital element of a candidate's award in a performance subject area
Internal Examiner:	An examiner internal to the Academy, with full voting rights at the Examination Board, involved with the teaching delivery and assessment process.
Internal Moderator:	An internal examiner, not part of the examination in question, who may observe final recital examinations (but not contribute to the marking) to advise the Examination Board on the parity of marking.
Pass List:	A published list of candidates satisfying the examiners.
Progression Board:	Examination Board at which students are permitted to progress to the next academic year in a programme of study, or otherwise, with powers to recommend a termination of studies.
Referral	Where an assessment must be retaken owing to failure or non-submission of coursework or non-attendance at an examination.

Replacement exam:	An examination given to a student without mark penalty on an Examination Board's consideration of extenuating circumstances in not completing the examination as expected.
Re-sit exam:	A re-examination given to a candidate having failed an attempt on a previous occasion without extenuating circumstances, with the possibility of a mark penalty determined by the Examination Board.
Specialist External Assessor:	An examiner external to the Academy in a performance subject area, specialist in the instrument, or group of instruments concerned, who takes the status of Internal Examiner for that sole element of the examination.
Viva Voce examination:	An oral examination

PROGRAMME REGULATIONS

P1 BACHELOR OF MUSIC (BMus)

The Bachelor of Music is a first (undergraduate) degree of the University of London and its programme regulations are consonant with (and should be read in conjunction with) the Academy's regulations, and those of the University of London. It aligns with the *Framework for Higher Education Qualifications* at Level 6. The regulations for admission, examinations etc., herein apply specifically to the University of London BMus degree (based on credits) and are additional to the other relevant *Regulations*.

Programme of Study

- P1.1 The BMus degree is intended for award on the satisfactory completion, including formal assessment, of a prescribed programme of study normally of four years in duration. The period of study shall be continuous, unless an interruption is sanctioned by the Academy's Academic Board or its designated body. The maximum permitted length of the period of study is normally seven academic years, inclusive of any interruptions of study that have been taken.
- P1.2 The programme of study offered under these *Programme Regulations* may provide flexibility for students in the combination of modules taken within an approved programme of study. Such arrangements shall be subject to the approval of the Academy authorities and shall be consistent with the requirements of the approved programme concerned. However, the curriculum elements of the BMus degree will comprise:
- (a) Principal Study
 - (b) Professional Development Activity
 - (c) Artist Development
 - (d) Analytical Skills
 - (e) Aural Skills
 - (f) Contexts for Performance (alternatively Repertoire for Composition students)
 - (g) Electives

P1.3 *Entrance requirements*

The normal minimum entrance qualification for registration for a BMus degree is:

- (a) A high level of attainment in performance as determined at audition;
- (b) The minimum entry requirements of the University of London;
- (c) English language and other tests may be prescribed by the Academy. Applicants should normally have achieved a standard of English equivalent to IELTS 5.5.

Students who do not satisfy the general entrance requirements relating to English Language proficiency may still, at the discretion of the Deputy Principal, be considered

for entry to Year 1 of the programme. This will be on the understanding that under no circumstances will progression be permitted into Year 2 without the student attaining the minimum English Language entry requirement. The conditions are outlined at *Programme Regulation P1.4*.

P1.4 *English Language proficiency*

P1.4.1 International Students who fail to respond to an Academy request to submit an IELTS score by the due date, after accepting their study place should be sent a written warning and told that unless an IELTS score is provided, the Academy offer will be withdrawn. An IELTS score of 6.0 or higher guarantees entry to the Academy if all other entry requirements have been satisfied. International Students obtaining an IELTS mark of 5.5 will be admitted to the BMus programme under the following conditions: (i) they must attend the pre-session course; (ii) they must attend regular EfM (English for Musicians) lessons throughout the year; Students who have already obtained an IELTS mark of 5.0 or lower (or who have obtained a result from another English Language system not recognised by the Academy) will not normally be allowed to enrol on the BMus programme. They will be written to and told to apply in a subsequent year when they have achieved the required language result. Paid deposits will be refunded.

P1.4.2 All students must make satisfactory progress during the first academic year of study and must, at the end of that academic year, demonstrate that they are in a position to fulfil the general admission, entrance and enrolment requirements of the Academy and demonstrate to the BMus Progression Examination Board that they are in sufficient academic standing to progress in the programme of study. Any student who cannot demonstrate this will not be allowed to progress and the student's registration will be terminated.

P1.5 *Recorded auditions*

P1.5.1 Students auditioned by recorded submission may be required to undertake a confirmatory live audition on arrival at the Academy. If it is subsequently discovered that the recording had given a false impression of the actual performance standard (for example, through editing) the Academy reserves the right to review the enrolment status of the student.

P1.6 *Regulations for the conduct of examinations for the BMus (London) degree*

P1.6.1 Examinations for the BMus award shall be conducted in accordance with the *Examination Regulations* and the regulations specific to the BMus degree outlined in these *Programme Regulations*. The Examination Boards shall be appointed in accordance with the Academy's *Examination Regulations*.

P1.7 *Examination*

See Examination Regulations.

P1.8 *Scheme for awards*

P1.8.1 Examinations and other forms of assessment will be marked numerically out of 100, and examiners should use the full range of marks, according to the following scheme, which is used for the classification of degrees:

First Class Honours	70 - 100
Second Class Honours (Upper Division)	60 - 69
Second Class Honours (Lower Division)	50 - 59
Third Class Honours	40 - 49
Fail	0 - 39

P1.8.2 Moderated marks of 69, 59, 49, 39 will be taken to indicate the agreement of the examiners that a script or other form of assessment is not deserving of the class above. In cases of disagreement which cannot be reconciled, Internal Examiners will refer to the External Examiners. Detailed marking guidance is given to examiners in relation to awarding marks within the First-Class Honours division, and in relation to marks in the Fail division.

P1.8.3 If the final degree mark is borderline and .5 or over, it will be automatically rounded up.

P1.8.4 The BMus Examination Board may award an Unclassified Degree (Pass Degree) where a candidate's aggregate mark is 40 or more and the candidate has accumulated between 465 and 479 credits.

P1.8.5 Students who study for part of their programme at another institution may be granted credit under credit transfer regulations. The classification of their Honours will be based entirely on the marks obtained in the assessment of Academy modules.

P1.8.6 A student who fails the final recital component or (for composers) the portfolio component of Principal Study 4 will be ineligible for either an honours or an ordinary degree.

P1.8.7 Professorial Reports do not form part of the assessment for Principal Study and are for feedback and information purposes only.

P1.9 *Progression Requirements*

P1.9.1 In order to progress from Level 4 to Level 5 a student must normally have passed 120 credits at Level 4.

P1.9.2 In order to progress from Level 5 to Level 6 (B3) a student must normally have passed 120 credits at level 5.

P1.9.3 In order to progress from Level 6 (B3) to Level 6 (B4) a student must normally have passed 120 credits at level 6 (B3).

P1.10 *Exit Awards within the BMus Programme*

There are two interim exit awards which are recognised within the BMus Programme. The Examination Board will have the power to recommend an interim exit award to a student

withdrawing from the programme under the following circumstances, in line with the Framework for Higher Education Qualifications (FHEQ):

P1.10.1 A student withdrawing from the programme having successfully completed 120 credits at Level 4 will be eligible for the award of a Certificate of Higher Education (CertHE).

P1.10.2 A student withdrawing from the programme having successfully completed 120 credits at Level 4 and 120 credits at Level 5 or higher will be eligible for the award of a Diploma of Higher Education (DipHE).

P1.11 *Re-assessment/failure*

P1.11.1A student who fails to meet the requirements for the award of BMus at the first attempt may be permitted, at the discretion of the Examination Board, to attempt the examination again normally on **not more than one occasion**. Any such reassessment will be in accordance with the policy determined by the Examination Board in line with the *Examination Regulations*.

P1.11.2 Capping will be applied to modules without mandatory pass components at the module level, not the component level. The overall mark will be capped at 40% after all individual component marks have been entered.

P1.11.3 A BMus candidate for re-assessment shall be re-assessed in the failed elements of the examination, by the same methods as at the first attempt. Exceptionally, this condition may be varied at the discretion of the Examination Board.

P1.11.4 The timing of any re-assessment shall normally be decided by the Examination Board.

P1.11.5 A BMus candidate who is referred shall be credited with the mark(s) obtained in the reassessment.

P1.11.6 A BMus candidate for reassessment is not entitled to be reassessed in elements of the BMus degree programme which are no longer current. The Examination Board may, at its discretion, make such special arrangements as it deems appropriate in cases where it is impracticable for a candidate to be reassessed in the same elements and/or by the same methods as at the first attempt, whether this is because the elements are no longer current or for other cause found acceptable to the Examination Board.

P1.11.7 In cases where a candidate has failed to satisfy the examiners in the examination for a module or modules and is required to retake the relevant year, the Chair of the BMus Examination Board will advise Academic Board.

P1.11.8 Where a BMus student has to retake a year following a prolonged absence of more than one term from study, they may be required to be re-assessed and/or re-auditioned before re-entry to the programme, see Regulation A6.3.

P1.11.9 Except in the case of re-sit examinations, the following number of examiners will normally conduct recital examinations:

Year 1	ONE examiner;
Year 2	TWO examiners;
Year 3	TWO examiners;
Year 4	TWO internal examiners plus one Specialist External Assessor, as outlined in the <i>Examination Regulations</i> .

P2 BACHELOR OF MUSIC: BMus (Jazz) (Lond.:RAM)

The Bachelor of Music: Jazz is a first (undergraduate) degree of the University of London and its programme regulations are consonant with (and should be read in conjunction with) the Academy's regulations, and those of the University of London. It aligns with the *Framework for Higher Education Qualifications* at Level 6. The regulations for admission, examination etc., herein apply specifically to the University of London BMus: Jazz degree (based on credits) and are additional to the other relevant *Regulations*.

Programme of Study

- P2.1 The BMus: Jazz degree is intended for award on the satisfactory completion, including formal assessment, of a prescribed programme of study normally of four years in duration. The period of study shall be continuous, unless an interruption is sanctioned by the Academy's Academic Board or its designated body. The maximum permitted length of the period of study is normally seven academic years, inclusive of any interruptions of study that have been taken.
- P2.2 The programme of study offered under these *Programme Regulations* may provide flexibility for students in the combination of modules taken within an approved programme of study. Such arrangements shall be subject to the approval of the Academy authorities and shall be consistent with the requirements of the approved programme concerned. However, the curriculum elements of the BMus degree will comprise:
- (a) Principal Study: solo performance
 - (b) Principal Study: small ensembles and jazz orchestra
 - (c) Artist Development
 - (d) Repertoire and Improvisation
 - (d) Aural and Transcription Skills
 - (e) Composition and Arranging
 - (f) Jazz Supporting Studies
 - (g) Jazz History from African American origins to today's multicultural world jazz
 - (h) Creative Technology
 - (i) Rhythmic Studies of the African Diaspora
 - (j) Contemporary Rhythmic Studies
 - (k) Electives
- P2.3 *Entrance requirements*
- The normal minimum entrance qualification for registration for the BMus: Jazz degree is:
- (a) A high level of attainment in performance as determined at audition;
 - (b) The minimum entry requirements of the University of London;

- (c) English language and other tests may be prescribed by the Academy. Applicants should normally have achieved a standard of English equivalent to IELTS 5.5.

Students who do not satisfy the general entrance requirements relating to English Language proficiency may still, at the discretion of the Deputy Principal, be considered for entry to Year 1 of the programme. This will be on the understanding that under no circumstances will progression be permitted into Year 2 without the student attaining the minimum English Language entry requirement. The conditions are outlined at *Programme Regulation P2.4*.

P2.4 *English Language proficiency*

P2.4.1 International Students who fail to respond to an Academy request to submit an IELTS score by the due date, after accepting their study place should be sent a written warning and told that unless an IELTS score is provided, the Academy offer will be withdrawn. An IELTS score of 6.0 or higher guarantees entry to the Academy if all other entry requirements have been satisfied. International Students obtaining an IELTS mark of 5.5 will be admitted to the BMus programme under the following conditions: (i) they must attend the pre-session course; (ii) they must attend regular EfM (English for Musicians) lessons throughout the year; International Students who have already obtained an IELTS mark of 5.0 or lower (or who have obtained a result from another English Language system not recognised by the Academy) will not normally be allowed to enrol on the BMus programme. They will be written to and told to apply in a subsequent year when they have achieved the required language result. Paid deposits will be refunded.

P2.4.2 All students must make satisfactory progress during the first academic year of study and must, at the end of that academic year, demonstrate that they are in a position to fulfil the general admission, entrance and enrolment requirements of the Academy and demonstrate to the BMus Progression Examination Board that they are in sufficient academic standing to progress in the programme of study. Any student who cannot demonstrate this will not be allowed to progress and the student's registration will be terminated.

P2.5 *Recorded auditions*

P2.5.1 Students auditioned by recorded submission may be required to undertake a confirmatory live audition on arrival at the Academy. If it is subsequently discovered that the recording had given a false impression of the actual performance standard (for example, through editing) the Academy reserves the right to review the enrolment status of the student.

P2.6 *Regulations for the conduct of examinations for the BMus (London) degree*

P2.6.1 Examinations for the BMus: Jazz award shall be conducted in accordance with the *Examination Regulations* and the regulations specific to the BMus degree outlined in these *Programme Regulations*. The Examination Boards shall be appointed in accordance with the Academy's *Examination Regulations*.

P2.7 *Examination*

See Examination Regulations

P2.8 *Scheme for awards*

P2.8.1 Examinations and other forms of assessment will be marked numerically out of 100, and examiners should use the full range of marks, according to the following scheme, which is used for the classification of degrees:

First Class Honours	70 - 100
Second Class Honours (Upper Division)	60 - 69
Second Class Honours (Lower Division)	50 - 59
Third Class Honours	40 - 49
Fail	0 - 39

P2.8.2 Moderated marks of 69, 59, 49, 39 will be taken to indicate the agreement of the examiners that a script or other form of assessment is not deserving of the class above. In cases of disagreement, Internal Examiners will refer to the External Examiners. Detailed marking guidance is given to examiners in relation to awarding marks within the First-Class Honours division, and in relation to marks in the Fail division.

P2.8.3 If the final degree mark is borderline and .5 or over, it will be automatically rounded up.

P2.8.4 The BMus Examination Board may award an Unclassified Degree (Pass Degree) where a candidate's aggregate mark is 40 or more and the candidate has accumulated between 465 and 479 credits.

P2.8.5 Students who study for part of their programme at another institution may be granted credit under credit transfer regulations. The classification of their Honours will be based entirely on the marks obtained in the assessment of Academy modules.

P2.8.6 A student who fails the final recital component or (for composers) the portfolio component of Principal Study 4 will be ineligible for either an honours or an ordinary degree.

P2.8.7 Professorial Reports do not form part of the assessment for Principal Study and are for feedback and information purposes only.

P2.9 *Progression Requirements*

P2.9.1 In order to progress from Level 4 to Level 5 a student must normally have passed 120 credits at Level 4.

P2.9.2 In order to progress from Level 5 to Level 6 (B3) a student must normally have passed 120 credits at level 5.

P2.9.3 To progress from Level 6 (B3) to Level 6 (B4) a student must normally have passed 120 credits at level 6 (B3).

P2.10 *Exit Awards within the BMus Programme*

There are two interim exit awards which are recognised within the BMus: Jazz Programme. The Examination Board will have the power to recommend an interim exit award to a student withdrawing from the programme under the following circumstances, in line with the National Qualifications Framework:

P2.10.1 A student withdrawing from the programme having successfully completed 120 credits at Level 4 will be eligible for the award of a Certificate of higher Education (CertHE).

P2.10.2 A student withdrawing from the programme having successfully completed 120 credits at Level 4 and 120 credits at Level 5 will be eligible for the award of a Diploma of higher Education (DipHE).

P2.11 *Re-assessment/failure*

P2.11.1 A student who fails to meet the requirements for the award of BMus: Jazz at the first attempt may be permitted, at the discretion of the Examination Board, to attempt the examination again normally on **not more than one occasion**. Any such reassessment will be in accordance with the policy determined by the Examination Board in line with the *Examination Regulations*.

P2.11.2 Capping will be applied to modules without mandatory pass components at the module level, not the component level. The overall mark will be capped at 40% after all individual component marks have been entered.

P2.11.3 A BMus: Jazz candidate for re-assessment shall be re-assessed in the failed elements of the examination, by the same methods as at the first attempt. Exceptionally, this condition may be varied at the discretion of the Examination Board.

P2.11.4 The timing of any re-assessment shall be decided by the Examination Board.

P2.11.5 A BMus: Jazz candidate who is referred shall be credited with the mark(s) obtained in the reassessment.

P2.11.6 A BMus: Jazz candidate for reassessment is not entitled to be reassessed in elements of the BMus: Jazz degree programme which are no longer current. The Examination Board may, at its discretion, make such special arrangements as it deems appropriate in cases where it is impracticable for a candidate to be reassessed in the same elements and / or by the same methods as at the first attempt, whether this is because the elements are no longer current or for other cause found acceptable to the Examination Board.

P2.11.7 In cases where a candidate has failed to satisfy the examiners in the examination for a module or modules and is required to retake the relevant year, the Chair of the BMus Examination Board will advise Academic Board.

P2.11.8 Where a BMus: Jazz student has to retake a year following a prolonged absence of more than one term from study, they may be required to be re-assessed and / or re-auditioned before re-entry to the programme.

P2.11.9 Except in the case of re-sit examinations, the following number of examiners will normally conduct recital examinations:

Year 1	ONE examiner;
Year 2	TWO examiners;
Year 3	TWO examiners;
Year 4	TWO Internal Examiners plus one Specialist External Assessor, as outlined in the <i>Examination Regulations</i> .

P3 MASTER OF MUSIC (MMUS) AND MASTER OF ARTS (MA)

The Master of Music (MMus) and Master of Arts (MA) are taught postgraduate degrees of the University of London and their programme regulations are consonant (and should be read in conjunction) with the Academy's Regulations, and those of the University of London. They align with the Framework for Higher Education Qualifications at level 7. The regulations for admission, examination etc. herein apply specifically to the MMus and MA degrees and are additional to the Academy's General Regulations and Academic Regulations. MMus students may study in either the field of Performance or Composition.

P3.1 *Programme of study and method of assessment*

P3.1.1 The programme of study and examinations associated with it shall be so organised as to constitute a period of full-time study, the length of which shall not be less than one calendar year for the MMus and one academic year for the MA in Performance, the examinations being completed by the end of that period. The maximum permitted duration of study is normally five academic years for all postgraduate programmes, inclusive of any interruptions of study that have been taken.

P3.1.2 The MMus and MA are normally available to students who have already completed a first degree and must, in any event, have reached a level of achievement equal to that of an award holder of the BMus degree of the Royal Academy of Music, or show exceptional ability in their chosen area of study.

P3.1.3 A candidate may be allowed, at the discretion of the Head of Programme and the relevant Programme Board, to spend time under appropriate supervision at another organisation or institution. This is only permitted for students on the two-year programme.

P3.2 *Entrance requirements*

P3.2.1 The normal minimum entrance qualification for registration for a taught master's degree is:

- (a) a high level of attainment as determined at audition by relevant staff of the Academy;
- (b) a second class honours degree of a UK university, or an international qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; or
- (c) a professional or other qualification obtained by a formal examination and approved by both the Academy and the University of London.
- (d) English language and other tests may be prescribed by the Academy. Non-native English speakers should normally have achieved a standard of English equivalent to IELTS 7.0 (MMus) or IELTS 5.5 (MA).

P3.2.2 An applicant possessing alternative qualifications which do not conform with those normally prescribed in *Programme Regulation* P2.2 above may be considered for

registration if the candidate, by evidence of their background and experience or general education, scholarship or training, satisfies the Academy as to their fitness to follow and complete the programme of study and satisfies the Academy in any qualifying examination or other condition, including a qualifying period of study, required by the Academy. This is determined using the APEL (Accreditation of Prior Experiential Learning) process,

P3.3 *Regulations for the conduct of examinations for the MMus and MA (London) degrees*

P3.3.1 Examinations for the above-named awards shall be conducted in accordance with the *Programme Regulations* and the *Examination Regulations*. The Examination Boards shall be appointed in accordance with the *Examination Regulations*.

P3.4 *Examination*

P3.4.1 Conditions for admission to examinations are prescribed in the *Examination Regulations*. The dates and arrangements for all examinations will be published by the Registry. Any such reassessment will be in accordance with the policy determined by the Examination Board in line with the *Examination Regulations*. In cases where a performance recital examination is failed, and a re-sit examination is offered, there will be a minimum of two examiners present.

P3.4.2 To be eligible for the award of a degree a candidate must satisfy the examiners in the examinations prescribed for the programme within a period of 24 months from the satisfactory completion of the prescribed period of study. The period of 24 months may be extended on the recommendation of the Examination Board.

P3.4.3 Deferment of any element of assessment, including submission of an essay/portfolio/research project, may be granted for reasons judged adequate in the particular case by the Extension and Deferral Process. Deferment is usually granted only for certified illness, family bereavement, or in exceptional cases, where the nature of professional engagements makes the original date untenable. In the latter case, full details of these engagements must be submitted when any application for deferment is made. If all elements of the module have been completed satisfactorily, there is no reassessment except by appeal.

P3.4.4 If a candidate who has been examined in all elements of the assessment (or of part of the assessment) fails to satisfy the examiners, and if the candidate is permitted to be reassessed, the examiners may determine that they may be exempt from any of the elements of that assessment.

P3.4.5 A candidate who is prevented owing to illness or the death of a near relative or other cause judged sufficient by the relevant Examination Board from completing at the normal time the examination or part of the examination may:

P3.4.5.1 be examined in those elements in which they were not able to be examined on the next occasion when the examination is held in order to complete the examination; or

P3.4.5.2 at the discretion of the examiners, be set a special examination in those elements of the examination missed as soon as possible and/or be permitted to submit any work prescribed (e.g. essay) at a date specified by the Examination Board concerned. The special assessment shall normally be in the same format as specified in the programme regulations for the element(s) missed, but the Examination Board may exercise its discretion in selecting the format of assessment, provided that the candidate is assessed on equal terms with other candidates.

P3.4.6 Where a candidate has failed to complete the examination for the reasons specified in *Programme Regulation P2.4.5* above, they should make an application using the Extension and Deferral Process, see *Extension and Deferral Process Regulations*.

P3.5 *Scheme for awards*

P3.5.1 Examinations and other forms of assessment will be marked numerically out of 100, and examiners should use the full range of marks, according to the following scheme, which is used for classification purposes:

- 70-100 Distinction
- 60-69 Merit
- 50-59 High Pass
- 40-49 Low Pass
- 0-39 Fail

P3.5.2 Confirmed marks of 69, 59 and 49 will be taken to indicate the agreement of the examiners that a script or other form of assessment is not deserving of the class above. Detailed marking guidance is given to examiners in relation to awarding marks within the Distinction division, and in relation to marks in the Fail division.

P3.5.3 If the final award mark is .5 or over, it will be automatically rounded up.

P3.5.4 MA and MMus students may be considered for the additional award of DipRAM for outstanding performance in a Final Recital/ Final Composition Portfolio. Any student who receives a final award classification of Pass, Merit or Distinction, and thereby is awarded an MA or an MMus degree, may have their Final Recital/ Final Composition Portfolio considered for the award of DipRAM. The recommendation for the DipRAM award will be made by the Examination Board. The minimum requirement for eligibility for the DipRAM is a pass category in all elements of the programme and in addition, a mark of 80 or above for the Final Recital/ Final Composition Portfolio. The award of a DipRAM should be likened to an academic prize; it is not an expected outcome of satisfying the examiners on a programme to which a student enrolls, it is the Academy's recognition of an outstanding Final Recital/ Final Composition Portfolio.

P3.5.5 Marks agreed at the meeting of the Examination Board convened to determine the final results of a set of examinations cannot subsequently be altered except under the provisions of the appeals procedure.

P3.6 *Minimum pass requirements*

P3.6.1 The Final Recital component or (for composers) the Final Composition Portfolio component of Principal Study carries a mandatory pass in order for students to be eligible for the award of MA or MMus.

P3.6.2 The Portfolio element of the programme (formally called the Professional Portfolio) carries a mandatory pass in order for students to be eligible for the award of MA or MMus.

P3.6.3 Professorial Reports do not form part of the assessment for Principal Study and are for feedback and information purposes only.

P3.7 *Progression requirements*

P3.7.1 All candidates studying on the programme for more than one calendar year must pass all components of the first year in order to proceed to the second year. The Examination Board has the discretionary power to condone marginal failure, with the proviso that such failure needs to be balanced by corresponding success in the second year if the student is to pass the programme as a whole. Except in exceptional circumstances, students cannot progress having failed the end-of-year audition.

P3.8 *Re-assessment/failure requirements*

P3.8.1 A candidate who fails an examination or element of assessment at the first attempt may, at the discretion of the Examination Board, be reassessed on one occasion. Such reassessment will normally be at the next examination period. The Examination Board will determine which part of the assessment (whether one element or the whole assessment from the failed component) the student will be required to resubmit, and whether they are to re-attend that part of the programme or not. If the Board considers a student to have successfully passed the re-sit assessment, the student can be deemed to have passed the component concerned. As a referred assessment, the mark for the relevant component will be capped.

P3.9 *Publication of examination results*

P3.9.1 After the Examination Board has held a meeting to determine the results of the examinations, the Registry will issue the official pass list for the programme by classification.

P3.10 *Number of Examiners*

P3.10.1 Except in the case of re-sit examinations, the following number of examiners will normally conduct recital examinations:

Year 1 (non-finalist): ONE examiner

Final Year: TWO Internal Examiners plus one Specialist External Assessor, as outlined in the *Examination Regulations*.

P4 ADVANCED DIPLOMA IN OPERA

The Advanced Diploma in Opera (AdvDip) is a taught postgraduate diploma of the Academy and its programme regulations are consonant with the Academy's Regulations. It aligns with the Framework for Higher Education Qualifications at level 8. The regulations for admission, examination etc. herein apply specifically to the AdvDip programme and are additional to the Academy's General Regulations and Academic Regulations.

P4.1 *Programme of study and method of assessment*

P4.1.1 The programme of study is full time and should not normally be less than two academic years (21 months), the assessments being completed by the end of that period. The maximum permitted duration of study is normally five academic years for all postgraduate programmes, inclusive of any interruptions of study that have been taken.

P4.1.2 The AdvDip is normally available to students who have already completed at least a Masters qualification or equivalent (in a relevant subject), although consideration will be given to those without the normal prerequisite qualifications. Applicants must, in any event, demonstrate at audition and interview that they will be able to achieve and sustain the standards required of the programme.

P4.1.3 A candidate may be allowed, at the discretion of the Head of Opera, to spend time under appropriate supervision at another organisation or institution (including opera companies and festivals), subject to the student being able to undertake sufficient assessed work on the programme to fulfil the intended learning outcomes. Final confirmation that sufficient work has been assessed to award the diploma lies with the Exam Board.

P4.2 *Entrance requirements*

P4.2.1 The normal minimum entrance qualification for registration for an Advanced Diploma in Opera is:

- (a) a high level of attainment in performance as determined at audition by relevant staff of the Academy;
- (b) a master's degree of a UK university, or an international qualification of an equivalent standard obtained after a programme of study extending over not less than one year in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; or
- (c) a professional or other qualification obtained by a formal examination and approved by the Academy.
- (d) English language and other tests may be prescribed by the Academy. Non-native English speakers should normally have achieved a standard of English equivalent to IELTS 6.0.

P4.2.2 An applicant possessing alternative qualifications which do not conform with those normally prescribed in *Programme Regulation* P4.2 above may be considered for registration. In such cases, fitness to follow and complete the programme of study will be determined using the APEL (Accreditation of Prior Experiential Learning) process.

P4.3 *Regulations for the conduct of assessments for the Advanced Diploma in Opera*

P4.3.1 The process of assessment of the above-named award shall be conducted in accordance with the *Programme Regulations* and the *Examination Regulations*. The Examination Boards shall be appointed in accordance with the *Examination Regulations*.

P4.4 *Examination*

P4.4.1 To be eligible for the award of an Advanced Diploma a candidate must normally satisfy the examiners in the assessments prescribed for the programme within the usual period of study.

P4.4.2 Deferment of any element of the assessment process is not normally possible due to the intensive nature of the programme and the reliance for assessment purposes on feedback from productions and scenes which cannot be repeated. However, where there are extenuating circumstances recognised in accordance with the Extension and Deferral Procedures the outcome of the assessment process may be based on other work the student has completed for the programme, provided that it can be demonstrated that they have met all of the required intended learning outcomes.

P4.4.3 Where a candidate is prevented from completing the assessment process as outlined in 4.4.2, they may be set a special assessment at a date specified by the Examination Board. The Examination Board may exercise its discretion in selecting the format of assessment (with reference to the ILOs), provided that the candidate is assessed on equal terms with other candidates.

P4.4.4 If a candidate who has completed all elements of the assessment (or part of the assessment) fails to satisfy the examiners, and if the candidate is permitted to be reassessed, the examiners may determine that they may be exempt from any of the elements of that assessment.

P4.5 *Scheme for awards*

P4.5.1 Summative assessment will take the form of continuous assessment of rehearsal process and performances in staged operas and operatic scenes, for which written feedback will be provided. A viva voce will take place toward the end of the programme. A pass at this level will be measured against the programme ILOs and a final holistic report referencing the written feedback and the viva will acknowledge whether the ILOs have been met. The result will be pass/fail only and marks will not be given for individual scenes/productions in line with expectations at level 8 of the FHEQ.

P4.6 *Progression requirements*

P4.6.1 Progression from the first year to the second year of the programme will be conditional on a satisfactory end-of-year report.

P4.7 *Publication of examination results*

P4.7.1 After the Examination Board has held a meeting to determine the results of the programme assessment, the Registry will produce the official pass list for the programme.

P4.8 *Number of Examiners*

P4.8.1 Productions and Scenes: These will be assessed by the visiting director or musical director who will provide a feedback report.

P4.8.2 Final Appraisal: this is conducted by the Head of Opera and the Senior Postgraduate Tutor responsible for Opera (or their nominated representatives) and includes a viva and a holistic report.

P5 ADVANCED ARTIST DIPLOMA IN PERFORMANCE

The Advanced Artist Diploma in Performance (AdvArtDip) is a taught postgraduate diploma of the Academy and its programme regulations are consonant with the Academy's Regulations. It aligns with the Framework for Higher Education Qualifications at level 8. The regulations for admission, examination etc. herein apply specifically to the AdvDip programme and are additional to the Academy's General Regulations and Academic Regulations.

P5.1 *Programme of study and method of assessment*

P5.1.1 The programme of study is full time and should not normally be less than one calendar year the examinations being completed by the end of that period. The maximum permitted duration of study is normally five academic years for all postgraduate programmes, inclusive of any interruptions of study that have been taken.

P5.1.2 The AdvDip is normally available to students who have already achieved a Distinction at master's level or equivalent (in a relevant subject), although consideration will be given to those without the normal prerequisite qualifications. Applicants must, in any event, demonstrate at audition and interview that they will be able to achieve and sustain the standards required of the programme.

P5.2 *Entrance requirements*

P5.2.1 The normal minimum entry requirements for registration for the Advanced Artist Diploma are:

- (a) an outstanding level of attainment in performance as determined at audition by relevant staff of the Academy;
- (b) a distinction at master's level from a UK university, or an international qualification of an equivalent standard obtained after a programme of study extending over not less than one year in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; *or*
- (c) a professional or other qualification obtained by a formal examination and approved by the Academy.
- (d) English language and other tests may be prescribed by the Academy. Non-native English speakers should normally have achieved a standard of English equivalent to IELTS 5.5.

P5.2.2 An applicant possessing alternative qualifications which do not conform with those normally prescribed in *Programme Regulation* P5.2 above may be considered for registration. In such cases, fitness to follow and complete the programme of study will be determined using the APEL (Accreditation of Prior Experiential Learning) process.

P5.3 *Regulations for the conduct of examinations for the Advanced Artist Diploma in Performance*

P5.3.1 Examinations for the above-named award shall be conducted in accordance with the *Programme Regulations* and the *Examination Regulations*. The Examination Boards shall be appointed in accordance with the *Examination Regulations*.

P5.4 *Examination*

P5.4.1 Conditions for admission to examinations are prescribed in the *Examination Regulations*. The dates and arrangements for all examinations will be published by the Registry. Any reassessment will be in accordance with the policy determined by the Examination Board in line with the *Examination Regulations*.

P5.4.2 If a candidate who has been examined in all elements of the assessment (or of part of the assessment) fails to satisfy the examiners, and if the candidate is permitted to be reassessed, the examiners may determine that they may be exempt from any of the elements of that assessment.

P5.4.3 A candidate who is prevented from completing at the normal time the examination or part of the examination for reasons in accordance with the *Extension and Deferral Procedures* may:

P5.4.3.1 be examined in those elements in which they were not able to be examined on the next occasion when the examination is held in order to complete the examination; or

P5.4.3.2 at the discretion of the examiners, be set a special examination in those elements of the examination missed as soon as possible and/or be permitted to submit any work prescribed at a date specified by the Examination Board concerned. The special assessment shall normally be in the same format as specified in the programme regulations for the element(s) missed, but the Examination Board may exercise its discretion in selecting the format of assessment, provided that the candidate is assessed on equal terms with other candidates.

P5.5 *Scheme for awards*

P5.5.1 The programme will normally be assessed through a Final Concert Event or Recording Portfolio, a portfolio of evidence and a concluding viva voce examination. A pass at this level will be measured against the programme ILOs and a final holistic report will acknowledge whether the IOLs have been met. The result will be pass/fail only as the curriculum structure is not credited and marks will not be given for individual components in line with expectations at level 8 of the FHEQ.

P5.6 *Publication of examination results*

P5.6.1 After the Examination Board has held a meeting to determine the results of the examinations, the Registry will issue the official pass list for the programme.

P6 PROFESSIONAL DIPLOMA

The Professional Diploma (Prof.Dip) is a taught postgraduate diploma of the Academy and its programme regulations are consonant with the Academy's Regulations. It aligns with the *Framework for Higher Education Qualifications* at Level 7 (post masters). The regulations for admission, examination etc. herein apply specifically to the Prof.Dip programme and are additional to the Academy's General Regulations and *Academic Regulations*.

P6.1 *Programme of study and method of assessment*

P6.1.1 The programme of study and examinations associated with it shall be so organised as to constitute a period of full-time study, the length of which shall not be less than one academic year (9 months), the examinations being completed by the end of that period. The maximum permitted duration of study is normally five academic years for all postgraduate programmes, inclusive of any interruptions of study that have been taken.

P6.1.2 The Prof.Dip is normally available to students who have already completed at least a master's qualification or equivalent (in a relevant subject), although consideration will be given to those without the normal prerequisite qualifications. Applicants must, in any event, demonstrate at audition and interview that they will be able to achieve and sustain the standards required of the programme.

P6.2 *Entrance requirements*

P6.2.1 The normal minimum entry requirements for registration for the Prof.Dip are:

- (a) a high level of attainment in performance as determined at audition by relevant staff of the Academy;
- (b) a master's degree of a UK university, or an international qualification of an equivalent standard obtained after a programme of study extending over not less than one year in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; or
- (c) a professional or other qualification obtained by a formal examination and approved by the Academy.
- (d) English language and other tests may be prescribed by the Academy. Applicants for whom English is not their first language should normally have achieved a standard of English equivalent to IELTS 5.5.

P6.2.2 An applicant possessing alternative qualifications which do not conform with those normally prescribed in *Programme Regulation P6.2* above may be considered for registration if the candidate, by evidence of their background and experience or general education, scholarship or training, satisfies the Academy as to their fitness to follow and complete the programme of study and satisfies the Academy in any qualifying examination or other condition, including a qualifying period of study, required by the Academy. This is determined using the APEL (Accreditation of Prior Experiential Learning) process,

P6.3 *Regulations for the conduct of examinations for the Professional Diploma*

P6.3.1 Examinations for the above-named award shall be conducted in accordance with the *Programme Regulations* and the *Examination Regulations*. The Examination Boards shall be appointed in accordance with the *Examination Regulations*.

P6.4 *Examination*

P6.4.1 Conditions for admission to examinations are prescribed in the *Examination Regulations*. The dates and arrangements for all examinations will be published by the Registry. Any such reassessment will be in accordance with the policy determined by the Examination Board in line with the *Examination Regulations*.

P6.4.2 If a candidate who has been examined in all elements of the assessment (or of part of the assessment) fails to satisfy the examiners, and if the candidate is permitted to be reassessed, the examiners may determine that they may be exempt from any of the elements of that assessment.

P6.4.3 A candidate who is prevented from completing at the normal time the examination or part of the examination for reasons in accordance with the *Extension and Deferral Process Regulations* may:

P6.4.3.1 be examined in those elements in which they were not able to be examined on the next occasion when the examination is held in order to complete the examination; or

P6.4.3.2 at the discretion of the examiners, be set a special examination in those elements of the examination missed as soon as possible and/or be permitted to submit any work prescribed at a date specified by the Examination Board concerned. The special assessment shall normally be in the same format as specified in the programme regulations for the element(s) missed, but the Examination Board may exercise its discretion in selecting the format of assessment, provided that the candidate is assessed on equal terms with other candidates.

P6.4.4 Where a candidate has failed to complete the examination for the reasons specified in *Programme Regulation P6.4.3* above, they should make an application using the Extension and Deferral Process, see *Extension and Deferral Process Regulations*.

P6.5 *Scheme for awards*

P6.5.1 The programme will be assessed through Professional Skills (60 credits) and a Final Recital or equivalent (60 credits). A pass at this level will be measured against the programme ILOs. Feedback marks will be given for both components, and a Final Recital (or equivalent) report will be provided. The overall result will be pass/fail only.

p.6.5.2 Professional diploma students may be considered for the additional award of DipRAM for outstanding performance in a Final Recital or equivalent. A student who receives a Pass mark, and thereby awarded a Professional Diploma, may have their

Final Recital or equivalent considered for the award of DipRAM. The recommendation for the DipRAM award will be made by the Examination Board. The minimum requirement for eligibility for the DipRAM is a pass category in all elements of the programme and in addition, a mark of 80 or above for the Final Recital or equivalent is normally required. The award of a DipRAM should be likened to an academic prize; it is not an expected outcome of satisfying the examiners on a programme to which a student enrolls, it is the Academy's recognition of an outstanding Final Recital or equivalent. Students who have already received a DipRAM are not eligible to receive a second DipRAM.

P6.6 *Publication of examination results*

P6.6.1 After the Examination Board has held a meeting to determine the results of the examinations, the Registry will issue the official pass list for the programme.

P7 ADVANCED PROFESSIONAL DIPLOMA

The Advanced Professional Diploma (AdvProfDip) is a taught postgraduate diploma of the Academy and its programme regulations are consonant with the Academy's Regulations. It aligns with the Framework for Higher Education Qualifications at level 8. The regulations for admission, examination etc. herein apply specifically to the AdvProfDip programme and are additional to the Academy's General Regulations and Academic Regulations.

P7.1 *Programme of study and method of assessment*

P7.1.1 The programme of study is full time and should not normally be less than two academic years (21 months), the examinations being completed by the end of that period. For students who have completed the Academy's ProfDip and join the AdvProfDip in year two the duration of the programme should not normally be less than one academic year (9 months), the examinations being completed by the end of that period. The maximum permitted duration of study is normally five academic years for individual postgraduate programmes, inclusive of any interruptions of study that have been taken.

P7.1.2 The AdvProfDip is normally available to students who have already achieved a Distinction at master's level or equivalent (in a relevant subject), although consideration will be given to those without the normal prerequisite qualifications. It is available as a single-year programme to students who have completed the Academy's ProfDip, for whom the same expectation of distinction-level achievement applies. Applicants must, in any event, demonstrate at audition and interview that they will be able to achieve and sustain the standards required of the programme.

P7.2 *Entrance requirements*

P7.2.1 The normal minimum entry requirements for registration for the Advanced Professional Diploma are:

- (a) an outstanding level of attainment in performance as determined at audition by relevant staff of the Academy;
- (b) a distinction at master's level from a UK university, or an international qualification of an equivalent standard obtained after a programme of study extending over not less than one year in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; *or*
- (c) a professional or other qualification obtained by a formal examination and approved by the Academy.
- (d) demonstration of sufficient clarity concerning professional goals and strategies for professional development in writing and interview.
- (e) English language and other tests may be prescribed by the Academy. Non-native English speakers should normally have achieved a standard of English equivalent to IELTS 6.0.

P7.2.2 An applicant possessing alternative qualifications which do not conform with those normally prescribed in *Programme Regulation* PX.2 above may be considered for registration. In such cases, fitness to follow and complete the programme of study will be determined using the APEL (Accreditation of Prior Experiential Learning) process.

P7.3 *Regulations for the conduct of examinations for the Advanced Diploma in Performance*

P7.3.1 Examinations for the above-named award shall be conducted in accordance with the *Programme Regulations* and the *Examination Regulations*. The Examination Boards shall be appointed in accordance with the *Examination Regulations*.

P7.4 *Examination*

P7.4.1 Conditions for admission to examinations are prescribed in the *Examination Regulations*. The dates and arrangements for all examinations will be published by the Registry. Any reassessment will be in accordance with the policy determined by the Examination Board in line with the *Examination Regulations*.

P7.4.2 If a candidate who has been examined in all elements of the assessment (or of part of the assessment) fails to satisfy the examiners, and if the candidate is permitted to be reassessed, the examiners may determine that they may be exempt from any of the elements of that assessment.

P7.4.3 A candidate who is prevented from completing at the normal time the examination or part of the examination for reasons in accordance with the *Extension and Deferral Procedures* may:

P7.4.3.1 be examined in those elements in which they were not able to be examined on the next occasion when the examination is held in order to complete the examination; or

P7.4.3.2 at the discretion of the examiners, be set a special examination in those elements of the examination missed as soon as possible and/or be permitted to submit any work prescribed at a date specified by the Examination Board concerned. The special assessment shall normally be in the same format as specified in the programme regulations for the element(s) missed, but the Examination Board may exercise its discretion in selecting the format of assessment, provided that the candidate is assessed on equal terms with other candidates.

P7.5 *Scheme for awards*

P7.5.1 The programme will normally be assessed by a Portfolio of work (audio and/or video) accompanied by responses to questions and a link to a professional website or a cv and biography, with a concluding viva voce examination. A pass at this level will be measured against the programme ILOs and a final holistic report will acknowledge whether the ILOs have been met. The result will be pass/fail only as the curriculum structure is not credited

and marks will not be given for individual components in line with expectations at level 8 of the FHEQ.

P7.5.2 Advanced Professional Diploma students may be considered for the additional award of DipRAM for outstanding performance in the Progression Examination (the equivalent of the ProfDip Final Examination). A student who is awarded an Advanced Professional Diploma may have this first-year examination considered for the award of DipRAM. The recommendation for the DipRAM award will be made by the Examination Board.

The minimum requirement for eligibility for the DipRAM is a pass in all elements of the programme and a mark of 80 or above for the Progression Examination. The award of a DipRAM should be likened to an academic prize; it is not an expected outcome of satisfying the examiners on a programme to which a student enrolls, it is the Academy's recognition of an outstanding Final Recital *or equivalent*. Students who have already received a DipRAM are not eligible to receive a second DipRAM.

P7.6 Publication of examination results

P7.6.1 After the Examination Board has held a meeting to determine the results of the examinations, the Registry will issue the official pass list for the programme.

P7.7 Progression requirements

PX.7.1 Candidates on the two-year programme (ie those who have not completed the Academy's ProfDip prior to registration) must pass the Professional Skills Profile and Progression Examination (the equivalent of the ProfDip Final Assessment) in order to proceed to the second year. The Examination Board has the discretionary power to condone marginal failure, although only in exceptional circumstances can students progress having failed the Progression Examination.

P8 DIPLOMA IN CONTINUING PROFESSIONAL DEVELOPMENT

The Diploma in Continuing Professional Development (CPD) is a taught postgraduate diploma of the Academy and its programme regulations are consonant with the Academy's Regulations. It aligns with the Framework for Higher Education Qualifications at level 7 (post masters). The regulations for admission, examination etc. herein apply specifically to the CPD Diploma programme and are additional to the Academy's General Regulations and Academic Regulations.

P8.1 *Programme of study and method of assessment*

P8.1.1 The programme of study and examinations associated with it shall be so organised as to constitute a period of one academic year with full-time study or two academic years with part-time study, the examinations being completed by the end of that period. The maximum permitted duration of study is normally five academic years for all postgraduate programmes, inclusive of any interruptions of study that have been taken.

P8.1.2 The CPD Diploma is normally available to students who have already completed at least a master's qualification or equivalent (in a relevant subject), although consideration will be given to those without the normal prerequisite qualifications. Applicants must, in any event, demonstrate at audition and interview that they will be able to achieve and sustain the standards required of the programme.

P8.2 *Entrance requirements*

P8.2.1 The normal minimum entry requirements for registration for the CPD Diploma are:

- (a) a high level of attainment in performance as determined at audition by relevant staff of the Academy;
- (b) a master's degree of a UK university, or an international qualification of an equivalent standard obtained after a programme of study extending over not less than one year in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; or
- (c) a professional or other qualification obtained by a formal examination and approved by the Academy.
- (d) English language and other tests may be prescribed by the Academy. Applicants for whom English is not their first language should normally have achieved a standard of English equivalent to IELTS 5.5.

P8.2.2 An applicant possessing alternative qualifications which do not conform with those normally prescribed in *Programme Regulation P7.2* above may be considered for registration if the candidate, by evidence of their background and experience or general education, scholarship or training, satisfies the Academy as to their fitness to follow and complete the programme of study and satisfies the Academy in any qualifying examination or other condition, including a qualifying period of study, required by the Academy. This is determined using the APEL (Accreditation of Prior Experiential Learning) process,

P8.3 *Regulations for the conduct of examinations for the Continuing Professional Development Diploma*

P8.3.1 Examinations for the above-named award shall be conducted in accordance with the *Programme Regulations* and the *Examination Regulations*. The Examination Boards shall be appointed in accordance with the *Examination Regulations*.

P8.4 *Examination*

P8.4.1 Conditions for admission to examinations are prescribed in the *Examination Regulations*. The dates and arrangements for all examinations will be published by the Registry. Any such reassessment will be in accordance with the policy determined by the Examination Board in line with the *Examination Regulations*.

P8.4.4 If a candidate who has been examined in all elements of the assessment (or of part of the assessment) fails to satisfy the examiners, and if the candidate is permitted to be reassessed, the examiners may determine that they may be exempt from any of the elements of that assessment.

P8.4.5 A candidate who is prevented from completing at the normal time the examination or part of the examination for reasons in accordance with the *Extension and Deferral Process Procedures* may:

P8.4.5.1 be examined in those elements in which they were not able to be examined on the next occasion when the examination is held in order to complete the examination; or

P8.4.5.2 at the discretion of the examiners, be set a special examination in those elements of the examination missed as soon as possible and/or be permitted to submit any work prescribed at a date specified by the Examination Board concerned. The special assessment shall normally be in the same format as specified in the programme regulations for the element(s) missed, but the Examination Board may exercise its discretion in selecting the format of assessment, provided that the candidate is assessed on equal terms with other candidates.

P8.4.6 Where a candidate has failed to complete the examination for the reasons specified in *Programme Regulation P7.4.5* above, they should make an application using the Extension and Deferral Process, see *Extension and Deferral Process Regulations*.

P8.5 *Scheme for awards*

P8.5.1 The programme will be assessed by a portfolio covering the work undertaken during the year. Creative Musical Leadership students will also complete a Participatory Creative Learning Project and their work over the year will be discussed in a Viva Voce Examination. A pass at this level will be measured against the programme ILOs. A final holistic report will be given at the end of the programme. The result will be pass/fail only.

P8.6 *Publication of examination results*

P8.6.1 After the Examination Board has held a meeting to determine the results of the examinations, the Registry will issue the official pass list for the programme.

P9 MASTER OF ARTS (MUSICAL THEATRE) and MASTER OF ARTS (MUSICAL DIRECTION AND COACHING)

The Master of Arts (Musical Theatre) and Master of Arts (Musical Direction and Coaching) are taught postgraduate degrees of the Royal Academy of Music and the Programme Regulations are consonant (and should be read in conjunction with) the Academy's General Regulations and Academic Regulations. The regulations for admission, examination etc. herein are additional to the Academy's General Regulations and Academic Regulations. The Programme aligns with the Framework for Higher Education Qualifications at level 7.

P9.1 *Programme of study and method of assessment*

P9.1.1 The programmes of study and examinations associated with them shall be so organised as to constitute a period of full-time study, the length of which shall be one academic year, the assessed elements being completed by the end of that period.

P9.1.2 The programmes are designed for graduates, mature students and professional performers wishing to further their careers.

P9.2 *Entrance requirements*

P9.2.1 The normal minimum entrance qualification for registration for the programmes is:

- a. A high level of attainment in performance as determined by relevant staff at audition.
- b. Normally, but not necessarily, a first degree or diploma at undergraduate level, or an equivalent standard in performing ability and professional experience.
- c. English language skills equivalent to IELTS 5.5 are an entry requirement.

P9.2.2 An applicant possessing alternative qualifications which do not conform with those normally prescribed in *Programme Regulation* P8.2 above may be considered for registration. In such cases, fitness to follow and complete the programme of study will be determined using the APEL (Accreditation of Prior Experiential Learning) process.

P9.3 *Examinations*

In general terms, examinations for the programmes shall be conducted in accordance with the *Programme Regulations* and the *Examination Regulations*. The assessment process includes formative assessment of class work (which is continuous) and internal project work assessed by Academy staff. Summative assessment involves public performances and their preparation, which are assessed by a panel including a specialist external assessor, as well as a written Portfolio.

P9.4 *Examination and re-assessment*

P9.4.1 The general conditions for admission to examinations are prescribed in the *Examination Regulations*. Any reassessment will be in accordance with the policy determined by the Examination Board in line with the *Examination Regulations*.

P9.4.2 Deferment of any element of the assessment is not normally possible due to the intensive nature of the programmes, and the significance for assessment of the final productions which cannot be repeated. However, where there are extenuating circumstances recognised in accordance with the *Extension and Deferral Procedures*, a student's final mark may be calculated based on the full range of the work they have completed for the programme provided that it can be demonstrated that they have met all of the required intended learning outcomes.

P9.4.3 Where a candidate is prevented from completing the assessment process as outlined in 8.4.2, they may be set a special assessment at a date specified by the Examination Board. The Examination Board may exercise its discretion in selecting the format of assessment (with reference to the ILOs), provided that the candidate is assessed on equal terms with other candidates.

P9.4.4 In exceptional cases, where a student gains professional employment as part of a significant production before the Academy's final shows, they may be assessed in that professional production.

P9.4.5 If a candidate who has completed all elements of the assessment (or of part of the assessment) fails to satisfy the examiners, and if the candidate is permitted to be reassessed, the examiners may determine that they may be exempt from any of the elements of that assessment.

P9.5 *Scheme for awards*

P9.5.1 Examinations and other forms of assessment will be marked numerically out of 100, and the overall result given as a pass/fail. However, examiners should use the full range of marks, according to the following scheme.

70-100 Distinction
60-69 Merit
50-59 High Pass
40-49 Low Pass
0-39 Fail

P9.5.2 Confirmed marks of 69, 59 and 49 will be taken to indicate the agreement of the examiners that performance in an assessment is not deserving of the class above. Detailed marking guidance is given to examiners in relation to awarding marks within the Distinction division, and in relation to marks in the Fail division.

P9.5.3 If the mark is .5 or over, it will be automatically rounded up

P9.5.4 Marks agreed at the meeting of the Examination Board convened to determine the final results of a set of examinations cannot subsequently be altered except under the provisions of the appeals procedure.

P9.5.5 Students may be considered for the additional award of DipRAM for an outstanding mark in the Industry Showcase. The recommendation for the DipRAM award will be made by the Examination Board. The minimum requirement for eligibility for the DipRAM is a pass category in all elements of the programme and in addition, a mark of 80 or above for the Industry Showcase is normally required. The award of a DipRAM should be likened to an academic prize; it is not an expected outcome of satisfying the examiners on a programme to which a student enrolls, it is the Academy's recognition of outstanding work in the Industry Showcase.

P9.6 *Minimum pass requirements*

P9.6.1 Candidates are required to pass each module, though the Examination Board has the discretionary power to condone marginal failure, allowing for some compensation between components. A candidate will not normally be allowed to fail more than one component.

P9.6.2 All students must undertake all company assessments.

P9.6.3 The Portfolio element of the programme carries a mandatory pass in order for students to be eligible for the award of MA.

P9.7 *Publication of examination results*

After the Examination Board has held a meeting to determine the results of the examinations, the Registry will issue the official pass list for the programme.

REGULATIONS FOR THE DEGREES OF MPhil AND PhD

RD1 Admission and Registration

RD1.1 Application for admission to a programme of study for the degree of MPhil or PhD should be made to the Academy in accordance with the prescribed admissions procedures and entrance requirements as set out in the *Research Degrees Code of Practice* and Regulation 1, section E of the University of London.

RD1.2 A candidate for a research degree will be registered initially for the MPhil degree except where the Academy has given permission for initial registration for the PhD degree in accordance with any circumstances identified in the Academy's admission and registration procedures.

RD1.3 The Academy may register for the MPhil or PhD degree, with exemption from part of the programme of study, a person who has commenced elsewhere a relevant programme of study for the MPhil or PhD degree or equivalent degree.

RD2 Transfer of Registration

RD2.1 The Academy may permit a student to transfer from a Postgraduate Taught degree to the MPhil degree, from the MPhil degree to the PhD degree or the PhD degree to the MPhil degree in accordance with the conditions specified by the Academy, provided that no transfer of registration is permitted after entry to the examination for any one of these degrees. Registration for the degree to which transfer has been made may date from initial registration for the degree from which transfer has been made.

RD2.2 On transfer of registration, the registration for the original degree will lapse.

RD3 Attendance and Programme of Study

RD3.1 Every student is required to pursue a regular programme of study as prescribed by the Academy.

RD3.2 The Academy publishes its *Research Degrees Code of Practice* for supervisors and research students and will appoint a supervisor for each student registered for the MPhil or PhD degree in accordance therewith.

RD3.3 The length of the programme shall be determined for each student individually by the Academy, but in no case shall it be less than laid down in the paragraphs below.

RD3.4 The minimum length of programme for the degrees of MPhil and PhD shall be two calendar years of full-time study, although for PhD the normal period is three calendar years. Following the minimum registration period, students may continue for a further year on writing-up status.

RD3.5 The maximum period of registration for any research degree is seven years.

RD3.6 A student accepted under an exemption as specified in the admissions procedures may be exempted from part of a programme of study for the MPhil or PhD degree of another University, provided that the programme of study followed at this University is not less than one calendar year or its equivalent in part-time study.

RD3.7 Before a candidate is admitted to the examination for the degree, the Academy shall acknowledge that they have completed the programme in accordance with the relevant regulations.

RD4 Requirements of a Thesis

RD4.1 *Thesis for the PhD degree*

RD4.1.1 The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study.

RD4.1.2 The thesis shall:

- (a) consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

- (b) and form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power (which includes artistic insight) and/or by progressing the understanding of the discipline.

- (c) and be an integrated whole and present a coherent argument, and/or (for portfolio submissions) embody a coherent artistic statement

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- (d) and give a critical assessment of the relevant literature, describe the method of research and its outcomes, and indicate in what respects those outcomes appear to the candidate to advance the study of the subject and/or the development of the discipline; and, in so doing, demonstrate the ability to place the thesis in a wider context, objectivity and the capacity for judgment in complex situations and autonomous work in that field;

- (e) and be written in English;
- (f) and not exceed 100,000 words;
- (g) and include a full bibliography and references;
- (h) and demonstrate research skills relevant to the thesis being presented;
- (i) and be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as recordings, public performances, journal articles etc).

RD4.1.3 Thesis Format

RD4.1.3.1 A candidate may choose to submit the main outcomes of their research as a written thesis, which may be accompanied by illustrative material in the form of recorded and/or live performance.

RD4.1.3.2 Alternatively, candidates may choose to submit the main outcomes of their research in a practical format. In this case, candidates may submit a portfolio of compositions or performances/recordings accompanied by a written commentary, components which together constitute the 'thesis'.

The portfolio should show:

- (a) For composers: artistic skill, coherence and originality, and should include recordings of as many of the works as possible.
- (b) For performers: artistic skill, insight and technical authority. All performance material should be captured.

The written component should:

- (c) establish the research questions that govern the submission as a whole and also the manner of its presentation.
- (d) provide critical reflection on the creative processes involved in producing the portfolio and, as appropriate, analytical commentary that explores the research questions governing the submission as a whole.
- (e) Place the work in relevant contexts

The candidates should be able independently to interpret associated debates and theoretical positions, but it is not a requirement that this will be made explicit in the commentary. Where it is not, it may be evaluated as part of the viva examination.

RD4.1.3.3 All submissions require an adequate and approved form of retainable documentation.

RD4.2 *Thesis for the MPhil degree*

RD4.2.1 The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study.

RD4.2.2 The thesis shall:

- (a) consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

- (b) and be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;
- (c) and be an integrated whole and present a coherent argument; and/or (for portfolio submissions) embody a coherent artistic statement;

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- (d) and give a critical assessment of the relevant literature, describe the method of research and its outcomes and include a discussion on those outcomes;
- (e) and be written in English;
- (f) and shall not exceed 60,000 words; the Academy may prescribe a lower number in certain subject areas, which shall be detailed in the relevant regulations.
- (g) and include a full bibliography and references;

RD4.2.3 Thesis Format

RD4.2.3.1 A candidate may choose to submit the main outcomes of their research in a written format, which may be accompanied by illustrative material in the form of recorded and/or live performance.

RD4.2.3.2 Alternatively, candidates may choose to submit the main outcomes of their research in a practical format. In this case candidates submit a

portfolio of compositions or performances/recordings accompanied by a written commentary, components which together constitute the 'thesis'.

The portfolio should show:

- (a) For composers: artistic skill, coherence and originality, and should include recordings of as many of the works as possible.
- (b) For performers: artistic skill, insight and technical authority. All performance material should be captured.

The written component should:

- (c) establish the research questions that govern the submission as a whole and also the manner of its presentation.
- (d) provide critical reflection on the creative processes involved in producing the portfolio and, as appropriate, analytical commentary that explores the research questions governing the submission as a whole.
- (e) Place the work in relevant contexts

The candidates should be able independently to interpret associated debates and theoretical positions, but it is not a requirement that this will be made explicit in the commentary. Where it is not, it may be evaluated as part of the viva examination.

RD 4.2.3.3 All submissions require an adequate and approved form of retainable documentation.

RD5 Expectations in respect of an MPhil/PhD thesis

RD5.1 *Assessment Grid*

Composers	Performers
PhD Thesis: Composition Portfolio consisting of a minimum of 1 hour of music and written commentary of 15-25,000 words. MPhil Thesis: Composition Portfolio of a minimum of 45 minutes of music plus written commentary of 10-20,000 words.	PhD Thesis: Written dissertation of 50-70,000 words plus supporting material as required. OR Performance Portfolio of 60-120 minutes plus written commentary of 15-25,000 words. MPhil Thesis: Dissertation of 30-50,000 words plus supporting material as required. OR

	Performance Portfolio of 30-60 minutes plus written commentary of 10-20,000 words.
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The balance of practical material and written text may lie anywhere between the outer limits indicated in the guidelines above. The format of the final submission will be determined by the student in consultation with the supervisor(s). If either the commentary word count or the Portfolio length is more than 20% outside the guide lengths indicated above, the student should complete Form S5 to gain approval from the Postgraduate Programmes Board. The maximum and non-negotiable word counts are 100K (PhD) and 60K (MPhil).

The word count **excludes**: all front matter (title page, declaration, abstract, acknowledgements, contents listings); the bibliography; all appendices, noting that appendices should only include materials which are not essential to the main arguments of the thesis but to which readers may refer if they wish.

The word count **includes** the preface, main text (including text within tables) and all footnotes. If the thesis requires extensive footnotes and thereby exceeds the word guide length (for example, by including multiple translated quotations or a wide range of primary sources), the candidate should complete Form S5.

RD5.2 *Requirements for Theses submitted for the Degrees of MPhil and PhD*

RD5.2.1 The greater proportion of the work submitted in a thesis must have been done after the initial registration for a research degree, except that in the case of a student accepted under an exemption there shall be allowance for the fact that the student commenced their registration at another institution.

RD5.2.2 A candidate will not be permitted to submit as their thesis one which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field work which they have already submitted for a degree or comparable award of this or any other university or institution provided that they shall indicate on their entry form and also on their thesis any work which has been so incorporated.

RD5.2.3 A candidate may submit the results of work done in conjunction with their supervisor and/or with fellow research workers provided that the candidate states clearly their own personal share in the investigation and that the statement is certified by the supervisor.

RD5.2.4 A candidate must have the title of their thesis approved in accordance with the procedures specified by the Academy.

RD5.2.5 The decision to submit a thesis in any particular form rests with the candidate alone and the outcome of the examination is determined by two or more examiners acting jointly.

RD5.2.6 A candidate must include in each copy of their thesis a signed declaration that the work presented in the thesis is their own and that the thesis presented is the one upon which the candidate expects to be examined.

RD5.2.7 A thesis must be presented for examination in a final form in electronic format and according to the layout requirements detailed in the Research Degrees Code of Practice.

RD5.2.8 A request for the thesis to be submitted in A3 format and/or printed on both sides of the page shall be considered and may be approved by the Academy where there is a demonstrable need.

RD5.2.9 The form of the retainable documentation submitted by a candidate who is undertaking practice/performance research shall be approved by the Academy in accordance with the procedures mentioned in the above paragraph.

Candidates should consult the Binding Guidelines detailed in the Research Degrees Code of Practice.

RD6 Regulations for the Appointment of Examiners for the Degrees of MPhil and PhD

RD6.1 For each candidate the Academy shall normally appoint two persons to act as examiners, but the Academy may, if it considers it desirable, appoint three persons to act as examiners jointly.

RD6.2 The examiners shall be expert in the field of the thesis and be able to make an independent assessment of the student.

RD6.3 At least one of the examiners shall normally be external to the University of London (that is, not only external to the Academy).

RD6.4 One examiner shall normally be a member of Academy staff or from a College of the University of London.

RD6.5 The candidate's supervisor/adviser shall not be an examiner.

RD6.6 All the examiners shall be external to the Academy when the candidate is also a member of the academic staff of the Academy.

RD6.7 The Academy shall appoint an examiner from overseas only in exceptional circumstances where the Academy considers that such an appointment is necessary. If an examiner from overseas is appointed, the Academy must be satisfied that the examiner appointed is familiar with the British higher education system.

RD6.8 At least one of the examiners for each candidate shall, whenever practicable, have had experience in examining for the MPhil/PhD degree of the University of London.

RD6.9 When two examiners are appointed in the first instance the Academy shall also appoint, when called upon by the University of London at the request of the examiners, an additional examiner who is external to the University of London. The original examiners shall so request before they report formally that they are unable to reach agreement and may do so at any time, if they consider it desirable. Whenever possible the additional examiner shall be of professorial status and shall have considerable experience of examining for the MPhil/PhD degree of the University of London.

RD7 Procedure for the appointment of examiners for the degrees of MPhil and PhD

RD7.1 The candidate's supervisor will approach and nominate examiners and complete all associated documentation.

RD7.2 Nominations for examiners will be made to the Postgraduate Programmes Board for approval, subject to confirmation by the Standing Committee of Academic Board.

RD7.3 The Postgraduate Programmes and Research Administrator will write to confirm the appointment of the examiners, allowing an opportunity to declare any connections not previously disclosed.

RD8 Examination administration for the degrees of MPhil and PhD – Prior to submission of the thesis

RD8.1 A candidate shall be examined in accordance with the regulations in force at the time of their entry or re-entry.

RD8.2 Entry form **S1a** (for MPhil) or **S1b** (for PhD) must be returned to the Postgraduate Programmes and Research Administrator no later than one month before the submission of the thesis. Receipt of this form by the Academy initiates the process of appointing examiners and it is therefore important that it is returned promptly so that your examination is not delayed.

RD8.3 If the candidate has not submitted their thesis for examination within 18 months (or such shorter period as shall be stipulated by the Academy) from the submission of the entry form for the examination, the entry will be cancelled unless for special reasons the candidate requests otherwise via an application using the Extension and Deferral Process.

RD8.4 A candidate will be required to submit an electronic copy of their thesis and all related materials to Moodle for examination.

RD8.5 The Abstract of Thesis, form **S3**, and the Declaration of Word Count, form **S4**, should be completed and signed by the candidate and returned to the Postgraduate Programmes and Research Administrator at the point of submission; the Declaration of Word Count, form **S4**, should also be signed by the supervisor. Where a candidate wishes to exceed the guide lengths for a thesis specified in these Regulations, the candidate must complete form **S5** for approval by the Postgraduate Programmes Board (prior to completing S4).

RD8.6 Once the thesis is submitted and the relevant documentation has been completed by the student, the thesis will be shared with the examiners by the Postgraduate Programmes and Research Administrator. The supervisor will then arrange an oral examination and inform the Postgraduate Programmes and Research Administrator of the date.

RD8.7 A candidate for the MPhil or PhD degree is required to bring to the oral examination a copy of their thesis paginated in the same way as the copies submitted to the Academy.

RD8.8 Summary of forms requiring completion or receipt in advance of examination:

S1a or S1b	MPhil/PhD Entry Form
S2	Description of Thesis Form
S3	Abstract of Thesis Form
S4	Declaration of Word Count form
S5	Portfolio and word length approval form

These forms are available from the Postgraduate Programmes and Research Administrator or on the [PG and Research Programme information page](#) on SharePoint.

RD9 Conduct of Examinations

RD9.1 *General*

RD9.1.1 Examiners will be appointed for each candidate in accordance with Regulation RD7, above. The Postgraduate Programmes Board will also appoint an independent chair for the examination, drawn from a pool of experienced Academy staff. Their role is to assist in the running of the examination and to advise the examiners on matters of procedure, but they do not take part in the examination process itself. The independent chair will not normally have detailed knowledge of the thesis being examined.

RD9.1.2 All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis until such time as any restrictions on access to the thesis, which have been granted by the Academy, are removed.

RD9.1.3 The examiners shall prepare independent preliminary written reports on the thesis to assist in conducting the oral examination (or the preparation of the joint report in those cases where no oral examination is held). Copies of the preliminary reports should be submitted to the Postgraduate Programmes and Research Administrator at least one week in advance of the oral examination. The preliminary reports will not normally be released to candidates but will be made available to the members of an appellate committee in the case of an appeal against the result of the examination for consideration at an appellate committee hearing. In such an event the preliminary reports will also be provided to the candidate. After any oral examination, a joint final report shall be prepared for submission to the Postgraduate Programmes and Research Administrator. The joint final report will be released routinely to candidates for their personal information.

- RD9.1.4 Each joint final report of the examiners shall indicate whether the thesis meets the requirements specified in these regulations as appropriate and shall include a reasoned statement of the examiners' judgment of the candidate's performance.
- RD9.1.5 Examiners have the right to make comments in confidence to the Academy in a separate report. Such comments should not normally be concerned with the performance of the candidate but may cover, for example, matters which they wish to draw to the attention of the Academy.
- RD9.1.6 The supervisor shall be invited, unless the candidate indicates otherwise on their entry form, to attend the oral examination of their MPhil or PhD candidate as an observer. The supervisor does not have the right to participate in the examination of the candidate but may contribute if invited to do so by the examiners. Otherwise, the oral examination shall be held in private.
- RD9.1.7 The oral examination must normally be conducted in London. The Academy may, however, exceptionally agree that the examination be conducted elsewhere if there are circumstances which make this expedient.
- RD9.1.8 The examiners may, at their discretion, consult the supervisor before completing their report, particularly if they have doubts relating to the appropriate decision to be made.

RD9.2 *Conduct of PhD Examination*

- RD9.2.1 The examiners, after reading the thesis, shall examine the candidate orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on subjects relevant thereto.
- RD9.2.2 Candidates are required to present themselves for oral examination conducted by the two appointed examiners (and in the presence of an independent chair and, where agreed, their supervisor). Candidates must bring with them to the oral examination an additional copy of their thesis, paginated in the same way as the copy submitted for examination.
- RD9.2.3 The following options are open to examiners in determining the result of the examination as follows:
- (a) if the thesis fulfils the criteria set out in these regulations, and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the PhD degree.
 - (b) if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make amendments specified by them within three months of the date of their final joint report. The amended thesis shall be submitted to the Postgraduate Programmes and Research Administrator who will send it to the examiners (or one or other as agreed by them) for

confirmation that the amendments are satisfactory. The amendments required will not make substantial changes to the arguments or conclusions of the thesis. Amendments in this category will usually be typographical in nature but may also include minor changes to the text to improve or clarify explanations or descriptions.

- (c) if the thesis otherwise fulfils the criteria but requires more substantial amendments than indicated at (b), above, and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make amendments specified by them within six months of the date of their final joint report. The amendments required may include the re-writing or re-structuring of significant parts of the thesis and the clarification of arguments. The amended thesis shall be submitted to both of the examiners for confirmation that the amendments are satisfactory.
- (d) if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present their thesis in a revised form within 18 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination, on re-presentation of their thesis, a candidate who under this regulation has been permitted to re-present it in a revised form.
- (e) if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination prescribed in these regulations, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 18 months. The examiners may at their discretion exempt the candidate from taking a further oral examination.
- (f) if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months.
- (g) if, after completion of the examination including the oral examination or re-examination for the PhD degree, the examiners determine that a candidate has not reached the standard required for the award of the degree nor for the re-presentation of the thesis in a revised form for that degree, they shall consider whether the thesis does or might be able to satisfy the criteria for the award of the MPhil degree. If they so decide, the examiners shall submit a report which demonstrates either (a) how the criteria for the MPhil degree are satisfied, or (b)

what action would need to be taken in order for these criteria to be satisfied¹. Thereafter the following conditions and procedures will apply:

Either

- (i) the candidate will be informed that they have been unsuccessful at the examination for the PhD degree, but that their examiners have indicated that they have reached the standard required for the award of the MPhil degree (with or without minor amendments). The candidate must indicate within two months that they wish to be so considered. Any minor amendments required shall be made within three months of the date of the final joint report. The amended thesis shall be submitted to the Postgraduate Programmes and Research Administrator who will send it to the examiners (or one or other as agreed by them) for confirmation that the amendments are satisfactory.
- (ii) a candidate who indicates that they wish to be considered for the award of the MPhil degree under this Regulation will not be required to submit the thesis, as may be required under the Regulations for the MPhil degree or to undergo an oral examination thereon, but will be required to fulfil the requirements for the MPhil examination in all other respects.
- (iii) a candidate who has reached the standard for the award of the MPhil degree who does not indicate that they wish to be considered for the award of that degree within the period given in paragraph (i) above will be informed that they have failed to satisfy the examiners for the PhD degree and that they may no longer be considered for the award of the MPhil degree.

or

- (iv) if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to enter the examination for the MPhil degree and re-present their thesis in a revised form within 12 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of their thesis, a candidate who under these regulations has been permitted to re-present it in a revised form.
- (h) The examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.

RD9.2.4 If the examiners are unable to reach agreement, their reports shall be referred to the Chair of the Examination Board, who shall determine the action to be taken.

RD9.2.5 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination.

¹

In reporting they shall have regard to the different normal maximum lengths of the thesis for the PhD and MPhil degrees but shall have discretion to waive the thesis length for the MPhil degree if appropriate

RD9.3 *Conduct of MPhil Examination*

RD9.3.1 The examiners, after reading the thesis, shall examine the candidate orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on subjects relevant thereto.

RD9.3.2 Candidates are required to present themselves for oral examination conducted by the two appointed examiners (and in the presence of an independent chair and, where agreed, their supervisor). Candidates must bring with them to the oral examination an additional copy of their thesis, paginated in the same way as the copy submitted for examination.

RD9.3.3 The following options are open to examiners in determining the result of the examination as follows:

- (a) if the thesis fulfils the criteria set out in these regulations and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree of MPhil.
- (b) if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make, within three months of the date of their final joint report, amendments specified by them. The amended thesis shall be submitted to the Postgraduate Programmes and Research Administrator who will send it to the examiners (or one or other as agreed by them) for confirmation that the amendments are satisfactory. The amendments required will not make substantial changes to the arguments or conclusions of the thesis. Amendments in this category will usually be typographical in nature, but may also include minor changes to the text to improve or clarify explanations or descriptions.
- (c) if the thesis otherwise fulfils the criteria but requires more substantial amendments than indicated at (b), above, and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make amendments specified by them within six months of the date of their final joint report. The amendments required may include the re-writing or re-structuring of significant parts of the thesis and the clarification of arguments. The amended thesis shall be submitted to both of the examiners for confirmation that the amendments are satisfactory.
- (d) if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present their thesis in a revised form within 12 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination, on re-presentation of their thesis, a candidate who under this regulation has been permitted to re-present it in a revised form.

- (e) if the thesis fulfils the criteria but the candidate fails to satisfy the examiners at the practical or written examination prescribed in these regulations, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 12 months. The examiners may at their discretion exempt the candidate from taking a further oral examination.
- (f) if the thesis fulfils the criteria but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 12 months.
- (g) the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.

RD9.3.4 If the examiners are unable to reach agreement, their reports shall be referred to the Chair of the Examination Board, who shall determine the action to be taken.

RD9.3.5 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination.

RD10 Notification of Results

RD10.1 When the examiners' reports have been submitted, the result will be issued in writing by the Postgraduate Programmes and Research Administrator. If the result is a pass, the Academy will ensure all requirements have been completed by the candidate, including submitting two copies of bound thesis and one electronic (PDF) copy prior to issuing the result.

RD10.2 The pass list will then be prepared by the Registry and sent to the University of London Diploma Production Office, who will issue the certificates.

RD10.3 The Postgraduate Programmes and Research Administrator will prompt the candidate to submit an abstract of their thesis to RILM abstracts of music literature.

RD11 Research Degrees Appeals Procedure and Guidelines

This procedure is for the consideration of appeals by candidates for research degrees at the Royal Academy of Music and applies to candidates for whom the result of the examination was that the degree of either MPhil/PhD was not awarded.

The appeal submission should be submitted using the Academic Appeals Form found on SharePoint in the [Student Information Hub](#) along with any supporting evidence. The appeal will be referred to the Appeals Screening Panel for consideration and if there are judged to be adequate grounds for appeal, copies of the appeal submission will then be sent to the

examiners, who will be asked whether they wish to make a written response to the submission. There is no requirement for them to do so. At the same time, the examiners will be invited to attend a meeting of the Academic Appeals Committee. The Academic Appeals Committee will then be convened by the Academic Quality Officer in accordance with the Academic Appeals procedure.

Candidates may also appeal against the outcomes of transfer viva voce assessments, in accordance with the Academic Appeals Regulations, provided that there are appropriate grounds to do so, as judged by the Appeals Screening Panel.

RD11.1 Grounds for Appeal

Candidates may appeal on one of the following grounds:

RD11.1.1 That a candidate's performance at the oral examination was affected by extenuating circumstances which the examiners were not aware of when making their decision and that this had produced an unfair result.

RD11.1.2 That there is evidence of prejudice, bias, or of inadequate assessment on the part of one or more of the examiners such that the result of the examination should not be allowed to stand.

RD11.1.3 That there were procedural irregularities in the conduct of the examination or an administrative error of such a nature to have caused reasonable doubt as to whether the result of the examination would have been the same had they not occurred.

RD11.1.4 Any appeal on the grounds of the above should be addressed in writing, along with any relevant supporting evidence, to the Academic Quality Officer and must be received within 30 days of the date of notification to the candidate of the result of the examination.

RD11.1.5 If the appeal does not fall within the remit of this procedure, inadequate grounds for appeal are provided, defective documentation is submitted or if the appeal is received after the 30 day deadline, then the appeal will be automatically dismissed without hearing. The Academic Quality Officer will advise the candidate of this before the appeal is dismissed.

RD11.2 Composition of the Research Degrees Appeals Committee

The Principal, who shall be Chair of the Appeal Committee (or their nominated Deputy);
Two senior academic members of staff;
The President of the Student's Union, or a student, nominated by the President of the Students' Union;
A member of the Academic Secretariat (clerk).

RD11.3 Attendees

The candidate will be invited to attend the Academic Appeals Committee and has the right to be accompanied by a person of their choice, although practicing solicitors are not normally permitted to participate in academic conduct processes. The name of this person

should be forwarded to the Academic Quality Officer at least two working days before the meeting.

The examiners will be invited to attend the Academic Appeals Committee.

The committee will normally conduct the hearing in the presence of the candidate and the examiners. All parties have the right to be present throughout the meeting until the time when the committee retires to consider its findings.

The candidate may call witnesses, with the permission of the Chair of the Committee and their names must be forwarded to the Academic Quality Officer at least five working days before the day of the meeting.

RD11.4 Research Degrees Appeals Committee Proceedings:

RD11.4.1 The committee will be provided with copies of the following:

- (i) final reports and the preliminary independent reports of the examiners.
- (ii) Any written submissions which either the candidate or the examiners wish to submit (this should be submitted to the Academic Quality Officer at least two working days before the meeting).

RD11.4.2 The candidate will address the committee first, outlining any relevant evidence as appropriate. They may call witnesses, if this is appropriate. The examiners will then be invited to address the committee, in response to the candidate's statement.

RD11.4.3 Other relevant documentation will be circulated as necessary.

RD11.4.4 Any questions made by the candidate or the examiners will be directed through the chair. The committee may ask either the candidate or the examiners questions at any time during proceedings.

RD11.4.5 The Appeals Committee shall make one of the following decisions:

- (i) To reject the appeal so that the result of the original examination shall stand;
or
- (ii) To request that an alternative examination is arranged with new examiners who were not part of the original examination or involved in the appeal.

RD11.4.6 The decision of the Appeals Committee shall be final and will be communicated to the candidate in writing within 5 working days of the meeting.

RD11.5 *Guidelines for Candidates*

The candidate must prove their case to satisfy the Appeals Committee on the balance of probabilities that the complaint should be upheld.

The Committee must be satisfied that the error or defect is such that the examiners' decision should not be allowed to stand.

The grounds of appeal must be clearly set out in accordance with Regulation R11.1 and must be supported by appropriate evidence. Any supporting evidence must be sufficiently clear and precise so that if its truth or accuracy is accepted by the Committee, it would offer a reasonable prospect of the appeal being allowed.

The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE).

The OIAHE provides an independent scheme for the review of student complaints about a final decision of a university's disciplinary or appeal body.

Full details of the OIAHE and how to make a complaint are available from the Academic Quality Officer, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, fifth floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 01189599813.

RD12 General

RD12.1 Communications sent from the Academy to an individual student must be regarded as applying to that student only.

RD12.2 The work in the thesis submitted by the candidate must be their own and submission of a thesis for examination for the MPhil or PhD degree will be regarded as a declaration of this fact.

RD12.3 All work submitted as part of the requirements for any examination of the University of London must be expressed in the candidate's own words and incorporate their own ideas and judgments. Plagiarism is the presentation of another person's thoughts or words as though they were the candidate's own and is an examination offence. Direct quotations from the published or unpublished work of another must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism as much as does a single unacknowledged long quotation from a single source. Equally, if another person's ideas or judgments are summarised, the candidate must refer to that person in their text, and include the work to which reference is made in the bibliography.

RD12.4 Allegations of misconduct will be considered under the Academy's academic malpractice regulations. These include but are not limited to:

RD12.4.1 plagiarism;

RD12.4.2 deliberate attempts to represent falsely or unfairly the ideas or work of others;

RD12.4.3 the invention or fabrication of data;

RD12.4.4 the submission of work commissioned from another person.

RD12.5 If a candidate has entered the examination for the MPhil or PhD degree, but has not settled or made acceptable arrangements to settle any fees outstanding, no report will be made on the result of the examination until it has been certified that payment has been made in full.

RD12.6 The Academy has approved a Procedure for Consideration of Appeals by Candidates for Research Degrees, which is available in these regulations. An application under the Procedure must be made within 30 days of notification of the result of the examination to the candidate.

LIBRARY REGULATIONS

L1 Admission

Current students, staff and fellows of the Royal Academy of Music; current members of the Governing Body are able to use the Academy's Library provided they hold a current valid Academy ID card.

L2 Conditions of loan

- L2.1 No materials may be removed from the Library without having first been properly issued.
- L2.2 There is an overall limit on the number of items a reader may borrow at any one time (see L7 – Loan entitlements).
- L2.3 The borrower to whom the item is issued is responsible for its return, undamaged and complete, to the Library. The borrower will be charged the replacement cost of any item, damaged, incomplete or not returned to the Library together with a handling charge of £10 per item plus any fines outstanding on it. Where the reader supplies an acceptable replacement copy the charge of £5 will be made plus any outstanding fines.
- L2.4 Every item must be returned, or its loan renewed, by the end of the loan period. The renewal of a loan is subject to the item not having been reserved by another reader.
- L2.5 A borrower who fails to return an item or renew its loan by the end of the loan period is liable to pay a fine, regardless of whether an overdue notice has been received.
- L2.6 A reader who fails to return an item within the specified period or to renew its loan may not be allowed to borrow until the book has been returned and any fine paid. A reader who owes more than £5 in fines may not be allowed to borrow until the debt has been cleared.
- L2.7 Music may be recalled for use by another reader, but the borrower may keep it for the duration of the original loan. Books, however, must be returned within a week of a recall notice being issued, or the original due date, whichever is sooner.
- L2.8 Any item not returned to the Library by the date stipulated on the recall notice will be subject to the accrual of fines.
- L2.9 Overdue and other notices will be sent to your Academy e-mail address. We will use your Academy e-mail address to contact you should the need arise. Readers are responsible for checking their e-mail.

L3 Availability of Library materials

- L3.1 The following are for use in the Library only:
 - L3.1.1 Manuscripts and items of particular value. These are made available at the discretion of the Librarian and may not be removed from the Library;
 - L3.1.2 Periodicals

L3.1.3 LPs

L3.1.4 Recordings of Academy performances.

L3.1.5 Items designated as reference materials.

L4 Loan categories

L4.1 The following are for week loan only:

Short-loan book collection; fines are charged at the rate of £1 per day per item for the late return of short-loan books;

CDs, DVDs and videos: fines are charged at the rate of 50p per day per item for the late return of CDs, DVDs and videos.

L4.2 The following are for Normal loan:

Items not falling into the categories listed above are issued for 6 weeks;

Fines are charged for the late return of all normal loan items at the rate of 10p per day up to a maximum of £20 per item.

L4.3 *Extended loan arrangements*

Certain normal loan items may be issued to Academy staff for longer than the standard 6 week loan following application to the Librarian. Such loans are subject to recall by another reader.

L4.4 *Items borrowed from other libraries*

Items supplied on inter-library loan from libraries outside the Academy are subject to these Regulations and to such other conditions as may be imposed by those libraries.

L4.5 *Withheld items and special loan conditions*

The Librarian reserves the right to withhold a specific item or to impose special conditions upon its use.

L5 Loan entitlements

User Category	Total at any one time
Student	20
Staff	50

L6 Reservations

L6.1 Any reader may reserve a normal loan item that is currently out to another reader.

L6.2 Items in the short-loan collection may be reserved in advance for use during a specific loan period.

L7 The Library Environment

- L7.1 The consumption of food and drink, other than bottled water, is prohibited in all areas of the Library.
- L7.2 In accordance with the Academy's no smoking policy, smoking is not allowed in any part of the Library.
- L7.3 Mobile telephones may be used with due consideration to other Library users, when inside the Library.
- L7.4 Bags and briefcases may not be brought into the Library. Readers must remove bags if asked to do so by Library staff. Lockers are provided.
- L7.5 Markings may be made in Library music, provided that they are in soft pencil. Music and books are otherwise not to be written in, damaged or defaced.
- L7.6 The Reference Rooms (Armstrong Rooms) are reserved for quiet study. Readers should refrain from talking in these rooms.

L8 Debts

Students who owe items from the Library after leaving their studentship at the Academy will have Academic and Departmental references withheld, until all such debts are cleared.

EXTENSION AND DEFERRAL PROCESS REGULATIONS

S1 Introduction

- S1.1 Requests for extensions and deferrals will only be considered if the student follows the Academy Request for Extension or Deferral Process. Applications may relate to:
- S1.2.1 extenuating circumstances which may have affected student performance in assessment
 - S1.2.2 extensions to deadlines for the submission of work for assessment
 - S1.2.3 the deferral of assessments
- S1.2 The Academy's Extension and Deferral Process aims to ensure that students who are impacted by extenuating circumstances are not unfairly disadvantaged, whilst also seeking to ensure that no student who has been granted an extension or deferral gains an advantage over other students.
- S1.3 Students are expected to prioritise preparation for programme assessments over other commitments (individual practice, external opportunities, competitions etc).
- S1.4 Applications should be made to the Academic Quality Officer using the online form which can be found in the [Student Information Hub](#) on SharePoint.
- S1.5 Requests for extensions or deferrals for progression components (end of year recitals, core module assessments, components of principal study) will be considered by the Registrar and Director of Student Operations.
Requests for extensions or deferrals for components leading to the final award (final recitals, portfolios, concerto examinations) will be considered by a group comprising the following members of staff:
- Registrar and Director of Student Operations
 - Head of Undergraduate Programmes
 - Head of Postgraduate Programmes
 - Senior Tutor in Undergraduate Pastoral Support
 - Academic Quality Officer (clerk)
- S1.6 Requests for recitals and other assessments to be scheduled around a student's professional availability will not be considered as they can rarely be accommodated. In cases where students are offered professional work that clashes with a scheduled assessment, they must either apply to defer the assessment (which could delay graduation) or use the Registry's swapping system, to switch dates and/or times with another student, if appropriate.
- S1.7 Students will not normally be permitted to defer the same assessment more than once for professional reasons.
- S1.8 Students are expected to provide a clear explanation of their circumstances and why they are requesting an extension or deferral. Wherever possible, students should also provide supporting information (e.g., letter from their doctor, professional contract). The Academy

reserves the right to request additional supporting evidence prior to making a decision. This evidence must be in English (therefore documentation in other languages must be translated before submission). All documentation must be clearly dated and less than three months old.

- S1.9 There are no set limits to the number of extension or deferral applications that student may make, however students who submit more than two requests in an academic year will be reviewed and may be considered with reference to the Fitness to Study Procedure, which can be found on SharePoint.

S2 Extenuating circumstances which may have affected student performance in assessments

- S2.1 Applications will be considered from students who feel that their performance in an examination or other assessment may have been adversely affected by extenuating circumstances (e.g., illness, bereavement).

It is the Academy's expectation that students who feel too unwell or are unable for other good causes to take a practical examination contributing to their Principal Study assessment will follow the procedures set out in section S4 below. Students who have presented themselves for practical examination are normally deemed fit and prepared to have taken the examination. Only in the exceptional circumstances of sudden and unforeseen illness in the middle of the practical examination will applications be considered after the assessment has taken place.

- S2.2 Having considered the application, one of the following recommendations may be made:

- S2.2.1 Rejection of the application, with no further action to be taken

- S2.2.2 That the student be reassessed in the relevant component, as if for the first time.

- S2.3 The outcome of the application will be conveyed via email to the student and copied to their Programme Tutor/Head of Year and the Registry within two working days of the meeting at which the application is considered.

S3 Extensions to Deadlines

- S3.1 Students may apply for an extension to the published deadline for submission of written work for assessment. Applications will only be accepted if the student can demonstrate good cause for the extension.

- S3.2 Applications for extensions should be made at the earliest opportunity. Applications made shortly before or after the assessment deadline should detail the reasons why it was not possible to apply at an earlier time. Applications without this information may be rejected on the grounds of submitting a late application.

- S3.3 Having considered the application for an extension, one of the following recommendations may be made:

- S3.5.1 Reject the application

S3.5.2 Grant an extension beyond the original deadline to a specified date

- S3.4 Extensions will normally be granted for up to 14 calendar days. Shorter extensions may be applied during the Extension and Deferral Process when applications indicate that only a short extension is required. Longer extensions may be considered in exceptional circumstances. Students who require a longer extension must clearly indicate the reasons why they will not be able to complete the work in the standard extension period.
- S4.5 The outcome of the application will be conveyed via email to the student, and copied to their Programme Tutor/Head of Year and the Registry within two working days of the meeting at which the application is considered.
- S3.6 Students who are waiting for a response on an extension request after the assessment deadline, should continue to work on the submission in order to submit as soon as possible to avoid any potential late penalties if their request is rejected. An application via this process does not put either the original deadline or the requested new deadline into abeyance.
- S4 Students who are unable to take an assessment
 - S4.1 Students may apply to defer an assessment for one of the following reasons:
 - S4.1.1 where students have been prevented from attending a timetabled examination and wish to be granted a replacement examination
 - S4.1.2 where students have been prevented from taking an assessment at the published time and wish to be granted a deferred assessment.
 - S4.2 Applications should be made to the Academic Quality Officer using the online form which can be found on SharePoint in the [Student Information Hub](#). Applications for deferrals should be made at the earliest opportunity. Applications made shortly before the assessment date should detail the reasons why it was not possible to apply at an earlier time. Applications normally cannot be made retrospectively, except in the case of sudden unforeseen illness.
 - S4.3 Depending on the timing of the deferral application when a student submits their application, it may not be possible to review a deferral request before the date of the assessment. In these circumstances, student should be aware that if they choose to present themselves for practical examination, they will normally be deemed fit and prepared to take the examination. If they do not attend the examination, the request will be considered and either granted or rejected in accordance with the standard [Extension and Deferral process](#).
 - S4.4 Having considered the application for leave to defer the assessment, one of the following recommendations may be made:
 - S4.3.1 Rejection of the application, with no further action to be taken
 - S4.3.2 That the assessment be deferred to a time (to be agreed by the programme managers and the student) within the current academic year

S4.3.3 That the assessment be deferred to a time (to be agreed by the programme managers and the student) in the following academic year

S4.5 The outcome of the application will be conveyed via email to the student and copied to their Programme Tutor/Head of Year and the Registry within two working days of the meeting at which the application is considered.

S5 Responsibilities

S5.1 It is the responsibility of the student to submit all relevant information they wish to be considered as part of their application.

S5.2 In the case of an applicant who has a Personal Learning Plan (PLP), the Committee will have access to that plan for the express purpose of ensuring that, in determining its recommendations, no 'double counting' of allowances arising from the PLP will occur. Candidates who have PLPs will be required to mention this in their application.

S6 Appeals

S6.1 Students have the right of appeal against a rejected extension or deferral application via a submission to the Academic Appeals Committee (see Academic Appeals Regulations). Any appeal against a rejected application must be submitted using the Academic Appeals Form which can be found on SharePoint in the [Student Information Hub](#) within seven days of receiving the outcome of the application.

S7 Monitoring and Enhancement

S7.1 Statistical reports on requests for extensions or deferrals will be reported annually to the Academic Board.

S7.2 The regulations concerning extensions and deferrals will be reviewed annually to ensure that the Academy's policies and processes are fit-for-purpose.

ACADEMIC MALPRACTICE REGULATIONS

- AM1.1 For the purposes of the Academy's regulations, academic malpractice is defined as any activity that undermines the integrity of scholarship and research or which defeats the purpose of assessment. It includes any activity that is intended to achieve undeserved credit for those committing it: for example, plagiarism, collusion, cheating, examination offences, contracting, fabrication and falsification. Content produced by AI platforms does not represent the student's own original work so would be considered a form of academic misconduct to be dealt with under these Regulations.
- AM1.2 **Plagiarism** is defined as the presentation of another person's thoughts, words, artefacts or software as though they were your own. **Self-plagiarism** is the inclusion (in whole or in part) of your own work where such work has already been submitted for a different assessment (either within the same programme or for a different programme at the Academy or another institution).
- AM1.3 **Collusion** is inappropriate or illicit collaboration between students. Students should be aware of the distinction between 'collaboration' and 'collusion'. Some assignments encourage or require students to collaborate with fellow students and submit joint work. The majority, however, assess individual work, and do not permit collusion. Students should never submit joint work unless it is clearly required by the module's written documentation, and in such cases students should always seek clarification from their Programme Tutor/Head of Programme as to the level of collaboration that is acceptable.
- AM1.4 **Cheating** is the copying (whether authorized or not) of another student's work, or possession of unauthorised aids or learning materials (for example, notes or essays) belonging to another student during the completion of an assessment.
- AM1.5 **Contract Cheating** is when a student arranges for another person to complete (in part or in full) a piece of assessed work on their behalf.
- AM1.6 **Fabrication** or **falsification** is the presentation or inclusion in assessed work of data unsupported by documented or verifiable research.
- AM1.7 The following are defined as **examination offences** by the Academy:
- a) the introduction, handling or consulting of unauthorized materials or aids during examination
 - b) plagiarism
 - c) prior disclosure of a question or questions for an unseen examination
 - d) failure to observe any aspect of the *Examination Regulations*
 - e) conduct affecting the security of an examination, including breach of confidentiality
 - f) collusion or conferring with others during an examination
 - g) copying another's work

- h) leaving an examination without permission or supervision and returning to the examination
- i) impersonation of another candidate
- j) removing a script or other examination stationery from an examination room
- k) enlisting the aid of a translator in the preparation of work
- l) fabrication or falsification
- m) contract cheating

AM1.8 The use of **Generative** AI is permitted in the completion of academic work, provided the submission requirements have been followed and the use of the tool has been clearly referenced in accordance with them. Failure to clearly show how AI has been used and to credit this may be classified as academic misconduct if you have submitted work as your own without clearly stating which AI tool has been employed and how it has been used in your submission.

Factors taken into consideration in the handling of academic malpractice cases:

- (a) The student's level of study: the more advanced and experienced the student, the more serious the offence
- (b) The proportion of the piece of work that was subject to malpractice: the higher the proportion, the more serious the offence
- (c) The credit rating of the piece of work: the higher the rating, the more serious the offence
- (d) The student's previous history: a subsequent offence, occurring after a student has already received a warning or a penalty for academic malpractice, is more serious than a first offence
- (e) The degree of intention to deceive in the piece of work in question (which might be assessed by, for example, efforts to change wording, poor referencing or lack of referencing of plagiarised material, evidence from earlier drafts) and also in the hearing itself by failure to tell the truth.

AM2 Academic Malpractice Responsibilities

AM2.1 It is the Academy's responsibility to ensure that all students are given the opportunity to understand the academic conventions that they must respect.

AM2.2 The Academy does not condone acts of academic malpractice in any circumstances.

AM2.3 Where acts of academic malpractice are shown to have occurred, an appropriate penalty (as defined in these regulations) will always be enforced.

AM2.4 The Academy will always make clear to its students that those whose circumstances may affect their performance in assessments should never seek to mitigate the effects through academic malpractice, but should bring their circumstances to the attention of the

Academy at the earliest possible moment (through the [Extension and Deferral Process](#) outlined elsewhere in the Academy's regulations).

AM2.5 It is each student's responsibility to be familiar with the Academy's expectations of good scholarly practice and to respect its academic conventions.

AM2.6 It is each student's responsibility not to aid or facilitate academic malpractice by other students.

AM2.7 It is each student's responsibility to attach a completed, dated and signed form to each piece of written work they submit for assessment certifying that the submission is their own unaided work and that they understand the Academy's regulations regarding academic malpractice.

AM3 Academic Malpractice: Procedures

AM3.1 *Undergraduate Students in their first year of study with no previous record of examination offences*

If the student suspected of academic malpractice is an undergraduate in the first year of study and has no record of a previous offence of academic malpractice, the matter will normally be referred to the relevant Head of Programme. A meeting with the Head of Programme, a Senior Postgraduate Tutor and the student will be scheduled in the presence of an administrative officer who will record the outcome and place it on the student's file.

AM3.1.1 If the student admits to the offence, a lower mark including a reduction to the minimum pass mark for the work shall be recommended, provided that in the judgment of the Head of Programme and Senior Postgraduate Tutor, there is sufficient evidence of the student's own work in the assessment to demonstrate that the learning outcomes have been met by the student. Where this is not the case, the Head of Programme and Senior Postgraduate Tutor may propose a re-assessment in the relevant component of the programme, with or without a cap of minimum pass level on the final mark.

AM3.1.2 If the student does not admit the offence, the Head of Programme and Senior Postgraduate Tutor will consider the written and oral evidence as they think fit. The student will be given the opportunity to state their case prior to any decision being made. Normally the Head of Programme and Senior Postgraduate Tutor will judge, on the basis of all the evidence presented, whether academic malpractice has been committed; but, having considered all the relevant evidence, the case may be referred to the Academic Malpractice Committee.

AM3.1.3 If, after the process outlined above, the Head of Programme and Senior Postgraduate Tutor judge that the case does constitute academic malpractice then notice in writing will be given to the student, normally within seven days, outlining the proposed penalty, suggesting that appropriate study skills advice be sought from the student's Programme Tutor/Head of Year, and warning of the consequences of a repeat offence. A copy of the notice will be placed in the student's file.

AM3.1.4 If, after the process outlined above, the Head of Undergraduate Programmes judges that the case does not constitute academic malpractice then the matter will be referred back to the original assessor for remarking. The student will be notified in writing of the outcome, normally within seven days.

AM3.1.5 The Head of Programme will liaise with the Academic Quality Officer to ensure that any recommended penalty is forwarded to the Chair of the Academic Malpractice Committee for confirmation before the student is notified.

AM3.2 All other cases

If the student suspected of academic malpractice is:

- An undergraduate in the first year of study with a previous record of academic malpractice
- An undergraduate in the second or any subsequent year of the programme of study
- A postgraduate student

then the matter will be immediately referred to the Academic Malpractice Committee.

AM3.2.1 The Academic Malpractice Committee will adopt the procedures outlined in its Terms of Reference.

AM3.2.2 The Academic Malpractice Committee reserves the right to request, at five working days' notice, that a student be available to attend any part of a meeting of the Committee at which their work is being considered.

AM3.2.3 Students confirming their attendance at a meeting of the Academic Malpractice Committee will be sent copies of all documentation being considered in relation to the allegation of academic malpractice.

AM3.2.4 Students will normally be expected to attend the meeting in person and any additional evidence from the student must be provided at least 24 hours in advance of the meeting.

AM3.2.5 Any student requested to attend a meeting of the Academic Malpractice Committee has the right to be accompanied by the President of the Student's Union or a person of their choice, provided the person in question is not referred to in the case for the allegation.

AM3.2.6 The Academic Malpractice Committee reserves the right to request that the assessor (or any other persons) making the initial allegation of suspected academic malpractice be available to attend any part of the Committee's meeting at which the case they have reported is being considered.

AM3.2.7 All decisions of the Academic Malpractice Committee shall be minuted by its clerk.

AM3.2.8 If the Academic Malpractice Committee judges that academic malpractice has occurred, it will recommend to the relevant Examination Board one or more penalties outlined below in AM4.7.

AM3.2.9 Notice in writing of the outcome of the Academic Malpractice Committee's decision regarding the allegation of academic malpractice will be sent by the Academic Quality Officer to the student(s) concerned, normally within seven days of the Committee's meeting.

AM 3.10 A student's failure to attend the meeting, lack of response to correspondence or in responding to timeframes set, does not prevent the Academy from proceeding with the Committee's meeting and reaching a decision in the student's absence.

AM4 Academic Malpractice Committee: Terms of Reference

AM4.1 The Academic Malpractice Committee reports to the relevant Examination Board, proposing penalties as appropriate.

AM4.2 The Academic Malpractice Committee will consider assessed work, along with the associated documents submitted to it, in all cases referred to it by the relevant Head of Programmes in accordance with the procedures set out in these Regulations.

AM4.3 The definitions of academic malpractice are outlined in AM1 of these Regulations.

AM4.4 In those instances where academic malpractice is confirmed, the Academic Malpractice Committee will always recommend a penalty to the Examination Board. The range of penalties available is outlined in AM4.7 of these Regulations.

AM4.5 The standard of proof used by the Academic Malpractice Committee is on the balance of probabilities.

AM4.6 *Membership*

- Deputy Principal (Chair)
- A senior member of staff, (but not the student's Tutor/ Head of Year or from the Department(s) to which any of the students appearing before the Committee belong)
- A member of the Academic Secretariat (Clerk)
- As appropriate, other such members of Academy staff as may be required

AM4.7 *Academic Malpractice Penalties*

The following penalties (in any combination) might be recommended by the Academic Malpractice Committee to the Board of Examiners:

AM4.7.1 A penalty proposed by the Head of Undergraduate Programmes, as outlined in AM3.1 above.

AM4.7.2 A requirement for the student(s) to be re-assessed in the relevant component(s) of the programme, with or without a cap of minimum pass level on the final mark. The Academic Malpractice Committee may recommend that any reassessment should include a *viva voce* examination.

AM4.7.3 A lower mark for the relevant assessed component(s), including a reduction to zero.

AM4.7.4 A reduction in the degree classification or award.

AM4.7.5 A written warning, a copy of which will be placed in the student's file in all cases where academic malpractice is confirmed.

AM4.8 Exceptionally, the Academic Malpractice Committee may expel the student from the Academy in accordance with the procedures described in the [Student Disciplinary Code](#).

AM4.9 The appropriate penalty will be determined on the basis of the seriousness and extent of the academic malpractice. Members of the Academic Malpractice Committee are expected to use their academic judgement in deciding the severity of an offence and in determining whether there are aggravating circumstances that warrant the recommendation of more than the minimum penalty specified above. Consistency of treatment is of paramount importance. Factors to be taken into account include:

AM4.9.1 The student's year and level of study

AM4.9.2 The nature and extent of the academic malpractice

AM4.9.3 The student's previous academic record.

AM4.10 The judgement in all cases shall report on each of the factors outlined in AM1.8, the emphasis that has been placed on each of them, and any other factors taken into account, so that a body of evidence may be established. Details of all cases referred to the Academic Malpractice Committee will be held by the Academic Quality Officer to assist in this process.

AM5 Appeals against the outcome of an Academic Malpractice case

Students have the right of appeal against recommendations of the Head of Programme and the Academic Malpractice Committee via an application to the Academic Appeals Committee (see [Regulation AA1](#)). Any appeal must be submitted using the Academic Appeals Form (which can be found on SharePoint in the [Student Information Hub](#)) within seven days of receipt of the decision. Appeals against the recommendation of the Head of Programme will be sent to the Academic Malpractice Committee for re-evaluation.

AM6 Academic Malpractice Monitoring and Enhancement

AM6.1 Statistical reports on cases of academic malpractice considered by the Academic Malpractice Committee will be reported annually to the Standing Committee of Academic Board and to the Board of Examiners.

AM6.2 The regulations concerning academic malpractice will be reviewed annually by Academic Board to ensure that the Academy's policies and processes are fit-for-purpose and reflect best practice as it is articulated elsewhere in the sector.

ACADEMIC APPEALS PROCEDURE

AA1 Making an Academic Appeal

AA1.1 Students may appeal against the following academic decisions:

- to terminate or suspend their studentship on the grounds of unsatisfactory academic progress;
- against decisions of Examination Boards (such as the ratification of module marks and final awards, recommendations that students repeat the year);
- against decisions made by the Extension and Deferral Process, and Academic Malpractice Committee.
- against provisional (unratified) marks received during the year.
- Professional Responsibility Penalty System

Academic appeals can be made on the following grounds:

- (i) if there is clear evidence that a candidate's assessment has been adversely affected by illness or other factors which they were unable, or for valid reasons unwilling, to divulge to the Academy before any assessment decision was made;
- (i) if there is clear evidence of procedural irregularities in the conduct of an assessment or the handling of a case, these might include an administrative error, demonstrable bias on the part of one or more of the assessors, or evidence that an assessment was not conducted in accordance with the *Regulations*.

AA1.2 Students may not appeal against the judgement of examiners. To submit an appeal against a given mark, there must be valid grounds and evidence that the procedure for reaching the mark was flawed. Recordings of recitals are not admissible as any part of an academic appeal.

AA1.3 All appeals must be made using the Academic Appeal Form which is available on SharePoint in the [Student Information Hub](#) and submitted within seven days of receiving notification of the decision. Appeals received outside this timeframe will only be considered if there is evidence of exceptional circumstances which meant it was not possible for the student to meet the deadline. Students should consult their Programme Tutor/Head of Year in advance of making an academic appeal. Appeals will be handled initially by the Academic Quality Officer.

Screening

AA1.4 Pending the outcome of the Academic Appeal, the student making the appeal shall have the right to attend classes, participate in activities and take assessments for the duration of the appeal process.

AA1.5 Upon receipt, an appeal will be screened for appropriate grounds by the Registrar and Director of Student Operations. In cases where the Registrar and Director of Student Operations has been involved in the decision that is being appealed, appeals will be screened by the Assistant Registrar.

AA1.6 If the Registrar and Director of Student Operations concludes that there are no grounds for appeal, the student will be informed of the outcome within five working days.

Stage 1

AA1.7 If the Registrar and Director of Student Operations considers that there are grounds for appeal, they may recommend an immediate course of action if it is deemed that this is the most appropriate way of resolving the issue and that no further investigation or evidence is required. This may require consultation with the Chair of the Examination Board and Chair's Action being taken in relation to the original decision.

AA1.8 If the Registrar and Director of Student Operations concludes that there are sufficient grounds for appeal, and that an Appeals Committee should be convened, they will write to the student to confirm this. The Appeals Committee shall normally take place within 14 days of this notification being sent.

AA1.9 The timeframe for holding the committee may vary outside of the term owing to staff availability. In some cases alternative but suitably trained staff may be used in this process in the interests of resolving it promptly.

Stage 2

AA2 Academic Appeal Committee: procedure

AA2.1 Upon notification from the Registrar and Director of Student Operations that a formal committee should be convened, the Academic Quality Officer will:

- (i) set a date for the Academic Appeals Committee to meet, the said date normally being within 14 days of the agreement of grounds by the Registrar and Director of Student Operations;
- (ii) advise the student of the procedure;
- (iii) invite the student to either attend the formal committee meeting or to submit a written statement in their absence;
- (iv) inform the student that they may be accompanied by a fellow student or a member of staff, provided they are not referred to in the appeal and are not a member of the Examination Board. The student must confirm their attendance and that of anyone accompanying them at least 48 hours ahead of the meeting. It is in the student's interest to attend for the purpose of clarification of fact and outcomes (as appropriate);
- (iv) convene the Academic Appeals Committee;
- (v) distribute an agenda and all relevant papers to the student and the committee members. The documents and notice shall normally be sent five working days before the meeting.

AA2.2 Normally the Academic Appeals Committee will not comprise any staff or students from the same department as the student making the appeal. They must also not have been involved

in the decision that is being appealed. The Academic Appeals Committee shall normally be constituted as follows:

- (i) the Dean of Students, who shall be Chair of the Appeal Committee (or their nominated deputy)
- (ii) two senior members of staff (Head of Programme, Head of Principal Study Department, Senior Tutor, Director of Artistic Planning);
- (iii) the President of the Student's Union, or a student, nominated by the President of the Students' Union.
- (iv) a member of the Academic Secretariat as clerk to the committee.

AA2.3 The quorum of the Academic Appeals Committee shall be three and shall include the Dean of Students, one senior member of staff and the Student Union President or their representative.

AA2.4 Disclosure of information or evidence will be made only to those directly involved in the appeal. This information will remain confidential for use within the appeals process and must be handled in accordance with internal student confidentiality policies and the General Data Protection Regulation.

AA3 The Academic Appeal process: protocol

AA3.1 Once the committee has completed its briefing, the student and person accompanying them will be asked to join the meeting.

AA3.2 The Academic Appeals Committee's main business shall normally commence in one of the following ways according to the nature of the appeal:

- The Chair of the Examination Board ruling on the termination of studentship will present the case for removing the student
- The Chair of Academic Malpractice Committee will present the findings of the committee and state how the decision was reached
- The Chair of the Extension and Deferral Process group will present the findings of the committee and state how the decision was reached
- The marker(s) of the work or chair of the assessment panel will present the mark(s) and any comments and confirm that marking was conducted

As part of this they will be required to demonstrate that the relevant Academy procedures have been followed.

AA3.3 The Chair will then ask the student to present their appeal against the decision;

AA3.4 At the discretion of the Chair, other persons may be called to address the Academic Appeals Committee.

AA3.5 The Chair may require the Committee to adjourn for a maximum of seven days for the purpose of receiving and considering further evidence, clarification of evidence or for other good cause;

AA3.6 The decision of the Academic Appeals Committee shall then be determined and shall be announced as the decision of the Committee as a whole.

AA3.7 The clerk of the Academic Appeals Committee will notify in writing the student making the appeal and notify the relevant Programme Tutor/Head of Year, Head of Programme, Head of Department and the Registry of the decision of the Committee within seven days of the meeting at which the final decision is reached. Any termination of studentship (if appropriate) takes effect from the date of the notification.

AA3.8 All appeals and complaints will be handled in accordance with the Academy's Equality and Diversity Policy and students will be treated equally in this respect.

AA3.9 The Academic Quality Officer will keep a record of all academic appeals received and prepare an annual report on the formal complaints raised, for consideration by Academic Board and monitoring purposes. Governing Body will be informed of the outcome of any appeals and complaints via an annual report. The effectiveness of these procedures will be reviewed and if necessary updated on a regular basis.

Stage 3

AA4 Request for Academic Appeal Review

AA4.1 If the outcome of the Academic Appeal is not accepted by the student, they may apply to request a review of the appeal. Such a request must be submitted in writing to the Academic Quality Officer within 7 days of receipt of the Academic Appeal outcome. The submission must state the grounds for requesting a review and include any supporting evidence. The appeal request must meet one of the following criteria:

- that there were procedural irregularities in the handling or investigation of the appeal; or
- that fresh evidence can be presented which was not or could not reasonably have been made available at the time of the appeal; or
- that the decision reached by the Academic Appeal Committee was unreasonable and could not be supported by the evidence provided.

AA4.2 Any request for review will be considered by a member of the Appeals Review Panel who has no prior knowledge of the appeal.

*The Appeals Review Panel may comprise any senior member of a Professional Services Department with Regulatory obligations (Human Resources, Finance, Registry).

AA4.3 Following a review of the submission and supporting evidence, the nominated Appeals Review panel member will either:

- confirm the original decision of the Academic Appeals Committee; or
- refer the case to a new Appeal Panel.

AA4.4 The Academic Quality Officer shall make known the findings in writing to the student concerned within 14 days of receipt of the appeal review request. The decision of the Appeals Review is the final internal stage in the Academy's Appeals Procedure.

AA4.5 If the student remains dissatisfied after all the stages of appeal administered by the Academy internally have been exhausted, they may seek assistance from the Office of the Independent Adjudicator for Higher Education in order to reach a settlement. The Academy will advise students whose cases exhaust all internal processes that this course of action is available via the issue of a Completion of Procedures (CoP) letter.

STUDENT COMPLAINTS PROCESS

SC1 General Principles

SC1.1 The Royal Academy of Music is committed to providing the highest quality and standards of education. That commitment extends to taking proper account of any student complaints and responding to them in accordance with these procedures and the governing principles as outlined at G2.8 and G.2.9 of these Regulations.

SC1.2 Academic Board is responsible for approving the Student Complaints Process as part of the Regulations on an annual basis. The Student Complaints Process is overseen by the Registrar and Director of Student Operations.

SC1.3 Any named officer may delegate their responsibilities to another member of the Academy and the procedure shall not be invalidated by this.

SC1.4 Definition of a Complaint

A complaint for the purposes of these Regulations is defined as 'an expression of dissatisfaction by one or more students about something the Academy has done or not done, or about the standard of service provided by or on its behalf' (based on OIAHE definition).

References to 'complaint' or 'concern' refers to any act, incident, event, process, issue, problem, failure, conduct, or behaviour reported by a student to the Academy within the scope of these procedures.

SC1.5 Types of Complaint

There are two types of student complaint, and these are dealt with under two separate sets procedures.

- (i) Non-academic complaints: these are complaints that do not primarily concern academic decisions and are dealt with according to the Student Complaints Process.
- (ii) Academic complaints: these relate to a student's progress, the outcomes of examinations or assessments, or final award classifications and should be submitted to the Academic Appeals Procedure.

SC1.6 Examples of complaints that might be raised under these procedures:

- whether the Academy has met its obligations, including those outlined in programme handbooks or the student charter;
- concerns about the delivery of a programme, teaching or administration;
- inadequate supervision;
- failure by the Academy to meet obligations, including those outlined in programme handbooks or the student charter;
- inadequate learning resources/facilities/support services.
- allegations of misconduct by a student as outlined in the [Student Disciplinary Code](#)

- allegations of misconduct by a staff member, including visitors or contractors, or those providing a service on behalf of the Academy;
- concerns or reports of behaviour prohibited by the [Harassment and Sexual Misconduct Policy](#) and/or [Intimate Personal Relationships Policy](#).

SC1.7 Who can make a complaint?

- (i) An enrolled student of the Academy;
- (ii) A graduate of the Academy;
- (iii) A former student who has previously been enrolled but has withdrawn prior to the end of their studies.

SC1.8 Timeframe for bringing a complaint at any stage

- (i) A complaint must be received within 30 calendar days from the date that the concern, issue, or problem took place.
- (ii) If the complainant is a graduate or a former student, a complaint must be received within 30 calendar days of the last day of their studentship at the Academy.
- (iii) Any complaint submitted outside this timeframe will only be considered for investigation at the discretion of Senior Case Manager based on the nature of the complaint and the reason for the delay.
- (iv) At the early resolution stage, a complaint is received when it is brought to the attention of a member of Academy staff in person or in writing. A formal complaint is received when it is submitted in writing to the Senior Case Manager directly.

SC1.9 Core principles

- (i) Student complaints are taken seriously by the Academy and students will not be adversely affected by bringing a complaint in good faith.
- (ii) The Academy aims to resolve complaints by following the steps outlined in these procedures in a fair and efficient manner. It is recognised that flexibility may be required to reach a reasonable and proportionate resolution.
- (iii) Students are encouraged to raise concerns at the earliest opportunity so that a resolution can be explored.
- (iv) Students will not be disadvantaged by raising a complaint.
- (v) All individuals involved in a complaint are invited to explore early resolution through negotiation and mediation in a fair, open, and transparent way.
- (vi) It is expected that most complaints can be resolved through early resolution and therefore a reasonable attempt should be made prior to submitting a formal complaint.
- (vii) In circumstances where early resolution is not suitable, a formal complaint may be considered. For example, the nature, seriousness or complexity of a concern, or a pattern of behaviour. Further advice can be sought from the Senior Case Manager.
- (viii) Student complaints that may also constitute misconduct by a student or staff member will be dealt with under the [Student Disciplinary Code](#) or staff disciplinary procedure.

(ix) If at any point a complaint is considered to be frivolous, vexatious, or motivated by malice, the process will be terminated, and disciplinary action may be taken under the [Student Disciplinary Code](#). Examples include:

- complaints which are obsessive, persistent, harassing, prolific, repetitious;
- insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason; insistence upon pursuing meritorious complaints in an unreasonable manner;
- complaints which are designed to cause disruption or annoyance; demands for redress which lack any serious purpose or value, or unevidenced allegations.

SC1.10 Limitations on the scope of the student complaints process

In deciding whether a student complaint will proceed, the Academy will consider the nature of the complaint, the application of these procedures and the broad principles outlined at G2.8 and G2.9 of the Regulations. The Academy will only proceed with complaints from students where they relate to the following:

- (i) The use of Academy systems, estates, and resources.
- (ii) The activities, actions, conduct, behaviour of Academy students or staff (including but not limited to visiting staff, volunteers, or contractors) whilst on Academy premises, or engaged in official Academy activities.
- (iii) The behaviour or conduct of Academy students or staff which may constitute grounds for misconduct under the relevant disciplinary procedures.

SC1.11 An anonymous complaint, will only be considered to the extent that there are good reasons to investigate it further, for example it raises a safeguarding concern or there are multiple complaints concerning a single issue, individual or department. However, an anonymous complaint is likely to make investigation difficult, prevents direct contact with the reporting party and may restrict direct action or intervention from being taken.

SC1.12 Complaints submitted by a third-party (for example via a Student Union representative), will only be dealt with if the student has given clear explicit written consent under the requirements of the Data Protection Act 2018 for the third party to act on their behalf. The Academy may confirm that consent has been given by the student and ensure that they are adequately supported free from duress or pressure.

SC1.11 Group complaints

Where the issues raised affect a group of students, those students can submit a complaint as a group. In such circumstances, the Academy may ask the group to nominate one student to act as group representative and confirm with the named students that they are aware of and have agreed to be involved in the process and evidence submitted. Each group complaint will be assessed on a case-by-case basis. The Academy's guide to group complaints is available on the Student Support Hub or by contacting the Senior Case Manager directly.

SC1.12 Support for students making complaints

The Academy recognises that being involved in a student complaint process at any stage may be difficult, and all students will be supported. The type of support will depend on the circumstances and requirements of the individual, who may access support from:

- (i) RAM Student Union, University of London Union (ULU) or another student representative;
- (ii) Undergraduate Head of Year, Postgraduate Tutors, Heads of Department or Principal Study;
- (iii) Other departmental, professional staff, or academic staff;
- (iv) Academy counselling team;
- (v) Other internal or external specialist support.

SC1.13 Resolution of a student complaint

A complaint will be considered as complete in the following circumstances:

- (i) An outcome and/or resolution is proposed, accepted, and completed;
- (ii) The student decides not to pursue the complaint further,
- (iii) The student indicates that they do not want action to be taken by the Academy,
- (iv) The student declines or fails to respond to requests for clarification or further information after a reasonable period of time (usually 14 days),
- (v) The complaint process is terminated by the Senior Case Manager or Registrar and Director of Student Operations,
- (vi) All stages of the Student Complaints Process have been completed.

SC1.14 A Completion of Procedures letter will only be issued by the Academic Quality Officer when all applicable stages of the Student Complaints Process have been complete, terminated or the complaint is withdrawn.

SC1.15 Students must only raise complaints via this procedure and not via social media or in any other public forum. This action may undermine or invalidate any current or subsequent student complaints process. Attention is also draw to the Academy's Social Media Policy.

SC2 Stage 1 - Early Resolution

SC2.1 Early resolution is designed to address straightforward concerns at a local level and in an informal way.

SC2.2 Students are encouraged to raise a concern or ask for support at the earliest opportunity (see SC1.5) so it can be discussed, and a resolution attempted.

SC2.3 Raising a concern

At the early resolution stage, students can raise a concern in a number of ways by:

- (i) Contacting those involved directly, for example to ask for clarification or further information, to provide information, to express a concern, to request a meeting or to explain their own experience.
- (ii) Contacting their Head of Principal Study Department, Programme Tutor or Head of Year to discuss the concern.
- (iii) Asking the RAM Student Union or other Academy support services for advice and support, for example a counsellor or learning support tutor.
- (iv) Submitting a report online via [Report + Support](#) (this method of reporting does not constitute a formal complaint under this process unless a student expressly requests it in the report).
- (v) If a student feels unable to discuss the matter directly or with those involved, then students must be aware that options may be limited without some engagement with those involved.

SC2.4 It is expected that all those involved at this stage of the procedure will strive to reach a resolution through consultation and negotiation. If the recipient of a student concern needs to contact another member of the Academy to reach a mutually acceptable outcome, then this will usually be carried out with the knowledge and agreement of the student.

SC2.5 It is a principle of natural justice that if someone is named as a subject of the concern, they have the opportunity to respond. Therefore, a step in reaching a resolution will usually involve speaking to everyone involved and considering all the circumstances.

SC2.6 What should students expect during this process?

- (i) To be listened to without judgement.
- (ii) To be taken seriously when acting in good faith.
- (iii) For concerns to be treated with an appropriate degree of confidentiality.
- (iv) A student-led approach will be taken.
- (v) To receive appropriate support during the process (see SC1.12).
- (vi) An early resolution process will be handled expeditiously with the aim of reaching a satisfactory resolution within 30 days of notification of the concern unless other factors influence the timescale of the process.
- (vii) To be kept reasonably updated during the process about the steps taken (if any) to address the concern and the outcome of the early resolution process where possible.
- (viii) To be advised how to raise a formal complaint if they are not satisfied with the process or outcome, or if they need further advice.

SC2.7 A record will usually be made by the recipient of the concern, and/or the person involved in the early resolution process. This will document brief circumstances, any actions taken, whether a resolution was reached and when this took place. This record may be requested if a formal complaint is subsequently submitted or an investigation is initiated.

SC3 Stage 2 – Formal Complaints Process

SC3.1 The formal complaints process is overseen by the Senior Case Manager or nominated deputy. They are responsible for reviewing and determining whether a complaint is accepted under these procedures or to use their discretion where required. The Academy reserves the right not to progress a complaint if the criteria outlined in the Student Complaints Process is not met.

SC3.2 A formal complaint may be submitted in the following circumstances:

- (i) When a prior attempt at early resolution has been unsuccessful.
- (ii) The complaint was resolved but the concern has continued.
- (iii) The concern is unsuitable for early resolution, or a decision is taken by the Academy that it should be considered at a formal stage without early resolution. For example, it relates to behaviour prohibited by the [Harassment and Sexual Misconduct Policy](#) or [Intimate Personal Relationships Policy](#).
- (iv) It is serious or complex and requires specialist investigation and/or support.
- (v) It relates to conduct that may constitute a criminal offence or is being investigated by the police.

SC3.3 In assessing a formal complaint, it may be determined that early resolution should be attempted first before the formal process is commenced. The student will be given suitable guidance and support in relation to the early resolution process.

SC3.4 If a complaint is considered to be vexatious, frivolous, or motivated by malice (see SC1.6(ix)) and rejected on this basis, no further action will be taken in respect of the complaint. The Senior Case Manager will write to the student to explain why, and whether the [Student Disciplinary Code](#) has been instigated.

SC3.5 Student Complaint Investigation

A formal complaint investigation is overseen by the Senior Case Manager or nominated deputy.

SC3.6 A safeguarding concern or student allegation of misconduct about a student or staff member will usually be investigated by the Senior Case Manager. Safeguarding concerns will be risk assessed, and the Designated Safeguarding Lead consulted. In limited circumstances, an external investigator may be appointed depending on the nature and complexity of the complaint or if specialist expertise is required. A complaint about any named staff member in these procedures will be investigated by another senior member of staff.

SC3.7 A student can access support during this process. The type of support will be explored by the nominated investigator (see SC1.12).

SC3.8 The purpose of an investigation is to gather facts in a balanced and impartial way. When investigating a student complaint, the following steps will be taken:

- (i) The student will be invited to a meeting (in person or online) with the nominated investigator to discuss the complaint in detail, usually within 10 working days.
- (ii) If there are multiple students relating to the same complaint, a separate meeting will be held with each student.
- (iii) The notes of the meeting will be compiled, and a statement produced. The student will be asked to confirm the accuracy of any written documentation and invited to provide any additional information or clarification if necessary.
- (iv) The student will be asked to provide additional evidence or information to assist the Academy with the investigation. This may include if relevant, but is not limited to:
 - Digital or physical evidence: messages, screenshots, emails, notes or diary entries, photos, videos, social media posts, medical or professional notes, evidence of damage, phone calls logs.
 - Witness evidence: details of other people who may have witnessed or experienced the concern and are willing to be contacted. A witness will be contacted and invited to attend a meeting where their evidence will be obtained as outlined at (SC3.5(i)-(iv)).
- (v) The investigator may need to consult and gather information from other members of staff for the purposes of the investigation.
- (vi) Any data or evidence held by the Academy may be requested, accessed, and reviewed by the nominated investigator or on their behalf.
- (vii) Any data or evidence held by a student or other witness is shared with the consent of that individual for the purposes of an investigation. This is not invalidated by other provisions of these Regulations including IP and copyright.

SC3.9 If the complaint relates to behaviour or conduct that may constitute misconduct, the complaints procedure may be:

- Concluded and no further action taken, for example if a disciplinary procedure is not possible in the circumstances.
- Concluded with an outcome that this will be dealt with under the relevant disciplinary procedure, including a student warning
- Paused pending the outcome of a disciplinary procedure.
- Paused due to circumstances beyond the Academy's control.
- Concluded at the end of a disciplinary procedure.

SC3.10 If the subject of the complaint is a student, this will proceed according to the Student Disciplinary Code.

SC3.11 If the subject of the complaint is a staff member, this will proceed according to the staff Discipline and Appeal procedure overseen by and in consultation with the Director of Human Resources.

SC3.12 Conclusion of Formal Complaints Procedure

- (i) If a decision can be reached within 30 calendar days of the meeting, a full written response will be sent to the student.

- (ii) If a decision cannot be reached within 30 calendar days of the meeting (subject to SC3.6), the student will be informed about the reasons for this where possible and an anticipated timescale for completion.
- (iii) A written response to a complaint will document the nature of the complaint, the findings of the investigation and the outcome of the process including, if any, the redress, and timescales for implementing the redress.

SC3.13 Timescale for Formal Complaints Process

The Academy aims to complete the complaint review and Stage 2 procedure within 90 calendar days of receipt of the formal complaint (subject to SC3.6 and SC3.9). Therefore, information and evidence submitted in support of the student complaint must be received within 30 calendar days of the meeting unless there are clear extenuating circumstances. If information is not received within this timescale, the procedure may be concluded, including any associated disciplinary processes.

SC3.14 Confidentiality

The Student Complaints Process is a confidential process and therefore everyone involved is expected to uphold the principles of confidentiality. Any information shared or gathered as part of an investigation may be disclosed as part of a safeguarding risk assessment, internal review, or subsequent disciplinary procedure. Evidence gathered during the Student Complaints Process may be disclosed as part of the Student Complaints Process, internal disciplinary procedures, as part of an external OIAHE review or when legally required to do so.

SC3.15 Data Protection

Information provided by a student about themselves, or any other data subjects, will be stored and processed in accordance with the provisions of the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR). Please see <http://www.ram.ac.uk/privacy> for more information.

SC3.16 The Academy shall not normally reimburse expenses in relation to a student complaint process.

SC4 Stage 3 – Request for Formal Review of Complaint

SC4.1 At the conclusion of Stage 2 of the Student Complaints Process, the student will be notified of their right to request a review of the complaint. Such a request must be submitted in writing to the Academic Quality Officer within 7 days of receipt of the complaint outcome. Requests may be considered after this time with evidence of extenuating circumstances.

SC4.2 Requests for a review can be made on the following grounds:

- (ii) If there is clear evidence of procedural irregularities in the handling of the complaint.
- (iii) The outcome was deemed unreasonable based on the evidence provided.
- (iv) New evidence is available that could not reasonably have been provided earlier.

SC4.3 On receipt, an initial assessment will be carried out. Requests for a review may be rejected on the following grounds:

- (i) The student has requested a review outside of the timescale of 7 days
- (ii) The outcome requested is unavailable,
- (iii) There are insufficient grounds or evidence.

SC4.4 The Request for Formal Review will be considered by the Registrar and Director of Student Operations or another senior member of staff, who will review the request and all relevant documentation.

SC4.5 In the review the Registrar and Director of Student Operations, or another senior member of staff will consider whether all procedures were followed, if the outcome was reasonable, based on the evidence provided, if the student received clear reasons for the complaint outcome, whether the new evidence provided has any impact on the outcome and if there were good reasons for the evidence not being provided at an earlier stage.

SC4.6 Following the review the potential outcomes are:

- (i) Stage 2 outcome remains, and no further action should be taken. A Completion of Procedures letter will be issued within 30 calendar days by the Academic Quality Officer.
- (i) the complaint should be investigated further (for example where additional evidence is provided), the case will be referred back to Stage 2 of the Student Complaints Process;
- (ii) The case is referred to be considered under the [Student Disciplinary Code](#).

SC4.7 At the conclusion of the Stage 3 process and any recommended action, a Completion of Procedures letter will be issued within 30 calendar days by the Academic Quality Officer.

SC4.8 Request for External Review

The Academy is a member of the independent scheme for the review of student complaints run by the Office of the Independent Adjudicator for Higher Education (OIA). If the student is unhappy with the process or outcome, they may be able to apply to the OIA for a review of their complaint, provided it is eligible under the OIA's rules. More information can be found here: <https://www.oiahe.org.uk/students>.

The Academy will send the student a Completion of Procedures Letter when they have reached the end of the process and there are no further steps, or at the student's request. More information can be found here: <https://www.oiahe.org.uk/providers/completion-of-procedures-letters>.

SC4.9 The Registrar and Director of Student Operations will keep a record of all formal student complaints received and prepare an annual report on the formal complaints raised, for consideration by Academic Board and monitoring purposes. Governing Body will be informed of the outcome of any complaints and appeals via an annual report. Student details will be anonymised, and students will not be identifiable via this reporting process. The effectiveness of these procedures will be reviewed and if necessary updated.

STUDENT DISCIPLINARY CODE

SD1 General Principles

SD1.1 The Royal Academy of Music expects all students to conduct themselves in an honest, courteous and considerate manner, make satisfactory academic progress, and abide by the *Regulations*. This is underpinned by the governing principles as outlined at G2.8 and G2.9 of these Regulations and are designed to regulate the behaviour of students as members of the Academy's community.

SD1.2 The Student Disciplinary Code outlines the process that the Academy will use to investigate and deal with cases where a student is suspected to be in breach of the Academy's Regulations and Policies.

SD1.3 Scope of the Student Disciplinary Code

All students are obliged to comply with the Regulations including the Student Disciplinary Code. Students are bound by the Regulations from the point of enrolment until their studentship comes to an end either through graduation or withdrawal from a programme.

The following may be dealt with under the provisions of this Code:

- (i) Any breach of the Academy's Regulations or Policies,
- (ii) Suspected misconduct resulting from a student complaint,
- (iii) Suspected misconduct identified by the Academy,
- (iv) Any notification by a member of the public, external partner, or agency that a student's conduct may constitute a breach of these Regulations.

SD1.4 The Principal, as the accountable officer of the Academy, is ultimately responsible for the Student Disciplinary Code. The Principal delegates their responsibility to the following individuals at each stage of the procedure:

Stage 1: Programme Tutors, Heads of Year, Heads of Department and Heads of Programme

Stage 2: Senior Case Manager

Stage 3: Registrar and Director of Student Operations

Stage 4: Deputy Principal

SD1.5 Any named officer may delegate their responsibilities to another member of the Academy and the procedure shall not be invalidated by this (except SD2).

SD1.6 The Student Disciplinary Code is an internal civil procedure. Its purpose is to define the circumstances where the Academy will investigate and decide whether a breach of the Regulations and/or Policies has occurred. A disciplinary process instigated against a student must be proven on the balance of probabilities. The burden of proving whether a breach has occurred is on the Academy and the most serious sanction that can be applied is permanent expulsion from the Academy.

SD1.7 A formal disciplinary investigation can be instigated or authorised by any member of the Senior Management Team who will appoint an investigator.

SD1.8 The Academy, as a Higher Education provider, has a general duty of care to deliver educational and pastoral services to the standard of an ordinarily competent institution and, in carrying out these services, to act reasonably to protect the health, safety and welfare of their students. In complying with this duty, the Academy will take steps to balance the potentially conflicting rights and interests of individuals during the course of an investigation and when taking any action including precautionary measures.

SD2 Emergency Powers and Precautionary Measures

SD2.1 The Dean of Students or another member of the Senior Management Team can instigate immediate precautionary measures in response to suspected student misconduct. Precautionary measures are discretionary and will be taken where a risk assessment indicates that they are necessary to protect one or more members of the Academy's community when:

- (i) An internal disciplinary process has been instigated,
- (ii) The student is the subject of a criminal investigation, for example there are arrested or interviewed under caution, bailed, charged, or found guilty of a criminal offence (see SD4 in relating to the duty to notify),
- (iii) A serious safeguarding or health and safety concern has arisen in relation to the student.

SD2.2 Precautionary Measures

Precautionary measures that may be taken but are not limited to:

- (i) Immediate removal or withdrawal of studentship from the Academy,
- (ii) Suspension until the end of a disciplinary process or another specified period,
- (iii) Conditions on the student including limiting the scope of access to the Academy, its services, activities, facilities or contact with specified members of its community.

SD2.3 Precautionary measures are not a penalty or outcome to a disciplinary procedure but are instigated where there is an urgent need, or to the extent that they are necessary, reasonable and proportionate in the circumstances.

SD2.4 When precautionary measures are instigated, the student will be notified in writing. The notification will include any conditions imposed, the extent of the measures and a timeframe including review periods (normally on a monthly basis or when there are significant changes that should be considered).

SD2.5 In the event of immediate suspension or withdrawal of studentship, the Principal will be informed, and the student will have the right to make written representations. In these rare circumstances, a student will not be eligible to resume study until a full disciplinary process has been concluded or the case is closed and a review takes place.

SD2.6 If the Academy is notified that a prospective student has been or is involved in alleged serious misconduct including suspected criminal behaviour, the Academy reserves the right to investigate, review, suspend or rescind the offer, or instigate precautionary measures at the start of their studentship. Attention is also draw to SD4 which outlines the processes in relation to allegations of misconduct which may constitute a criminal offence.

SD3 Definition of Misconduct

SD3.1 Definitions

Misconduct is defined in its broadest sense as improper interference with the proper functioning or activities of the Academy by a student.

SD3.2 There are three forms of student misconduct that are dealt with under these procedures:

- (i) operational obstruction: disruption of, or improper interference with any activities of the Academy, whether on or off Academy premises, by a student; including any activities or services carried out on behalf of the Academy;
- (ii) breach of Academy Regulations, Policy or UK laws and legal obligations: including UKVI compliance, Health and Safety at Work Act 1974, Data Protection Act 2018, Equality Act 2010, Intellectual Property and Copyright laws;
- (iii) obstruction of, or interference with, the functions, duties or activities of any student, member of staff or other employee of the Academy or any visitor to the Academy, by a student. This includes any student interfering with the health, safety and welfare of any member of the Academy community.

SD3.3 Misconduct can be committed by a student whether directly or indirectly, in person or online including social media, individually or in collaboration with others, or through a third-party. It can be physical, verbal or psychological.

SD3.4 Misconduct that may also constitute a criminal offence will be reviewed and handled in accordance with the procedures at SD4.

SD3.5 Examples of Misconduct include, but are not limited to:

- (i) Abusive behaviour: threats intimidation, hostility, malice or anti-social behaviour.
- (ii) Harassment, discrimination or victimisation in relation to an individual's sex, sexuality, age, disability, race, religion, marriage/civil partnership, gender reassignment, pregnancy, maternity; (as defined by the Equality Act 2010).; Stalking and harassment (as defined by the Protection from Harassment Act 1997). See [Harassment and Sexual Misconduct Policy](#) and further information is available on the Student Support Hub.
- (iii) Bullying: the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power (as defined by the Anti-Bullying Alliance).
- (iv) Hate incidents or crimes: this relates to the victim or any other person's perception of prejudice in relation to an incident or whether a crime is motivated by hostility based

on race, religion, disability, sexual orientation, or transgender identity (as defined by the CPS and police).

- (v) Anti-Semitic behaviour: Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities (as defined by the International Holocaust Remembrance Alliance (IHRA)).
- (vi) Physical misconduct: punching, kicking, slapping, restraint, biting, pushing, shoving, pulling hair, other unwanted and unreasonable physical contact.
- (vii) Sexual misconduct is, in its broadest sense, any unwanted conduct of a sexual nature. See [Harassment and Sexual Misconduct Policy](#) and further information is available on the Student Support Hub.

Examples of sexual misconduct can include:

- Sexual harassment (as defined by the Equality Act 2010),
- Unwanted sexual attention including jokes, flirting, sexualised comments, demeaning, derogatory or sexually explicit remarks, spreading false or malicious rumours, asking about someone's sex life, asking for sexual acts in promise or exchange for something, giving gifts of a sexual nature.
- Any direct or attempted unwanted physical contact of a sexual nature, whether this does or does not involve aggravating factors such as violence, coercion, exploitation, threats, pressure, malice, bullying, harassment, victimisation or manipulation.

Some allegations of sexual misconduct may constitute a criminal offence. The Academy will consider whether it is appropriate for the allegation to be referred to the police in consultation with the complainant (as outlined in SD4).

Consent may be relevant when considering sexual misconduct. It is a complex area defined in criminal law and requires consideration of a number of factors. For the purposes of sexual misconduct allegations, consent to sexual activity is whether a person agreed by choice and had the freedom and capacity to make that choice.

Principles to consider in relation to consent:

- Consent can change over time and can be withdrawn at any time.
- There is no requirement on the part of a complainant to communicate a lack of consent.
- It should be considered whether the subject of a complaint had a reasonable belief in consent at the time when the sexual activity took place.
- Consent cannot be implied, assumed, or coerced.
- Intoxication may be a factor but is not a defence.

Vulnerability (of the alleged victim) may be considered as an aggravating factor and can include:

- A power dynamic including seniority, status of studentship or professional status.
- Physical or mental health including disability or impairment.

- Sexual orientation, age, gender or cultural vulnerability.
 - Emotional, financial or career dependency.
 - Voluntary or involuntary intoxication (alcohol, drugs or medication).
 - Isolation or limited access to support.
- (viii) Fraud, bribery, deceit, deception, or dishonesty by a student in relation to being a student of the Academy or involvement in any activity, use of any facility, any role or position, including external activities.
- (ix) Radicalisation, terrorism and extremism: any conduct that encourages extreme views or beliefs or expresses support for terrorist groups and activities. This includes accessing materials, sharing extreme views, fundraising or providing money to prescribed groups. This relates to the Academy's Prevent duties under the Counter Terrorism and Security (CT&S) Act 2015.
- (x) Possession of the following prohibited items while on Academy premises or whilst engaged in Academy activity elsewhere:
- Illegal drugs
 - Weapons
 - Fireworks or other explosive substances
 - Anything that can cause injury or be used to commit an offence.
- (xi) Falsification or serious misuse of records, such as transcripts and degree certificates.
- (xii) Engaging in any Academy activity whilst under the influence of alcohol or illegal drugs.
- (xiii) Causing a Health and Safety concern including action by a student or students likely to cause injury or impair safety on Academy premises.
- (xiv) Damage to, theft, or defacement of, Academy property or the property of other members of the Academy community or property available for the use of the Academy community (e.g. rented or leased equipment) caused intentionally or recklessly, and misappropriation of such property by a student or students;
- (xv) Misuse or unauthorised use of Academy premises or items of property by a student or students, including the inappropriate use of IT services or facilities by a student or students.
- (xvi) Reputational damage: behaviour by a student or students which brings the Academy into disrepute.
- (xvii) Failure by a student or students to comply with a previously imposed penalty under this Code.
- (xviii) Any other behaviour that may constitute a criminal offence.

SD3.6 All allegations of misconduct will be reviewed and taken seriously. An assessment will be carried out by the Academy to determine how the misconduct will be dealt with. Any formal complaint of misconduct will automatically be investigated at Stage Two of the procedure.

SD4 Allegations of misconduct which may constitute a criminal offence

SD4.1 In dealing with cases of misconduct which may constitute a criminal offence, the criminal process will take priority. A disciplinary process may be suspended until the criminal process has concluded.

SD4.2 The Academy may take precautionary measures pending the outcome of criminal proceedings as outlined at SD2.

SD4.3 If the matter is not dealt with under a criminal process, or where the criminal process has concluded, the Academy will consider whether a breach of the Student Disciplinary Code has occurred.

SD4.4 If a criminal investigation is instigated at any stage during an Academy's disciplinary procedure, including after an outcome has been reached, the procedure will be paused. Any documentation including emails, reports, letters and other evidence may be disclosed as part of criminal investigation or other legal obligation.

SD4.5 Where a finding of misconduct is made and the student has also been convicted and sentenced by a criminal court in respect of the same facts, the penalty set by the court shall be taken into consideration in determining an outcome under this code.

SD4.6 If a student becomes the subject of a police investigation during their studies, they must inform the Dean of Students immediately, so that the Academy can exercise its duties in relation to both safeguarding and student support to all students.

SD4.7 Failure by a student to disclose that they are being or have been investigated, arrested, interviewed, charged, or convicted of a criminal offence while enrolled will result in disciplinary action under this code.

SD5 Handling of Disciplinary cases

SD5.1 The Academy will consider the principles of natural justice when managing allegations of misconduct and instigating disciplinary procedures:

- (i) No one should judge their own case: cases should be dealt with impartially and with fairness;
- (ii) The right to be heard: the subject of an allegation has the right to know the case against them and have the opportunity to respond;
- (iii) The right to an unbiased and impartial tribunal decision makers must operate without bias or reasonable perception of bias.

SD5.2 In all disciplinary proceedings a student is presumed innocent until the contrary is proved on the balance of probabilities.

SD5.3 Confidentiality

The Student Disciplinary Procedure is a confidential process and therefore everyone involved is expected to uphold the principles of confidentiality. Any information shared or

gathered as part of an investigation may be disclosed as part of a safeguarding risk assessment, internal review, or subsequent disciplinary procedure. Evidence gathered during the Student Disciplinary Code may be disclosed as part of the Student Complaints Process, internal disciplinary procedures, as part of an external OIAHE review or when legally required to do so.

SD5.4 Data Protection

Information provided by a student about themselves, or any other data subjects, will be stored and processed in accordance with the provisions of the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR). Please see <http://www.ram.ac.uk/privacy> for more information.

SD5.5 The identity of those involved in disciplinary proceedings will only be shared with relevant staff and those involved in the process, at the discretion of the Academy.

SD6 Stage One: Early Resolution

SD6.1 Early resolution is designed to address straightforward concerns at a local level and in an informal way. This includes minor breaches of the Regulations, which may be dealt with by Programme Tutors, Heads of Year, Heads of Programme or Heads of Department

SD6.2 Programme Tutors or Heads of Year may issue up to two written warnings in relation to disciplinary issues. Examples of instances where a written warning may be issued are:

- a) Concerns raised by students that may indicate a breach of the Regulations including misconduct;
- b) Failure to comply with the Regulations without legitimate reason or breach of any of the Regulations;
- c) Absence without approved Leave of Absence;
- d) Failure to engage with or respond to instructions or requests on behalf of the Academy;
- e) Disruptive behaviour or failure to engage appropriately when in activities or on Academy premises;
- f) Pulling out of collaborative commitments such as performance projects, group assessments, or accompanying fellow students in recitals without due notice or good reason;

SD6.3 Programme Tutors, Heads of Year, Heads of Programme/Department may issue up to two written warnings in relation to disciplinary and misconduct issues at this stage.

SD6.4 The first written warning will be issued following a first misdemeanour or offending pattern of behaviour in line with the above. The student will be given a fair opportunity to address the issue at the discretion of the member of staff who issued the warning; however, if the problem persists or further problems arise, a second written warning may be issued or the issue escalated to Stage 2.

SD6.5 Written warnings will be issued via email. They will be circulated to a student's Head of Department, Head of Programme and the Registry. A first written warning will normally

remain on the student record for the remainder of the academic year. A second written warning will remain on the student's record for the duration of the student's enrolment at the Academy.

SD6.6 Through such warnings, students will be made aware in the correspondence with the Head of Year or Programme Tutor that any breach of the Regulations may cause the Student Disciplinary Code to be invoked, which could ultimately result in the termination of studentship if students do not take steps to address the issues that have been identified.

SD6.7 Following the issuing of two written warnings, any further or repeated offences will be referred by the Programme Tutor/Head of Year to the Head of Programme and the Head of Principal Study Department. In cases of alleged misconduct (as defined under SD3), they may be referred directly to the Senior Case Manager at Stage Two of the Student Disciplinary Code.

SD6.8 Where a case has been referred to the Head of Programme and Head of Principal Study Department, a disciplinary meeting will be held with the student in question and in the presence of a member of the Academic Secretariat, who will take notes.

SD6.9 If the Head of Programme or Head of Department concludes that the student requires a further warning, this will be placed on the student's record and will remain there for the duration of the student's enrolment at the Academy. If the Head of Programme or Head of Department concludes that no further offence has been committed, no further action will be taken.

SD6.10 Students in receipt of scholarships and/or bursaries who have a Tutorial warning on file at the time of the Bursary Review meeting will be informed that their ongoing scholarship or bursary funding will be subject to a formal review process. The Academy may decide to withdraw or reduce scholarship or bursary funding either at this stage or in the event of any further disciplinary issues during the remainder of the academic year.

SD6.11 Students should be aware that Academy staff may be required to disclose disciplinary warnings that are live and on file when writing external references.

SD6.12 Students have the right of appeal against any of the decisions resulting from Stage One (including those under SD6.9), which can be made via the [Academic Appeals Procedure](#) (see Regulation AA1).

SD7 Stage Two: Formal Disciplinary Procedure

SD7.1 Formal disciplinary procedures may be instigated in the following circumstances:

- (i) When a formal student complaint has been made, and student misconduct is alleged;
- (ii) When suspected misconduct is identified following an internal review or investigation;
- (iii) When a student is subject to criminal proceedings;
- (iv) On referral by a Head of Year, Tutor, Head of Programme or Principal Study or professional services department;

- (v) Following unsuccessful early resolution or when a pattern of behaviour is suspected.

SD7.2 Where details of a potential formal disciplinary case have been received, an investigation, if not already instigated, will be commenced by the Senior Case Manager or assigned investigator. The duration of the formal investigation will depend on the nature and severity of the case and every effort will be made to conduct the investigation in a timely way.

SD7.3 A student who is identified as part of a formal disciplinary procedure will be notified in writing that an investigation has commenced, the nature of the alleged misconduct, their right to support under the Regulations, any precautionary measures where imposed and reference to the Regulations.

SD7.4 Investigation of Misconduct

A misconduct investigation may take the following steps:

- (i) Gathering of evidence including witness statements, digital information including internal data, internet and social media posts, CCTV or written documentation;
- (ii) An account from the student who is subject to the disciplinary procedures;
- (iii) Any other relevant evidence submitted or identified during the course of the investigation.

SD7.5 Disciplinary meeting

The subject of a disciplinary process will be invited to attend a meeting with the Senior Case Manager or nominated deputy. The student will be informed of the following:

- (i) There is no obligation on a student to attend a disciplinary meeting or provide any statement or account in response to an allegation of misconduct. A meeting will usually be scheduled within 7 working days of the written notification.
- (ii) A student is entitled to be accompanied to the meeting by a student representative, member of the Student Union or ULU. The name of the person attending should be provided 48 hours before the meeting. If another person is requested to attend, approval is at the discretion of the Registrar and Director of Student Operations.
- (iii) Notes will be taken at the meeting. The notes will be sent to the student following the meeting in order to confirm that they are accurate and if necessary, clarify any points mentioned. The notes will be expected to be confirmed within 14 days and if a response is not received without reasonable explanation, they will be assumed to be correct.
- (iv) A student's failure to attend the meeting, lack of response to correspondence or in responding to timeframes set, does not prevent the Academy from proceeding with a disciplinary process including referral to Stage 3.
- (v) The Academy aims to complete disciplinary procedures within 90 days of the commencement of the investigation.

SD7.6 At the conclusion of the formal investigation the Senior Case Manager or the nominated investigator will write a report detailing the findings, whether or not a case for misconduct exists and if there are any mitigating or aggravating factors to consider.

SD7.7 Misconduct outcomes

The following outcomes may be held at the conclusion of a Stage 2 investigation:

- (i) No case to answer. That there is insufficient evidence to show that misconduct took place. In this case the Senior Case Manager will record the rationale and whether any other action is recommended in the circumstances;
- (ii) Case to answer. If a case of misconduct exists, the investigation report and evidence will be referred to Stage 3 Disciplinary Committee for a decision to be made;
- (iii) If a case of misconduct exists and the student accepts full responsibility for their actions, then the matter may be dealt with at Stage 2 and the Senior Case Manager will refer the case to the Stage 3 Chair with a recommended outcome.

SD7.8 If a case is referred to be considered by the Disciplinary Committee, the student will be informed in writing.

SD8 Stage 3: Disciplinary Panel Hearing

SD8.1 The Disciplinary Panel hearing constitutes the formal decision-making stage of a non-academic misconduct process to consider an alleged breach of Academy Regulations or Policy by a student. This includes, but is not limited to, conduct contrary to the [Harassment and Sexual Misconduct Policy](#) as well as examples of misconduct outlined at SD3.

SD8.2 A Disciplinary Panel is comprised of members selected from the Disciplinary Committee, a group whose membership and training is renewed every 3 years. The Chair of the Disciplinary Committee will also convene and Chair a Disciplinary Panel unless there are circumstances that require another senior member of staff to chair the Panel.

The Chair and panel members will be independent and have had no prior active role in the investigation, case management, or initial decisions regarding the circumstances or specific students.

All members of the Disciplinary Panel involved in the process are trained and expected to act within the principles of fairness, confidentiality, impartiality and natural justice.

A Disciplinary Panel will be convened by the Chair following referral of a Stage 2 formal investigation outcome, in order to consider the facts of the case and reach an outcome.

Where two or more students face similar allegations arising out of the same incident or circumstances, the Chair will determine whether the cases will be heard at the same time or separately to ensure fairness for all involved.

SD8.3 The Chair, in consultation with the Senior Case Manager and the Academic Quality Officer, will set a time and place and convene the members of the Disciplinary Panel. The hearing will normally be held within 10 working days of notification to the Chair of completion of a referral from Stage 2 (or within a reasonable timeframe).

SD8.4 The timeframe for holding the panel hearing may vary outside of the term owing to staff availability. In some cases, alternative staff may be selected from outside the membership of the Disciplinary Committee at the discretion of the Chair and in the interests of avoiding undue delay to the process. Staff will be suitably trained and briefed on the disciplinary panel procedures.

SD9 The Disciplinary Panel

SD9.1 Terms of reference: It is for the Disciplinary Panel, as convened by the Chair of the Disciplinary Committee, to decide on consideration of the facts of the case and on the balance of probabilities:

- (i) whether or not a breach of the Academy Regulations and/or Policies including misconduct has occurred, and if found,
- (ii) determine a suitable outcome on behalf of the Academic Board.

SD9.2 The membership of the Disciplinary Panel will be:

SD9.2.1 The Chair, who is the Registrar and Director of Student Operations, Dean of Students or another member of the Senior Management Team.

SD9.2.2 The membership of the Disciplinary Committee shall usually be:

- a. one Head of Principal Study or professional services department,
- b. one Tutor, Head of Year or instrumental teacher,
- c. one student representative (or the Student Union President),
- d. the Academic Quality Officer or staff member (clerk)

SD9.2.3 The Senior Case Manager or Stage 2 investigator will usually attend for the purposes of presenting the case on behalf of the Academy.

SD9.3 Disciplinary Panel members will not be from the same department as any students involved in the hearing be required to disclose any potential conflicts of interest to the Chair to mitigate the risk of procedural bias. The Chair will make a final determination if reasonable concerns are raised. An external panel member may be selected at the discretion of the Chair.

SD9.4 Full attendance in person will be required by panel members for the disciplinary hearing to go ahead. In exceptional circumstances or where reasonable adjustments are required, it is the discretion of the Chair to permit members to join online and notice must be received within 48 hours of the meeting date.

SD9.5 The Disciplinary Panel hearing is confidential and will be heard in private. No member of the panel or attendee is permitted to audio or video record the meeting and a written record will be made by the Clerk.

SD9.6 The Disciplinary Panel is an internal process and will not normally have external legal advice unless the respondent is legally represented, which is subject to SD10.1.

SD9.7 All parties will be expected to have read the Disciplinary Panel terms of reference and protocols in advance of the hearing. The Chair reserves the right to terminate the hearing if any member fails to observe them.

SD9.8 Alternative formats of the written record may be provided upon request, provided the request is made at least 48 hours prior to the meeting.

SD10 Support and attendance

SD10.1 A student is entitled to be accompanied by an independent staff member, student representative, member of the Student Union or ULU for the purposes of support. The name of the person attending must be provided 48 hours before the meeting. If another person is requested to attend, or the person is not a member of the Academy, this will only be permitted at the discretion of the Chair. A student will not normally be permitted to be accompanied by a family member or legal representative, if this is requested then a determination will be made by the Chair in consideration of all the circumstances.

SD10.2 A student is not obliged to attend a Disciplinary Panel hearing, and they are not entitled to be represented by another person at the meeting. If a hearing has been convened and the student does not attend, the hearing may still proceed in their absence. If the student is unable to attend due to extenuating circumstances beyond their control and their notification is received by the Clerk in a reasonable time before the hearing, at the discretion of the Chair the hearing may be rescheduled.

SD11 Disciplinary Panel Hearings: Protocols and Procedures

SD11.1 The Disciplinary Panel will receive and consider all documentation relevant to the case. The Academic Quality Officer will arrange for the case file containing relevant documents to be made available to the Disciplinary Panel and student subject to the disciplinary proceedings within 5 working days of the meeting. This will include the investigation report except where information is sensitive and/or not considered relevant for determination on the facts of the case. For the purpose of the meeting, a decision by the Chair on any point of procedure will be deemed to be final, subject to an appeal under regulation SD13.

SD11.2 The hearing will start by the Chair reading out the alleged breach(es) and the relevant sections of the Student Disciplinary Code and/or Academy Policy as outlined. The subject of the hearing will then be asked whether these are accepted.

SD11.2(a) If the student accepts the breaches have occurred, the hearing will then focus on determining a suitable outcome(s) as outlined at SD13. The student will be given the opportunity to make representations to the panel in relation to any mitigating factors they wish to be considered.

The complainant will also be given the opportunity to make representations to the Panel. Alternatively, an impact statement will be read to the Panel on behalf of the complainant.

SD1.2(b) If the student does not accept the breaches have occurred, the hearing will commence with a summary of the case by the Senior Case Manager, an opportunity for the complainant to make a statement directly to the Panel, any witness evidence and

finally the student subject to the hearing will have the opportunity to make representations including impact statements. Any questions for witnesses will usually be asked through the Chair who will also require the subject to put any questions they have in writing.

SD11.3 At the conclusion of the presentation of facts and questions, the Chair will ask the parties to leave the room while the panel considers their decision. The Chair may ask the student who is subject to the hearing to wait in a suitable location pending the result of the hearing or that they will be informed at a later date/time depending on the circumstances of the hearing.

The Panel will then be asked to determine whether or not a breach of the Student Discipline Code and/or policy has been found. If a breach is found, at the discretion of the Chair, the Panel may be provided with details of any relevant previous breaches or warnings by the subject and consider relevant mitigating and aggravating factors, for the purposes of deciding a suitable outcome.

Mitigating factors may include, but are not limited to:

- a) an admission of breach, acknowledgment of wrongdoing, apology, sincerity and at what stage of the process this was made,
- b) any compelling personal circumstances that are evidenced and considered relevant to be taken into account,
- c) the seriousness of the breach in the context of the full circumstances.

Aggravating factors may include, but are not limited to:

- a) the seriousness of the breach in the context of the full circumstances including the impact on complainant and witnesses, as well as any relevant disruption to the functions of Academy,
- b) a hate element or relevant factor relating to a protected characteristic (Equality Act 2010),
- c) level of vulnerability or factors that indicate grooming, exploitation or abuse of a power including domestic abuse, threats of violence, coercive or controlling behaviour,
- d) attempts to pressure or intimidate a complainant or witness that may indicate victimisation.

SD11.4 The Disciplinary Panel will reach their decision on the basis of a balance of probabilities test, whether on the facts of the case it is more likely than not that the events occurred. A decision of the Disciplinary Panel is reached by a majority vote of the members of the Panel present at the hearing and will be recorded as a decision of the Disciplinary Panel.

SD11.5 The Clerk to the committee will communicate the decision of the Panel to the subject of the hearing, usually within 5 working days (or a reasonable timeframe). This will include a summary of the findings of the Panel and the breaches found to have occurred, as well as the mitigating or aggravating factors considered, and outcome(s) reached with reference to SD13 and sources of support as appropriate. The student will also be notified of their right to appeal.

SD11.6 If the Disciplinary Panel determines that misconduct was not found on the facts of the case, the reasons for this will be recorded and the decision will be communicated to the subject of the hearing by the Academic Quality Officer usually within 5 working days.

SD11.7 In relation to the decision and outcome, it is for the Chair to determine what information is shared with the complainant and any other relevant persons to ensure that they understand the decisions of the panel and outcomes reached. This may also include other relevant members of staff.

A complainant will usually be informed whether or not a breach has been found to have occurred by the Panel, brief reasons but will not include a fully summary of the hearing or confidential discussions, any outcomes imposed where it directly relates to the complainant, any additional steps the Academy is taking as a result of the findings, and sources of support and advice. It will not usually be possible for a complainant to dispute the findings or outcome of the hearing.

SD12 Stage 4- Appeal against findings or outcomes of a Disciplinary Panel

SD12.1 An appeal of the findings of misconduct by the Disciplinary Panel will be considered subject to the discretion of the Deputy Principal/ Dean of Students in relation to:

- a) the finding of misconduct by the Panel, and/or
- b) the outcome imposed by the Panel.

SD12.2 An appeal must be submitted in writing to the Academic Quality Officer within 7 days of the Stage 3 outcome notification letter. The request to appeal must include sufficient information to outline the basis for the appeal (SD12.1) and the grounds of the appeal as outlined in SD12.3. If insufficient information is provided, the appeal is likely to be rejected on review.

SD12.3 The appeal will only be considered if there is sufficient evidence that one or more the following criteria apply:

- a) new evidence can be produced that could not have reasonably been made available prior to or at the Disciplinary Panel at the hearing;
- b) evidence can be produced of significant administrative error, including prejudicial procedural error, made before, during or after the original hearing;
- c) any other relevant grounds that are likely to have had a material effect on the outcome except where the opportunity to make representations existed at the hearing.

SD12.4 If the appeal is considered, the case file and summary of the decision-making process will be made available to the Deputy Principal/ Dean of Students for consideration. The Deputy Principal/ Dean of Students will not normally request further representations unless exceptional circumstances indicate that an additional hearing is required.

The Academic Quality Officer will inform the student of the outcome usually within 14 days of receipt of the appeal request. This will specify whether:

- a) the appeal submission is rejected due to insufficient grounds or evidence;

- b) the appeal has been considered, and not upheld meaning that the original decision and/or outcome of the Disciplinary Panel remains,
- c) the appeal has been considered, and partly or fully upheld, including the reasoned decisions for this.

SD12.5 The appeal stage is final and concludes the Academy's internal disciplinary procedures. At this point, the student will also be informed that a Completion of Procedures (CoP) letter will be issued. If the Disciplinary Panel reaches a final decision that results in the exclusion or suspension of a student, a COP letter will be issued, regardless of whether or not they submitted a Stage 4 appeal.

A student who remains dissatisfied may make a referral to the Office of the Independent Adjudicator for Higher Education.

SD13 Outcomes to a Disciplinary Procedure

SD13.1 If a Disciplinary Panel decides that misconduct has been found on the balance of probabilities, the Panel may impose one or more of the following outcomes:

- (i) A fine and/or requirement to compensate the cost of whole or part of a financial loss to the Academy (to cover any damages to items or property as appropriate);
- (ii) A formal written warning with regard to future conduct for a specified period of time, including signposting to resources or relevant support and training;
- (iii) A requirement to apologise either in person or in writing to any individuals directly or indirectly impacted by the misconduct;
- (iv) Part or full suspension of access to Academy facilities, premises, activities or use of equipment as outlined and for a specified period of time.
- (v) Suspension of studentship for a specified period of time (usually one academic year).
- (viii) Expulsion from the Academy.