

C Regulations governing named awards (Academic programme regulations)

1 General Introduction

2 Royal Conservatoire of Scotland Qualifications and Credit Framework

- Credit structure of Taught Awards
- Minimum completion of credits for taught Awards
- Levels and duration of study
- Voluntary exit and re-entry
- Degrees and awards by type of programmes offered
 - o Undergraduate programmes and associated awards
 - o Postgraduate taught programmes and associated awards
 - o Aegrotat degrees
 - o Honorary degrees (honorary doctorates)

3 Programme attendance, engagement, and progression

- Attendance requirements
- Progress Committees
- Non-submission or incomplete submission
- Late submission

4 Assessment principles and regulations

- Assessment requirements
- Board of examiners
- Procedures of examination
- Special circumstances and assessment
- Registration and publication of results

Annex A Membership of the Progress Committees and Board of Examiners

1. GENERAL INTRODUCTION

- 1.1 This section covers those regulations which govern the teaching and assessment of academic (higher education) taught programme qualifications (awards) at the Conservatoire. Programmes are composed of a combination of modules which, successfully completed, lead to an award. A module is one block of learning and is normally ascribed a specific credit value.
- 1.2 The relevant Regulations for **Admissions into** taught programmes at the Conservatoire can be found the RCS [Admissions Policy](#).
- 1.3 Credit values indicate how much learning is expected in a component of a programme. Credits provide an indication of the expected student study time (notional student learning effort). 1 credit is associated with 10 hours of notional student learning effort.
- 1.4 Required attendance at timetabled teaching sessions is included within expected student study time, although the proportion will vary from module to module. Expected notional student learning effort includes, where relevant, all classes, one-to-one teaching, timetabled performance activities, assignments, private study, practice, rehearsal and assessment.

Coverage of section C regulations

- 1.5 The regulations outlined here apply to all undergraduate programmes of study and all taught postgraduate programmes of study at RCS.
- 1.6 Higher Degrees by research are covered by the academic regulations of St Andrews University. Please see [here](#).
- 1.7 These regulations are quality assured in the following ways:
 - 1.7.1 They are approved by Academic Board which has oversight of the regulation of academic matters. (Questions regarding principle and procedure regarding the operation of these will normally be determined by Academic Board or, in an emergency, the Principal as Convenor of the Academic Board);
 - 1.7.2 They are subject to annual updates, five yearly periodic review, and curriculum review, along with Programme Handbooks, and updated prior to a new academic session commencing following confirmation of any amendments at Learning, Teaching and Quality Committee (LTQC) or equivalent committee;
 - 1.7.3 They are subject to change within the academic session only exceptionally and normally only then in the light of specific situations over which students have no control and which require immediate production of new regulations. Where new legal requirements are introduced by government during an academic session, all students will be updated of relevant implications and any changes to the regulations outlined in this document as quickly as possible and only once Academic Board has approved the changes.

Association with programme handbooks

- 1.8 Each programme of study is required to have its own Programme Handbook which establishes specific requirements of a given programme. The regulations presented here should be read in conjunction with Programme Handbooks (which set out specific requirements relevant to that programme of study).
- 1.9 Individual components of study may have additional, separately published, syllabuses. Any mention of Programme Handbooks in these regulations also applies to separately published component syllabuses.
- 1.10 The programme handbooks are required to specify:
- The components of study, including mandatory, elective, and optional elements, for each year of study
 - Any components which are pre-requisites for the study of other components
 - Progress and assessment arrangements for each year of each programme of study and the requirements for the final award.
- 1.11 Programme Handbooks shall be issued electronically to students at the beginning of their programme.
- 1.12 The programmes and other facilities detailed in Programme Handbooks are reviewed regularly and thus the information given may be subject to alteration.
- 1.13 The Conservatoire reserves the right, without notice, to vary the contents of its programmes or parts of a programme and to modify the facilities and arrangements for students. Academic Board may, therefore, approve changes to programmes as published in Programme Handbooks. These changes may be made as a result of feedback from students, External Examiners, or some other source. They may also be as a result of factors beyond the direct control of the Conservatoire.
- 1.14 Approved amendments to Programme Handbooks are issued to students prior to the start of each Academic Session.

Association with the undergraduate studies RCS Student Handbook

- 1.15 Generic information for all RCS undergraduate programmes is set out in the **RCS UG Student Handbook**. For undergraduates, the regulations set out here should be read in conjunction with this handbook.

2 ROYAL CONSERVATOIRE OF SCOTLAND QUALIFICATIONS AND CREDIT FRAMEWORK

Overview

- 2.1 The Royal Conservatoire of Scotland uses the Scottish Qualifications and Credit Framework ((**SCQF**).⁴) to assure its own named awards' Academic Framework (the RCS Framework). The RCS Framework sets out the requirements for taught awards of the Conservatoire. The RCS Framework provides guidance designed to ensure that consistent quality and standards operate across RCS programmes.
- 2.2 All taught programmes leading to an award at RCS should conform to the precise requirements of the RCS Framework
validation process and should not undermine the principles of the framework.

Credit Structure of Taught Awards

- 2.3 All awards of the Conservatoire, with the exception of Honorary Degrees and Fellowships follow the **Scottish Credit and Qualifications Framework**⁵
- 2.4 All programmes of study are organised into modules which are assigned an SCQF level and a credit value and, where necessary, aligned with relevant professional accrediting body requirements
- 2.5 The basic unit of credit relates to 10 notional hours of learning; a module of 10 credits represents 100 notional hours of student learning effort.
- 2.6 A standard academic year of full-time study for undergraduate and student learning effort).
- 2.7 Where credits are accrued as part of a programme they will not be accredited towards any other award, unless the total exceeds the minimum requirement.
- 2.8 Credits beyond those required for the award and other optional study and assessment activity may be taken at the discretion of the Programme Leader.
- 2.9 Programmes may also have study activities that lead to no credit or to the award of a qualification from another body as part of their agreed structure. Programme Leaders must ensure that in these cases additional activities do not breach the limits imposed on students holding international student visas.

Levels of Study

- 2.10 Units in undergraduate programmes of study shall be offered at one of five levels (SCQF levels 6, 7, 8, 9 and 10). Units in postgraduate programmes of study shall be offered at SCQF level 11 but, subject to students achieving the minimum number of credits required at that level, may include units at lower levels.

⁴ <https://scqf.org.uk/media/ta4l1whk/scqf-level-descriptors-web-july-2019.pdf>

2.11 Summary of required minimum completion of credits at appropriate SCQF levels for Awards at the Conservatoire:

Award	Minimum number of credits	Balance of level of credits required
UNDERGRADUATE PROGRAMMES		
Bachelor of Arts with Honours	480	Minimum of 90 are at level SCQF 10 or above
Bachelor of Arts	360	Minimum of 60 are at level SCQF 9 or above.
Diploma	240	Minimum of 90 at SCQF level 8 or above
Certificate	120	Minimum of 90 at SCQF level 7 or above
Graduate Certificate of Higher Education (Music Education)	60	Must be at SCQF level 9 or above
Professional Graduate Diploma in Education (Music)	120	Minimum of 90 at SCQF level 10 or above
Bachelor of Education	420	Minimum of 60 of which must be at SCQF level 9 or above
Bachelor of Music with Honours	480	Minimum of 180 at SCQF 9 or above and a minimum of 90 must be at SCQF 10 or above
Bachelor of Music	360	Minimum of 60 are at level SCQF 9 or above.
POSTGRADUATE TAUGHT PROGRAMMES		
Master of Fine Arts	240	Minimum of 150 at SCQF 11
Master of Music	240	Minimum of 150 at SCQF 11
Master of Arts	180	Minimum of 150 at SCQF 11
Postgraduate Diploma	120	Minimum of 90 at SCQF 11
Postgraduate Certificate	60	Minimum of 40 at SCQF 11

Levels of Award

2.12 Undergraduate programmes of study shall provide opportunities for students to exit with the following awards:

Certificate of Higher Education
 Diploma of Higher Education
 Degree (either with or without Honours as specified by the programme).

2.13 Taught postgraduate programmes of study which lead to the award of a Master's degree shall provide opportunities for students to exit with the following awards:

Postgraduate Certificate
Postgraduate Diploma

2.14 Programmes of study which terminate with the award of the Postgraduate Diploma will provide an opportunity for students to exit with a Postgraduate Certificate.

2.15 **Duration of full-time study**

2.15.1 Programmes of study have variable durations at the Conservatoire.

2.15.2 The general principles of UG and PGT programme duration are:

UNDERGRADUATE degrees	3 to 4 years
Undergraduate diplomas of Higher Education	2 years
Undergraduate certificates of Higher Education	1 years
POSTGRADUATE taught programmes	1-3 years depending on programme and mode of study (full time or part time)
Postgraduate diplomas	1 year
Postgraduate certificates	1 year

2.15.3 The maximum period allowed for the completion of a programme of study is the normal duration of the programme of study plus two years.

2.16 **Voluntary exit and re-entry**

If an undergraduate student exits voluntarily with an award below the level of an Honours Degree that student may, at a point in the future, re-apply for entry to the subsequent stage of the programme of study.

2.16.1 Re-entry will always be conditional on the outcome of an audition/interview.

2.16.2 Normally, however, if a student receives an award below Honours Degree level based on academic performance, they will not be allowed to re-enter the subsequent stage of the programme of study.

2.16.3 If a taught postgraduate student exits voluntarily with an award below the level of a Masters degree that student may, at a point in the future, re-apply for entry to the subsequent stage of the programme of study.

2.16.4 Re-entry will always be conditional on the outcome of an audition/interview.

2.16.5 Normally, however, if a student receives an award below Masters degree level on the basis of academic performance, they will not be allowed to re-enter the subsequent stage of the programme of study.

2.17 Degrees, Diplomas and Certificates of the Conservatoire

2.17.1 The degrees of the Conservatoire shall be:

(a) First Degrees

Bachelor of Arts	BA
Bachelor of Education	BEd
Bachelor of Music	BMus
Bachelor of Music with Honours	BMus (Hons)

(b) Higher Degrees

Master of Arts	MA
Master of Music	MMus
Master of Education	MEd
Master of Fine Arts	MFA

(c) Honorary Degrees

Doctor of the Conservatoire	DCon
Doctor of Drama	DDra
Doctor of Music	DMus
Doctor of Dance	DDan
Doctor of Film	DFilm
Doctor of Production Arts	DProd
Doctor of Arts Education	DArtsEd

2.17.2 The Certificates and Diplomas of the Conservatoire shall be:

(a) Undergraduate

Certificate of Higher Education	Cert HE
Diploma of Higher Education	Dip HE
Graduate Certificate of Higher Education	Grad Cert
Professional Graduate Diploma in Education Secondary (Music)	PGDE
Professional Graduate Diploma in Musical Theatre	PGDMT

(b) Postgraduate

Postgraduate Certificate in Learning and Teaching in the Arts	PG Cert
Postgraduate Diploma in Learning and Teaching in the Arts	PG Dip

2.18 Minimum General Requirements for the Conferment of Undergraduate Awards

2.18.1 Certificate of Higher Education

The Certificate of Higher Education may be conferred upon a candidate who has completed an approved programme of study totalling at least 120 credit points of which a minimum of 90 are at level 7 or above.

The Certificate of Higher Education may not be awarded to a candidate who has accumulated sufficient credits for the award of the Diploma of Higher Education or for the award of a degree of the Conservatoire.

Every candidate for the Certificate of Higher Education must undertake an approved programme of study at the Conservatoire and must attend the Conservatoire for not less than one academic year if studying full-time or the part-time equivalent.

2.18.2 Diploma of Higher Education

The Diploma of Higher Education may be conferred upon a candidate who has completed an approved programme of study totalling at least 240 credits points of which a minimum of 90 are at level 8 or above.

The Diploma of Higher Education may not be awarded to a candidate who has accumulated sufficient credits for the award of a degree of the Conservatoire.

Every candidate for the Diploma of Higher Education must undertake an approved programme of study at the Conservatoire and, normally, must attend the Conservatoire for not less than two academic years if studying full-time or the part-time equivalent.

2.18.3 Graduate Certificate of Higher Education (Music Education)

The Graduate Certificate of Higher Education (Music Education) may be conferred upon a candidate who has completed an approved programme of study totalling at least 60 credit points at level 9 or above.

Every candidate for the Graduate Certificate of Higher Education (Music Education) must undertake an approved programme of study at the Conservatoire and must attend the Conservatoire for not less than one academic year if studying full-time or the part-time equivalent.

2.18.4 Professional Graduate Diploma in Education (Music)

The Professional Graduate Diploma in Education (Music) may be conferred upon a candidate who has completed an approved programme of study totalling at least 120 credit points of which a minimum of 90 are at level 10 or above.

2.18.5 Degree of Bachelor of Arts

The Degree of Bachelor of Arts may be conferred with or without honours.

Honours are divided into three grades: First, Second and Third Class. The Second Class shall be divided into an upper and lower division.

The Degree of Bachelor of Arts may be conferred upon a candidate who has completed an approved programme of units totalling at least 360 credits points of which a minimum of 60 are at level SCQF 9 or above.

The Degree of Bachelor of Arts with Honours may be conferred upon a candidate who has completed an approved programme of units totalling at least 480 credits points of which a minimum of 90 are at level SCQF 10 or above.

Every candidate for the degree of Bachelor of Arts or Bachelor of Arts with Honours must undertake an approved programme of study at the Conservatoire. An undergraduate admitted to the Conservatoire after having satisfactorily completed a programme of study in another Conservatoire or other institution of higher education may be awarded credits based on that programme of study in the other institution. Normally, a maximum of 240 credits as deemed appropriate by the Conservatoire may be permitted to count as part of the overall requirements of the student's programme of study. An applicant may also be awarded credit based on prior experiential learning. The precise volume and level of credit to be awarded on either basis will be determined by the appropriate Director of School (or their nominee) based on advice offered by the Audition Panel.

2.18.6 The Degree of Bachelor of Education

The Degree of Bachelor of Education may be conferred with or without honours.

There shall be three grades of honours: First, Second and Third Class. The Second Class shall be divided into an upper and lower division.

The Degree of Bachelor of Education may be conferred upon a candidate who has completed an approved programme of units totalling at least 420 credits, at least 60 of which must be at SCQF level 9 or above.

The Degree of Bachelor of Education with Honours may be conferred upon a candidate who has completed an approved programme of units totalling at least 480 credits points of which a minimum of 90 are at level SCQF 10 or above.

Every candidate for the Degree of Bachelor of Education or Bachelor of Education with Honours must undertake an approved programme of study at the Conservatoire. An undergraduate admitted to the

Conservatoire after having satisfactorily completed a programme of study in another Conservatoire or other institution of higher education may be awarded credits on the basis of that programme of study in the other institution to a maximum of 240 as deemed appropriate by the Conservatoire and may be permitted to count such credits as part of the overall requirements of the student's programme of study. An applicant may also be awarded credit based on prior experiential learning. The precise volume and level of credit to be awarded on either basis will be determined by the appropriate Director of School (or their nominee) based on advice offered by the Audition Panel.

2.18.7 Degree of Bachelor of Music

The Degree of Bachelor of Music shall be conferred with or without honours.

There shall be three grades of honours: First, Second and Third Class. The Second Class shall be divided into an upper and lower division.

The Degree of Bachelor of Music with Honours may be conferred upon a candidate who has completed an approved programme of units totalling at least 480 credits with a minimum of 180 at SCQF 9 or above and a minimum of 90 must be at SCQF 10 or above. If a candidate fails to achieve the standard required for the award of the degree with Honours they may, in accordance with programme of study's regulations, be considered for the award of Bachelor of Music.

Every candidate for the degree of Bachelor of Music with Honours must undertake an approved programme of study at the Conservatoire. An undergraduate admitted to the Conservatoire after having satisfactorily completed a programme of study in another Conservatoire or other institution of higher education may be awarded credits on the basis of that programme of study completed in the other institution to a maximum of 240 as deemed appropriate by the Conservatoire and may be permitted to count such credits as part of the overall requirements of the student's programme of study. An applicant may also be awarded credit on the basis of prior experiential learning. The precise volume and level of credit to be awarded on either basis will be determined by the appropriate Director of School (or their nominee) on the basis of advice offered by the Audition Panel.

2.19 **Designated Undergraduate Awards**

The designated undergraduate awards of the Conservatoire shall be:

Bachelor of Arts (Acting)
Bachelor of Arts (Arts with Community)
Bachelor of Arts (Dance Artist)
Bachelor of Arts (Filmmaking)

Bachelor of Arts (Musical Studies)
Bachelor of Arts (Music Education)

Bachelor of Arts (Performance)
Bachelor of Arts (Production Arts and Design)
Bachelor of Arts (Production Technology and Management)
Bachelor of Arts (Modern Ballet)
Bachelor of Arts (Musical Theatre)
Bachelor of Education (Music)
Bachelor of Education (Music) with Honours
Bachelor of Music (Composition)
Bachelor of Music (Jazz)
Bachelor of Music (Performance)
Bachelor of Music (Joint Performance)
Bachelor of Music (Traditional Music)
Bachelor of Music (Traditional Music - Piping)
Bachelor of Music (Composition) with Honours
Bachelor of Music (Jazz) with Honours
Bachelor of Music (Performance) with Honours
Bachelor of Music (Joint Performance) with Honours
Bachelor of Music (Traditional Music) with Honours
Bachelor of Music (Traditional Music - Piping) with Honours

Diploma of Higher Education (Acting)
Diploma of Higher Education (Arts with Community)
Diploma of Higher Education (Composition)
Diploma of Higher Education (Filmmaking)
Diploma of Higher Education (Music Education)
Diploma of Higher Education (Music Performance)
Diploma of Higher Education (Music Performance: Jazz)
Diploma of Higher Education (Traditional Music)
Diploma of Higher Education (Traditional Music - Piping)
Diploma of Higher Education (Musical Studies)
Diploma of Higher Education (Performance)
Diploma of Higher Education (Production Arts and Design)
Diploma of Higher Education (Production Technology and Management)
Diploma of Higher Education (Modern Ballet)
Diploma of Higher Education (Musical Theatre)
Diploma of Higher Education (Joint Performance/Composition)
Professional Graduate Diploma in Education (Music)
Professional Graduate Diploma in Musical Directing

Certificate of Higher Education (Acting)
Certificate of Higher Education (Arts with Community)
Certificate of Higher Education (Composition)
Certificate of Higher Education (Filmmaking)
Certificate of Higher Education (Music Education)
Certificate of Higher Education (Music Performance)
Certificate of Higher Education (Music Performance: Jazz)
Certificate of Higher Education (Traditional Music)
Certificate of Higher Education (Traditional Music - Piping)
Certificate of Higher Education (Musical Studies)
Certificate of Higher Education (Performance)
Certificate of Higher Education (Production Arts and Design)
Certificate of Higher Education (Production Technology and Management)
Certificate of Higher Education (Modern Ballet)
Certificate of Higher Education (Musical Theatre)
Certificate of Higher Education (Joint Performance/Composition)

Graduate Certificate in Instrumental Teaching
Graduate Certificate of Higher Education (Music Education)
Graduate Certificate in Musical Directing

Any candidate who fails to meet the requirements for the designated degree award associated with their programme of study may, at the discretion of the Board of Examiners, be given the opportunity to achieve sufficient credits for the award of an ordinary degree of Bachelor of Arts (Performing Arts) through the completion of additional units to be specified by the appropriate Director of School. If those units involve a candidate's attendance in the other School, the Director of that School must approve the proposal prior to its final approval by the Board of Examiners.

2.20 Minimum General Requirements for the Conferment of **Postgraduate Awards**

2.20.1 Postgraduate Certificate

The Postgraduate Certificate may be conferred upon a candidate who has completed an approved programme of study totalling at least 60 credits, at least 40 of which must be at SCQF level 11.

2.20.2 Postgraduate Diploma

The Postgraduate Diploma may be conferred upon a candidate who has completed an approved programme of study totalling at least 120 credits, at least 90 of which must be at SCQF level 11.

2.20.3 Masters Degree

The Masters Degree may be conferred upon a candidate who has completed an approved programme of study totalling at least 180 credits, at least 150 of which must be at SCQF level 11.

2.21 **Designated Postgraduate Awards**

The designated postgraduate awards of the Conservatoire shall be:

Master of Arts (Arts Leadership and Fundraising)
Master of Arts (Acting Classical and Contemporary Text)
Master of Arts (Directing Classical and Contemporary Text)
Master of Arts (Accompaniment)
Master of Arts (Chamber Music)
Master of Arts (Composition)
Master of Arts (Conducting)
Master of Arts (Creative Arts Practice)
Master of Arts (Historically Informed Performance Practice)
Master of Arts (Jazz)
Master of Arts (Opera)
Master of Arts (Performance)
Master of Arts (Piano for Dance)
Master of Arts Production (Design)
Master of Arts Production (Management)
Master of Arts (Repetiteurship)

Master of Arts (Traditional Music)
Master of Arts (Musical Theatre - Musical Directing)
Master of Arts Psychology in the Arts (Music)

Master of Education (Learning and Teaching in the Arts)

Master of Fine Arts (Arts Leadership and Fundraising)
Master of Fine Arts (Acting Classical and Contemporary Text)
Master of Fine Arts (Directing Classical and Contemporary Text)
Master of Fine Arts Production (Design)
Master of Fine Arts Production (Management)
Master of Fine Arts (Creative Arts Practice)

Master of Music (Accompaniment)
Master of Music (Chamber Music)
Master of Music (Composition)
Master of Music (Conducting)
Master of Music (Jazz)
Master of Music (Opera)
Master of Music (Performance)
Master of Music (Piano for Dance)
Master of Music (Repetiteurship)
Master of Music (Traditional Music)
Advanced Postgraduate Diploma in Music

Postgraduate Diploma in Arts Leadership and Fundraising
Postgraduate Diploma in Arts in Social Contexts
Postgraduate Diploma in Learning and Teaching in the Arts
Postgraduate Diploma in Creative Arts Practice
Postgraduate Diploma in Drama (Classical and Contemporary Text – Acting)
Postgraduate Diploma in Drama (Classical and Contemporary Text – Directing)
Postgraduate Diploma in Drama (Musical Theatre)
Postgraduate Diploma in Drama (Musical Theatre - Performance)
Postgraduate Diploma in Drama (Musical Theatre - Musical Directing)
Postgraduate Diploma in Music (Accompaniment)
Postgraduate Diploma in Music (Composition)
Postgraduate Diploma in Music (Conducting)
Postgraduate Diploma in Music (Chamber Music)
Postgraduate Diploma in Music (Historically Informed Performance Practice)
Postgraduate Diploma in Music (Jazz)
Postgraduate Diploma in Music (Opera)
Postgraduate Diploma in Music (Performance)
Postgraduate Diploma in Music (Piano for Dance)
Postgraduate Diploma in Music (Repetiteurship)
Postgraduate Diploma in Music (Traditional Music)
Postgraduate Diploma in Psychology in the Arts (Music)
Postgraduate Diploma Production (Design)
Postgraduate Diploma Production (Management)

Postgraduate Certificate in Arts Leadership and Fundraising
Postgraduate Certificate in Arts in Social Contexts
Postgraduate Certificate in Learning and Teaching in the Arts
Postgraduate Certificate in Creative Arts Practice
Postgraduate Certificate in Drama (Classical and Contemporary Text – Acting)

Postgraduate Certificate in Drama (Classical and Contemporary Text – Directing)
 Postgraduate Certificate in Drama (Musical Theatre)
 Postgraduate Certificate in Drama (Musical Theatre - Performance)
 Postgraduate Certificate in Drama (Musical Theatre - Musical Directing)
 Postgraduate Certificate in Music (Accompaniment)
 Postgraduate Certificate in Music (Chamber Music)
 Postgraduate Certificate in Music (Composition)
 Postgraduate Certificate in Music (Conducting)
 Postgraduate Certificate in Music (Historically Informed Performance Practice)
 Postgraduate Certificate in Music (Jazz)
 Postgraduate Certificate in Music (Opera)
 Postgraduate Certificate in Music (Performance)
 Postgraduate Certificate in Music (Piano for Dance)
 Postgraduate Certificate in Music (Repetiteurship)
 Postgraduate Certificate in Music (Traditional Music)
 Postgraduate Certificate in Psychology in the Arts (Music)
 Postgraduate Certificate Production (Design)
 Postgraduate Certificate Production (Management)

2.22 **Approved Programme of Study**

- 2.22.1 Every candidate for the award of a Degree, Diploma or Certificate or any other credit bearing programme of study of the Conservatoire must have matriculated as students of the Conservatoire and have completed an approved programme of study.
- 2.22.2 Each approved programme of study leading to a designated award shall have a Programme Handbook which shall set out the specific requirements relevant to that award and to any other exit awards associated with the programme of study. Individual components of study may have additional, separately published, syllabuses. Any mention of Programme Handbooks in these regulations also applies to separately published component syllabuses.
- 2.22.3 The Programme Handbook shall specify the components of study, including elective components, for each stage of each programme of study. The Programme Handbook shall also specify any components which are prerequisites for the study of other components.
- 2.22.4 The Programme Handbook shall specify the progress and assessment regulations for each stage of each programme of study and the assessment requirements for all awards associated with that programme of study.
- 2.22.5 The Programme Handbook shall specify the award titles associated with each stage of each programme of study.

2.23 **Aegrotat Degree**

- 2.23.1 RCS awards, at the discretion of the Board of Examiners, acting with authority delegated by the Academic Board, will be available as Aegrotat awards.
- 2.23.2 The conditions which may lead to the awarding of an aegrotat award are:

- 2.23.2.1 The Board of Examiners has taken account of a student's attendance, academic record, progress and performance, and
- 2.23.2.2 The student has matriculated in the final year of a programme of study (or, in the case of a masters degree, has completed 3/4 of the duration of that programme of study), and
- 2.23.2.3 The student has provided the Board of Examiners with sufficient evidence of ill health, or any other extenuating circumstances, that clearly confirms that the student will not be able to complete the prescribed programme of study in the foreseeable future.

2.23.3 In the case of a degree with honours, a student to whom an aegrotat degree is awarded shall be deemed to have obtained a degree with honours, but without classification.

2.24 **Posthumous Awards**

RCS awards, at the discretion of the Board of Examiners, acting with authority delegated by the Academic Board, will be available as posthumous awards. A Posthumous award is awarded where a student for an award has died and where the Board of Examiners is satisfied on the balance of probabilities that the student's performance on the Programme shows that they would have passed. This may be classified where there is sufficient evidence of the students' attainment.

2.25 **Honorary Degrees**

By virtue of the powers granted by the Privy Council to the Royal Conservatoire of Scotland, the Conservatoire may confer an Honorary Degree of Doctor upon any person it may deem worthy of such distinction. The honorary degrees of the Conservatoire shall be:

Degree

Doctor of the Conservatoire

Criteria for award

Awarded for outstanding service to the arts and to culture.

Degree

Doctor of Dance

Criteria for award

Awarded for distinction in the field of dance.

Degree

Doctor of Drama

Criteria for award

Awarded for distinction in the field of drama.

Degree

Doctor of Music

Criteria for award

Awarded for distinction in the field of music.

Degree

Doctor of Arts Education

Criteria for award

Awarded for distinction in the field of arts education.

Degree

Doctor of Production Arts

Criteria for award

Awarded for distinction in the field of production arts.

Degree

Doctor of Film

Criteria for award

Awarded for distinction in the field of screen.

- 3. REGULATIONS OF ATTENDANCE, ENGAGEMENT, AND PROGRESSION**
- 3.1 Every candidate for the Degree, Diploma or Certificate programmes of study at the Royal Conservatoire of Scotland must attend the relevant programmes of instruction and undertake the programme of study's requirements and assessments as stipulated in the appropriate Programme Handbook. However, the Academic Board of the Royal Conservatoire of Scotland may recognise and credit attendance and attainment in other programmes of study at the Royal Conservatoire of Scotland or at another institution.
- 3.2 Students are required to attend all lessons, classes, rehearsals, and performances as specified in their Programme Handbook. Unauthorised absence is not permitted.
- 3.2.1 **At the Conservatoire attendance is considered as more than presence. Attendance is defined as active engagement in the process of learning.**
- 3.3 Normally a student may progress on the programme of study provided that:
- i. they have attended classes regularly and have completed all of the work of the programme of study;
 - ii. they have met the appropriate assessment requirements to the satisfaction of the appropriate **Progress Committee** or **Board of Examiners**.
- 3.4 The **Progress Committee**, on behalf of the Board of Examiners;
- i. receives and monitors interim grades
 - ii. monitors student progress
 - iii. instigates feedback and appropriate action
 - iv. may require a resit of appropriate components in accordance with the assessment regulations for the programme of study.
- 3.5 All assigned and assessable course work must be completed by the submission date, unless prior permission has been given to submit by an alternative date.
- 3.6 **Non-submission or incomplete assessment**
Non-submission or incomplete assessment of any assessable element of a module will automatically lead to a failure being recorded in that component by the Board of Examiners.
- 3.6.1 Assessments which remain outstanding after the first diet Board of Examiners (without prior permission having been given), will require to be submitted by a specified date prior to the resit Board of Examiners (which normally meets in late August) and such assessments will receive a mark no higher than a minimum pass.
- 3.6.2 Failure to submit outstanding assessments prior to the resit Board of Examiners is likely to affect progress to the subsequent years of the programme of study or graduation.
- 3.7 **Late submission of work**
Work submitted late will not be accepted. Late work will be recorded as a failure due to non-submission (necessitating the submission of new assignments as resits) and will be subject to a fee of £125 per component per resit within a module.

- 3.8 To obtain a pass in a module a student must complete all prescribed assessments to the satisfaction of the Board of Examiners. Where a module has a final examination, a student shall not be permitted to sit this if there is evidence (as per the Disciplinary Policy) that they have not attended regularly and completed the work of the module.
- 3.9 Resits due to non-submission or non-attendance will be subject to a fee of £125 per component per resit within a module. Resits due to cheating or plagiarism shall also be subject to a fee of £125 per component per resit within a module.
- 3.10 Work submitted late with prior permission i.e. through having been granted an Extension or where a [Personal Mitigating Circumstances Form](#) is accepted by the Special Circumstances Board of Examiners, will not be penalised.
- 3.11 The Progress Regulations for each programme of study shall prescribe the conditions for pass and resit.
- 3.12 Students shall be required to comply with such programme of study instructions as are prescribed. These instructions may require students:
- i. to provide themselves with such books, equipment and other materials as are necessary for the programme of study
 - ii. to submit items of work, including essays, dissertations and project reports, by such dates as may be instructed.
- 3.13 All such instructions will be given to students in writing at the beginning of the module. Reasonable notice of any alterations will also be given. A student who fails to comply with programme of study instructions may be disallowed from presenting themselves for examinations in the subject.

4. ASSESSMENT PRINCIPLES, REQUIREMENTS, AND REGULATIONS

- 4.1 Students must be given a clear statement of how and when each of their modules and programmes is to be assessed. The required information needs to be issued to students at the relevant point, which may be: at the start of each course; on entry into the honours component of a degree programme; or, at the start of a postgraduate programme.
- 4.2 Modules will be assessed by the methods which have been approved through the programme approval or modification process and appear in the Programme Module descriptors. The methods of assessment for each module are published in the Programme Handbook, which is updated with agreed changes annually.
- 4.3 **Amendments to published assessments:** If, as a result of assessment, the Director of the relevant School/Directorate will be required their approval and students notified as soon as possible and normally **no later than 7 calendar days** in advance of the assessment.
- 4.4 Work submitted for assessment shall be the student's own except in cases where group work is a specific requirement of an assignment. Students should not obtain specific help which could be regarded as cheating.

Further details of the regulations relating to academic misconduct can be found in section H2.

Avoiding conflicts of interest

- 4.5 No member of the Conservatoire's staff, internal examiner, External Examiner, or marker shall be involved in any assessment or examination in which they have a personal interest, for example a current or previous personal, family or legal relationship with a student being assessed.

Assessment requirements

- 4.6 The assessment requirements for all components of study shall be made known to students in the relevant Programme Handbook.
- 4.7 Examination schedules shall be posted on the appropriate School's information platform and to the Student Timetable System (ASIMUT). Any changes made to these schedules shall be authorised by the Convenor of the Board of Examiners and intimated to students in good time.
- 4.8 Interim results shall be notified to students via their Student Outcomes page as soon as is practicable after the Progress Committees. These results are, in every case, provisional until ratified by the relevant Board of Examiners (see Annex A, p50)
- 4.9 End of session examination grades and results shall be notified to students via their Student Record System Student Outcomes page as soon as is practicable after the relevant Board of Examiners.
- 4.10 It is the responsibility of students to acquaint themselves with the assessment regulations and examination schedules which apply to their programme of study.

- 4.11 It is the responsibility of students to attend the appropriate examinations and submit the appropriate work for assessment as required. If a student fails to attend an examination or submit required work for assessment without good cause, the examiners shall have the authority to deem the student to have failed the assessment(s) concerned.

Student responsibility

- 4.12 It is the **responsibility of students** to complete and submit a Personal Mitigating Circumstances (PMC) form in the case of illness or other debilitating circumstances that prevents their attending an examination or submitting required work for assessment.

- 4.13 It is the responsibility of students to inform themselves of the results of all assessments and whether or not they are required to undertake any resits or retakes.

Scale of assessment

- 4.14 Depending on the programme of study there are two key types of scale of assessment used: some are pass/fail; others use an alphanumeric scale of assessment (grades).

- 4.14.1 Where programmes use an alphanumeric scale of assessment (grades) rather than pass/fail the following 17-point assessment scale is applied:

Common Assessment Scale	'Background scale'	Descriptor	Degree Classification
A1	17	Excellent	First Class
A2	16		
A3	15		
A4	14		
A5	13		
B1	12	Very Good	Second Class, upper division (2i)
B2	11		
B3	10		
C1	9	Good	Second Class, lower division (2ii)
C2	8		
C3	7		
D1	6	Satisfactory	Third Class
D2	5		
D3	4	Adequate	
PASS			
FAIL			
E1	3	Inadequate/ Fail	Not Honours worthy
E2	2		
F	1	Serious fail	
NS	0	Non-submission/ Non-appearance	

- 4.14.2 Relevant programme staff will assess students according to the column headed Common Assessment Scale and students will receive the alpha-numeric grade from that column attached to their work/on assessment reports. It is those grades which will be presented to Progress Committee and Boards of Examiners and which will appear on a student's transcripts.
- 4.14.3 Where a module has several component assessments, the aggregate grade is arrived at by translating the alpha-numeric grade into the 'background scale'. The numbers derived from the background scale are then aggregated according to specified weightings, with decimal points of 0.5 and above rounded up. The rounded grade is then translated back into the alpha-numeric Common Assessment Scale.
- 4.14.4 Overall Grades in years 3 and 4 of honours degrees and overall Degree Grades will be rounded to two points of decimal.
- 4.15 **Boards of Examiners**
Every degree programme (and its components) is the responsibility of a Board of Examiners (see paragraph 4.24 for details of how this committee is constituted and what it does).
- 4.16 A Board of Examiners shall be appointed by the Academic Board for each programme of study leading to an award of the Royal Conservatoire of Scotland in accordance with validated programme of study documentation.
- 4.17 The Board of Examiners and, through it, any authorised subsidiary examination committee, is accountable to the Academic Board for the fulfilment of its responsibilities.
- 4.18 Authorised subsidiary examination committees which sit under the Board of Examiners include:
- Progress Committees (see paragraphs 3.4, 4.21-4.22 and Annex A for School based membership information and regulations)
 - Special Circumstances Boards (see paragraph 4.57)
 - Resit Board of Examiners
- 4.19 The Board of Examiners will approve the outcome of assessment for each module, agree the award of credit and progression through the programme of study, and confer awards acting with authority delegated by the Academic Board. Other roles of the Board of Examiners will be as agreed in their terms of reference.
- 4.20 The Board of Examiners is responsible for all assessments for an academic award. No other body has the authority to recommend to the institution the conferment of an award nor to amend the decision of a properly constituted Board of Examiners acting within its terms of reference and in accordance with the regulations for the programme of study, other than when an appeal against its decision is formally upheld.
- 4.21 Normally, the Boards of Examiners meet twice a year (at the end of the academic year and for the Resit Diet). Progress Committees meet once a year for undergraduate programmes (at the end of term one) and twice for postgraduate programmes (at the end of term two).

4.22 **Convenor of the Board of Examiners**

The Board of Examiners and authorised subsidiary examination committees, including Progress Committees and Internal Examination Boards are convened by the relevant programme's academic School Director. This responsibility may only be delegated with the approval of the Convenor (Principal) or Vice-Convenor (Deputy Principal) of the Academic Board.

4.23 **Responsibilities of the Convenor of the Board of Examiners**

The responsibilities of the Chair of the Board of Examiners include:

- approving the content of examination, taking account of the comments of External Examiners;
- the security of and arrangements for setting papers and assessments, including the robustness of and resources for electronic assessment; examining and marking assessed work; and processing and storing marks and grades;
- the quality and standards of marking;
- ensuring all examiners and markers are aware of their responsibilities;
- effective operation of the meeting of the Board and the Special Circumstances Committee;
- participation of the External Examiners;
- accurate recording, minuting and reporting of decisions of the Board; and
- meeting relevant deadlines.

4.24 **Membership of Board of Examiners**

For each Board of Examiners there shall be a specified core membership of internal academic staff. The Board of Examiners for the BMus (Traditional Music / Traditional Music – Piping) shall include teaching staff from The National Piping Centre within its membership. Each Board shall also include the specified External Examiners(s). (See Annex A, p50).

4.25 In order for a Board of Examiners to be properly constituted at least one of the External Examiners specified for that programme of study shall be present in addition to the core membership. If an External Examiner is unavoidably unavailable, then the Convenor of the Board of Examiners must ensure that they are appropriately consulted and that they approve decisions taken.

4.26 A list of names of External Examiners and the membership of the Board of Examiners for each programme of study shall be available on the Conservatoire Portal.

4.27 At the beginning of each Board of Examiners the Convenor shall confirm that no members have a conflict of interest with the cohorts under discussion. If any conflicts are noted, the member shall remove themselves from the discussions regarding the relevant cohort.

4.28 The Board of Examiners for each programme of study has responsibility to implement the appropriate assessment regulations for that programme of study. The responsibilities of the Board include:

- i to receive and ratify the results of all assessments for each student on the programme of study
- ii to decide on the awards, including Honours' classifications; on progress to the next stage of the programme of study; and on failure

- 4.29 The focus of the Board of Examiners shall be on the individual student in the context of the student cohort. In reaching its decision on assessments and progression, the Board of Examiners shall take account of:
- i the **performance** of each individual student on each assessable component in relation to the progress and assessment regulations of the programme of study;
 - ii information on any **special circumstances** as reported by Special Circumstances (see paragraph 4.52) affecting student performance including any known medical evidence or evidence relating to other personal circumstances considered by the Convenor to be relevant to the fair assessment of each student;
 - iii whether each marginal or fail case has been given full consideration for every possible alternative course of action open to the Board according to the programme of study and/or Conservatoire Regulations;
 - iv any **moderation** that has been applied to the individual marks or grades;
 - v the grades achieved in the current academic year in comparison with previous years.

The Board of Examiners shall have access to all information necessary to make these judgements.

- 4.30 The decisions of each Board of Examiners shall be formally recorded on an assessment grid.
- 4.31 The record of decisions shall be signed by the Convenor of the Board of Examiners and the External Examiner(s) present.
- 4.32 The Board of Examiners may, in accordance with programme of study regulations, permit a student to Resit or Retake specified modules.

Resit Board of Examiners

- 4.33 The membership of the **Resit Boards of Examiners** for each programme of study shall normally be identical with the membership of the normal Board of Examiners for that programme of study, or such alternative membership as the Board shall determine at its main meeting.
- 4.34 At least one of the External Examiners specified for the programme of study must normally be present at the Resit Board or alternatively arrange to confirm decisions reached.
- 4.35 Where alternative membership is required for a resit Board, this must be determined at the main Board of Examiners meeting.
- 4.36 The requirement for the involvement of external examiners shall be the same as for the first diet Board.
- 4.37 The responsibilities of the Resit Board of Examiners are the same as for the main Board of Examiners and thus clauses 4.28 and 4.29 apply.
- 4.38 Where a student is allowed by the Board of Examiners to progress on the programme of study subject to certain conditions, the Board of Examiners may

delegate to its Convenor the decision on whether the conditions have been met. This decision shall be reported to the next meeting of the Board of Examiners.

Reporting of errors made at Board of Examiners

4.39 Accuracy of recording of results must be checked prior to Boards of Examiners' meetings. However, given the amount and nature of grades being taken to Boards of Examiners, errors of recording can very occasionally occur.

4.39.1 If any member of a Board of Examiners, or any other member of staff, becomes aware of an error(s) made by a Board of Examiners, that individual should immediately notify the Convenor of the Board of Examiners and the **Deputy Registrar**.

4.39.2 In cases of a confirmed error(s), the Convenor of the Board of Examiners, after securing the agreement of the Board of Examiners and in consultation with the Deputy Registrar, will take the appropriate action to resolve issues in respect of the student or students who have been affected.

4.39.3 The Convenor of the Board of Examiners will report any cases of simple errors to the Convenor of the Academic Board as soon as they become apparent. A full report, including action(s) taken in response to an acknowledged simple error(s), will be made to the next meeting of the Academic Board by the Convenor of the Board of Examiners.

4.40 Subsidiary Examination Committees

The Board of Examiners may delegate specific responsibility for appropriate interim or deferred assessments to a subsidiary examination committee. This committee shall report its findings to the subsequent meeting of the Board of Examiners which shall ratify the results (see 4.17 for the subsidiary committees).

Examiners

4.41 The Schools shall submit recommendations for the appointment of External Examiners and Moderators to the Learning, Teaching and Quality Committee, following the procedures outlined in the [Quality Assurance Handbook](#) (QAH6). The Learning, Teaching and Quality Committee shall submit for appointment by the Academic Board the names of External Examiners and Moderators. The roles of External Examiners and Moderators are detailed in QAH6.

4.42 **Internal Examiners** shall be nominated by the appropriate Programme Leader/Head of Department and approved by the Director of the appropriate School or Academic Unit. For practical examinations in Music Studies for the BEd (Music), Internal Examiners shall be nominated by the Director of Music.

4.43 Any lecturer (including part-time, probationary or temporary lecturers) of the Conservatoire may be nominated as an Internal Examiner.

Practical Examinations

4.44 Detailed information of the membership of examining panels and on the conduct of practical examinations for each programme of study is set out in the appropriate Programme Handbook.

4.45 It is the responsibility of the Convenor of the assessment panel to ensure that practical examinations are conducted fairly, timeously and professionally.

The Right to Present for Assessment/ Examination

4.47 Students will be allowed to present themselves for examination only they are in good standing in terms of degree regulations and attendance requirements.

4.47.1 Good standing is a phrase used to summarise that a student has fulfilled the requirements of their programme of study (this includes expectations of attendance, credit acquisition, and progression).

4.47.2 Students who fail to meet degree and attendance requirements and who fail to respond positively to written warnings on these matters may be disallowed from presenting themselves for the relevant assessment /examination.

4.48 In the School of Music, failure to submit required documentation for practical examinations (e.g. Examination Entry forms) by the published deadline may result in students being disallowed from presenting themselves for assessment/examination in the relevant components at the appropriate diet and may therefore be recorded as having failed at this diet.

Marking of Assessments (Performances and written scripts)

4.49 Examination assessments/scripts shall be marked only by the relevant Internal and External specialist assessors.

4.50 For written assessments, the principle of double-marking by Internal Examiners normally applies, and shall be carried out as far as is practicable.

4.51 All Honours assessments shall be made available to the External Examiners for the purposes of quality and standards control. External Examiners shall be provided with such documentation as demonstrates the whole range of performance by candidates and in order to benchmark standards appropriately with relevant sector peer institutions. External Examiners may reflect on the performance of candidates on the pass/fail borderline and /or any other grade thresholds (in Honours programmes), and advise the Exam Board accordingly with reference to sector standards.

Special circumstances and assessment

4.52 The following regulations recognise both the needs of students who experience debilitating circumstances out their control. The notion of special circumstances is a regulatory one and specific conditions are required to fulfil 'special circumstances' when it comes to assessment and examination. The two main specific conditions which bring these regulations into play are:

- Illness and incomplete examination
- Reasonable adjustments associated with disabilities

Illness and Incomplete Examinations

4.53 In the case of illness or other debilitating circumstances at the time of examination, a medical certificate or other evidence (e.g. a supporting statement from Head of Programme/Counsellor) must be submitted as expeditiously as possible to the Convenor of the Board of Examiners preferably before the examination itself, and in all but exceptional circumstances before the meeting of the relevant Board of Examiners. Students should refer to the [Personal Mitigating Circumstances process and guidance](#) as published on the Portal. Students who are prevented by illness or other such circumstance from

taking an examination will be allowed to take the missed element at the next appropriate diet of examinations.

- 4.54 If a candidate, having duly completed the required work of an Honours programme of study, is prevented by medically certified illness or other good cause from presenting themselves for the Honours examination or, having begun it, from completing it, at the discretion of the Board of Examiners the candidate will be able to take the missed components at the next appropriate diet of examinations. In these cases, the classification of Honours will be decided by the sum of the findings of the relevant Board of Examiners.
- 4.55 Before completing an outstanding examination due to a previous illness, a student must provide evidence that they are **fit to sit** before the reassessment will be arranged.

Students with Disabilities

- 4.56 A written Learning Agreement must be offered to each student assessed as having a disability or medical condition, stating what agreed adjustments will be made in respect of continuous assessment and examination.

The following procedure must be adopted, unless the student has requested confidentiality.

Assessment

- 4.56.1 The application form provides prospective students with an early opportunity to declare any disability they may have to undertake the programme of study. Through the application process the Disability Adviser invites all applicants to contact RCS to discuss any adjustment required for the audition/interview process. Any agreed adjustments are then communicated to the Admissions team for action.
- 4.56.2 For students who disclose dyslexia or other SpLD, a psychological report is required to provide adjustments on course. If this is not available, the Disability Adviser will arrange for the student to have an assessment with an Educational Psychologist. RCS pays for the assessment. For medical conditions a report from a GP, consultant or other specialist is required in order to put agreed adjustments in place.
- 4.56.3 It is possible that prospective students will not declare their disabilities until they matriculate or until they have started their programme of study. Arrangements to put in place a Learning Agreement (see below) should follow as soon as possible thereafter to ensure that adjustments concerning support on the programme of study (including assessment) can be made.

Learning Agreement

- 4.56.4 The Disability Adviser will meet with the student to discuss:
- i what adjustment/s might need to be made in respect of tuition and assessment and
 - ii who should be informed of the student's disability.

- 4.56.5 Subsequent to that discussion, a Learning Agreement of adjustments will be agreed which will include the input of the relevant academic specialist(s) (usually the Head of Department/programme).
- 4.56.6 The Learning Agreement will be signed by the student and the Disability Adviser and the adjustments will be added to the student's electronic file. The Disability Adviser will send the link to the adjustments to the student's Head of Programme or Year Co-ordinator. It is the Head of Department/Head of Programme's responsibility to ensure tutors (internal and external) are aware of any adjustments required by forwarding the link.
- 4.56.7 A student has the right to request adjustments and to keep the nature of their disability confidential; thus a student may disclose to one member of staff only and still have adjustments put in place.
- 4.56.8 When the link to the adjustments is sent by email to the student's Head of Programme or Year Co-ordinator, a student may request disclosure or non-disclosure of the disability to teaching staff. Unless a student requests disclosure, the nature of the disability will remain confidential.

The Conservatoire's Disability Policy is available on the portal.

Special Circumstances Board

- 4.57 To ensure robust consideration of students with special needs and exceptional circumstances, a designated additional Special Circumstances Board is convened prior to a Board of Examiners.
- 4.57.1 The Special Circumstances Board of Examiners will, on behalf of the Board of Examiners:
- Receive and consider information on any special circumstances affecting any student's performance in assessment, including any known medical evidence or evidence relating to other personal circumstances which may have affected a student's performance in an assessment and, on that basis, recommend to the Board of Examiners an appropriate course of action. That course of action should be reported to the appropriate External Examiner in advance of the Board of Examiners, which will be invited to confirm the Special Circumstances Board's proposal;
 - Consider the assessment outcomes of all students whose assessment was the subject of a Learning Agreement and, on that basis, make recommendations to the Board of Examiners, either in general terms or in relation to an individual student.
- 4.57.2. **Membership** of the Special Circumstances shall be:
- Convenor of the Board of Examiners
 - A Head of Department nominated by the Board of Examiners
 - The Head of Department appropriate to the case under consideration
 - The Head of Programme

In attendance shall be:

- The **Deputy Registrar** (or, where not available, the Head of AAS or nominated equivalent)
- The Disability Adviser

Compensation, Resit and Retake

- 4.58 Students must normally achieve a pass mark in all assessments in order to progress to the next level of study.
- 4.59 The Board of Examiners may, in exceptional circumstances, permit a student's overall performance to **compensate** for marginal failure (E1) in a module following resit or retake. Compensation does not turn a fail into a pass, but it allows a student to progress without having to be re-assessed in this module.
- 4.59.1 Compensation will only be applied to a maximum of 20 credits per year and a maximum of 40 credits over a student's whole programme. Results as they appear on transcripts will be flagged to indicate compensation has been applied.
- 4.59.2 Where compensation is applied in the non-honours years of a programme of study, these are not added to a students' final honours classification.
- 4.59.3 Where compensation is required within the Honours years of a degree, the compensated overall module grades will be factored into the calculation to determine the classification of Honours and normally the resultant classification will be lowered by one classification (e.g. Honours 1 will become Honours 2i).
- 4.60 If a student fails a module they shall be permitted to **resit** individual components once although failure to achieve at least 50% of the SCQF credits or more, within any level of study, will normally lead to termination of studies.
- 4.61 If a student fails a module at resit within any level of study this will normally lead to termination of studies. There may, in exceptional circumstances, be third and final opportunity to resit within the resit diet or to retake the whole modules in the following academic session.
- 4.62 Resit results during the honours years will be factored into the calculation to determine the classification of Honours.
- 4.63 In all cases of resit, the method of re-assessment shall be the same or, as far as is practicable, equivalent to that for the original assessment.
- 4.64 No additional teaching of any component of any programme of study is allowed between the first sitting of an examination and the resitting of that examination.
- 4.65 In certain circumstances the Board of Examiners may determine that a student needs to **retake** a module (ie. retake the learning constituting the module, with or without attendance, as directed by the BoE) before being re-assessed. In these circumstances the student will be notified that they must retake that module.

- 4.66 Students may be permitted to retake module(s) up to a maximum of 30 credits in a single year and 60 credits over a whole programme. Students may be permitted only one opportunity for retake of any module.
- 4.67 Students may not normally progress between levels of study carrying more than 30 credits outstanding (i.e. having more than 30 credits outstanding would necessitate suspension of studies, normally for one year).
- 4.68 In exceptional circumstances, and at the discretion of the Board of Examiners, a student may be offered the opportunity to retake an entire level of study (ie. repeat a year).

Registration and publication of results

- 4.69 Results will be published via the Student Record System Student Outcomes page as soon as practicable following the Board of Examiners.
- 4.70 For year-long modules, an **indicative** grade can be given during feedback tutorials. All results remain provisional until ratified by the relevant Board of Examiners.
- 4.70.1 The Board reserves the right to moderate results and to correct erroneous grades therefore it is important that if any unconfirmed marks (or indicative grades) are provided, students are aware that these are provisional until considered by the Board.
- 4.70.2 Students should also be aware that where a module has several component assessments, the grade they receive for one assessment may not be the final module grade.
- 4.71 Final year students will be issued with a **transcript** as soon as possible following the Board of Examiners. All other continuing students will receive their grades via their Student Record System Student Outcomes page.

- 4.72 The **Academic Board** reserves the right to correct an erroneous published result.

Student responsibilities

- 4.73 It is the responsibility of students to inform themselves of the results of examinations by checking their Student Record System Student Outcomes page.

Notification of assessment/examination results by School and Programme

- 4.74 Interim assessments, mid-session recitals and auditions, end of session assessments reflect the specifics of certain programmes within the academic Schools. The key mechanisms for reporting student grades/ outcomes is via the Student Record System (SRS) Student Outcomes page, except for final year students where a transcript will also be issued. A summary of relevant specific procedures for their notification to students is provided in table form below:

4.74.1 School of Music procedures	
Interim Assessments	Approved Grades for all interim assessments are issued to all students after each Progress Committee by way of their Student Record System (SRS) Student Outcomes page as soon as is practicable after the Progress Committee.
Mid-session recitals and auditions	<ul style="list-style-type: none"> • The results of mid-session recitals and auditions are issued to all students after each Progress Committee by way of their SRS Student Outcomes page as soon as practicable after the Progress Committee. • All students receive copies of their Examination Reports. • Students who have received borderline passes are encouraged to make an appointment with their Head of Department / Head of Programme. • Students who have failed are asked to make an appointment with their Head of Department / Head of Programme.
End-of-session assessments	<ul style="list-style-type: none"> • Honours degree examination results are posted on SRS Student Outcomes as soon as practicable following the meeting of the Board of Examiners. • All other results are posted on SRS Student Outcomes as soon as practicable following the Board of Examiners (where practicable). • Students are also notified individually of their grades by means of their SRS Student Outcomes as soon as practicable after the pass lists have been published. • Final year students will be issued with a transcript as soon as possible following the Board of Examiners.
4.74.2 School of Stage and Screen procedures	
Interim Assessments	<ul style="list-style-type: none"> • Approved Grades for all interim assessments are issued to all students after each Progress Committee by way of their SRS Student Outcomes page as soon as is practicable after the Progress Committee. • For subjects which carry a written report, these reports will be distributed via SRS Student Outcomes following the relevant Progress Committee.
End-of-session assessments	<ul style="list-style-type: none"> • Honours degree examination results are posted on SRS Student Outcomes as soon as practicable following the meeting of the Board of Examiners. • All other results are posted on SRS Student Outcomes as soon as practicable following the Board of Examiners (where practicable). • Students are also notified individually of their grades by means of their SRS Student Outcomes page as soon as practicable after the pass lists have been published. • Final year students will be issued with a transcript as soon as possible following the Board of Examiners.

4.74.3 School of Dance procedures	
Interim Assessments	<ul style="list-style-type: none"> • Approved Grades for all interim assessments are issued to all students after each Progress Committee by way of their SRS Student Outcomes page as soon as is practicable after the Progress Committee. • For subjects which carry a written report, these reports will be distributed via SRS Student Outcomes following the relevant Progress Committee.
End-of-session assessments	<ul style="list-style-type: none"> • Honours degree examination results are posted on SRS Student Outcomes as soon as practicable following the meeting of the Board of Examiners. • All other results are posted on SRS Student Outcomes as soon as practicable following the Board of Examiners (where practicable). • Students are also notified individually of their grades by means of their SRS Student Outcomes page as soon as practicable after the pass lists have been published. • Final year students will be issued with a transcript as soon as possible following the Board of Examiners.
4.74.4 Procedures for postgraduate taught programmes: the Business Development Directorate*)	
Interim Assessments	<ul style="list-style-type: none"> • Approved Grades for all interim assessments are issued to all students after each Progress Committee by way of their SRS Student Outcomes page soon as is practicable after the Progress Committee. • For subjects which carry a written report, these reports will be distributed via SRS Student Outcomes following the relevant Progress Committee.
End-of-session assessments	<ul style="list-style-type: none"> • All results are posted on SRS Student Outcomes as soon as practicable following the Board of Examiners (where practicable). • Students are also notified individually of their grades by means of their SRS Student Outcomes page as soon as practicable after the pass lists have been published. • Final year students will be issued with a transcript as soon as possible following the Board of Examiners.

* For academic session 2025-26 this relates to the following programmes:

- MEd Learning and Teaching and associated awards
- MA Psychology in the Arts (Music) and associated awards
- MA Creative Arts Practice
- MA Arts Leadership and Fundraising

Annex A Membership of the Progress Committees and Board of Examiners

1. Membership of the Progress Committees and Boards of Examiners (BoE) in the School of Music

Convenor	
Director of the School of Music	
Core membership of the BoE for School of Music for all programmes except BEd (Music)	
<ul style="list-style-type: none"> - All Heads of Departments - Head of BMus Programme/Head of MMus/MA Programme (as appropriate) - Internal Examiner(s) with delegated responsibility for area(s) of specialism. - A School of Music representative staff member who is not associated with the programme whose results are being formalised 	
In attendance	
<ul style="list-style-type: none"> - Deputy Registrar - Assistant Registrar (Student Records) - Minute taker For progress committees and special circumstances : Disability Adviser	
Additional memberships related to programme	
BMus	The specified External Examiners for Performance, Joint Performance and Composition and Jazz
MMus/MA (All specialisms)	The specified External Examiners for MMus/MA
BMus (Traditional Music)/(Traditional Music – Piping)	<ul style="list-style-type: none"> - Head of Department/Head of Programme for the degree - Head of Piping Programmes from the National Piping School or nominated representative - External Examiner for BMus Traditional Music - Head of one of the Departments of the School of Music
BEd (Music) and PGDE (Music Education)	<ul style="list-style-type: none"> - Head/s BEd Music - Lecturer in Professional Learning - Head of one of the Departments of the School of Music - the specified External Examiners for Music Studies and Education Studies and School Experience
Resit Boards	- Identical to main Board of Examiners

	<ul style="list-style-type: none"> - At least one of the External Examiners specified for the programme of study or alternatively arrange to confirm decisions reached - Where Resit Boards cannot meet the required membership, this should be agreed at the main Exam Board. - Where unforeseen circumstances subsequent to the main Board of Examiners prevent the availability of a relevant member, the Director must inform the Head of AAS (or nominated equivalent) asap.
Progress Committees for interim assessments	Staff members of the School of Music Committee

2. Membership of the Progress Committees and Boards of Examiners in the School of Stage and Screen and School of Dance

Convenor	
Director of the School of Stage and Screen & Head of the School of Dance	
Core membership	
<ol style="list-style-type: none"> 1. The Board of Examiners, one member for each programme of study, consisting minimally of five full-time staff including the Programme Heads responsible for the programme of study and at least one staff member from outwith the programme team and the specified External Examiner(s). 2. Progress Committees, one for each programme of study, consist of the Heads of Departments and a minimum of four full-time members of staff including at least one staff member from outwith the Programme team. 	
In attendance	
<ul style="list-style-type: none"> - Deputy Registrar - Assistant Registrar (Student Records) - Minute taker <p>For progress committees and special circumstances: Disability Adviser</p>	
Additional memberships related to programme	
BA (Arts with Community)	The specified External Examiner
The School of Dance	The specified External Examiner/s
Resit Boards	<ul style="list-style-type: none"> - Identical to main Board of Examiners - At least one of the External Examiners specified for the programme of study or alternatively arrange to confirm decisions reached - Where Resit Boards cannot meet the required membership, this should be agreed at the main Exam Board. - Where unforeseen circumstances subsequent to the main Board of Examiners prevent the availability of a

	relevant member, the Director must inform the Head of AAS (or nominated equivalent) asap.
--	---

3. Membership of the Progress Committees and Boards of Examiners for taught programmes: Business Development Directorate (blended).

Convenor	
Director of Business Development	
Core membership	
<p>Board of Examiners</p> <ul style="list-style-type: none"> - All Heads of Departments - Heads of Programmes (as appropriate) - Specified External Examiner(s). <p>Progress Committees Staff members of the relevant Management Team</p>	
In attendance	
<ul style="list-style-type: none"> - Deputy Registrar - Assistant Registrar (Student Records) - Minute taker <p>For progress committees and special circumstances: Disability Adviser</p>	
Additional memberships related to programme	
MEd and associated awards	The specified External Examiner(s)
MA Psychology in the Arts (Music)	The specified External Examiner
MA (Arts Leadership and Fundraising)	The specified External Examiner
MA (Creative Arts Practice)	The specified External Examiner
Resit Board of Examiners	<ul style="list-style-type: none"> - Identical to main Board of Examiners - At least one of the External Examiners specified for the programme of study or alternatively arrange to confirm decisions reached - Where Resit Boards cannot meet the required membership, this should be agreed at the main Exam Board. - Where unforeseen circumstances subsequent to the main Board of Examiners prevent the availability of a relevant member, the Director must inform the Head of AAS (or nominated equivalent) asap.