



Royal Conservatoire
of Scotland

Regulations, Codes of Procedure and General Rules

Session 2022/23

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These Regulations, Codes and General Rules apply to all programmes validated by the Royal Conservatoire of Scotland.

Regulations for higher degrees by research (which are validated by the University of St Andrews) are published separately.

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1. Matriculation

- 1.1 Every new and continuing student of the Conservatoire must matriculate and confirm payment of the fees appropriate to their programme of study in accordance with the published matriculation timetable. Those individuals required to attend either in person or online for matriculation (i.e. new students) must do so at the designated time. Students who matriculate online only must return/complete documentation in accordance with published deadlines. Matriculation is the administrative act of confirming an individual's status as a matriculated student of the Conservatoire. "Matriculated student" means any individual who is undertaking a programme of higher education leading to an award and/or credit at SCQF Level 7 or above and who has completed the prescribed matriculation process.
- 1.2 No individual shall be deemed to be a student of the Conservatoire who has not completed online matriculation and received a matriculation card. Matriculation is a pre-requisite for an individual's commencement or continuation of a programme of study.
- 1.3 If an individual has not matriculated, they will not be permitted to attend classes or access any other facility of the Conservatoire.
- 1.4 The Conservatoire reserves the right to decline matriculation where an individual cannot provide evidence that they hold the appropriate immigration status to enable them to matriculate as a student.
- 1.5 Any student who is unable to produce the documentation required to matriculate or who has not confirmed arrangements for the payment of fees must nevertheless complete online matriculation.
- 1.6 Failure to confirm arrangements for the payment of fees or to produce the required documentation by the 21 October may result in a late matriculation fee of £25. Persistent failure to complete the matriculation process will result in the discontinuation of a student's programme of study.
- 1.7 Any individual who has any outstanding fees, library dues or other debts to the Conservatoire at the time of matriculation will not be permitted to matriculate until those debts have been cleared.
- 1.8 A student will be given a status of "not registered" if they fall into the following categories:
 - If they do not have evidence regarding payment of fees or have not paid fees if they are self-funding
 - If they have an outstanding PVG check (only applicable for BEd, PDGE and CPP students)
 - If they have not provided evidence of educational certificates

Failure to confirm arrangements for the payment of fees or to produce the required documentation (by 21 October) will result in a student's card being deactivated. Persistent failure to complete the matriculation process will result in the discontinuation of a student's programme of study.

- 1.9 By completing the online declaration, a student undertakes to abide by the Conservatoire Regulations, Codes of Procedure and General Rules and programme specific regulations.
- 1.10 Email is the primary means of communication between the Conservatoire and students regarding the administration of programmes and other administrative matters. Students must therefore check their Conservatoire email account at least twice a day, even if they are outwith the Conservatoire.

2. Enrolment

- 2.1 Every student of the Royal Conservatoire of Scotland undertaking a Continuing Education programme must enrol on the designated day at the start of each academic session.
- 2.2 Students who enrol late are liable to pay a late fee of £25. No person shall be deemed to be an enrolled student who has not returned a completed and signed enrolment form, paid the fees due in accordance with the Fee Regulations and received an enrolment card. In signing the enrolment form, the student undertakes to abide by the Conservatoire Regulations, Codes of Procedure and General Rules.
- 2.3 The enrolment card will be withheld if the student has any fees, library dues or other debts outstanding to the Royal Conservatoire of Scotland at the time of enrolment.
- 2.4 Facilities available to enrolled students are limited to those detailed in IV Conservatoire Procedures and General Rules.

3. Temporarily Withdrawn Students

- 3.1 Those students who temporarily withdraw or are withdrawn from a programme of study in good standing and with the permission of the Director of School/Directorate, must confirm in writing their intention to re-commence their studies. All suspended students will be contacted prior to the end of the academic year in which they have suspended their studies.
- 3.2 Students who are unable to meet the requirements of the programme may be required to suspend their studies. These students must confirm in writing their intention to re-commence their studies. All suspended students will be contacted prior to the end of the academic year in which they have suspended their studies.

- 3.3 If a student's suspension has been approved on the basis of medical evidence then, prior to re-commencement of their programme, the student will be required to submit a medical report to the Academic Registrar which confirms that they are medically fit to resume their programme. Additionally, a student will be required to re-audition/interview prior to re-commencement of their programme in order that an assessment of their skills and needs might be made.
- 3.4 If a student's suspension has been approved on other grounds then, prior to re-commencement of their programme, the student will be required to re-audition/interview prior to re-commencement of their programme in order that an assessment of their skills and needs might be made.
- 3.5 Students who have not completed examinations and who are either eligible or permitted to sit outstanding degree examinations must confirm to the Director of the appropriate School/Directorate their intention to do so not less than six weeks before their examination date.
- 3.6 The maximum period allowed for the completion of a programme of study shall normally be the normal duration of the programme of study plus two years.
- 3.7 Any Tier 4 or Student Route student who withdraws from or suspends their studies will be reported to UK Visas and Immigration (UKVI) as having ceased their studies. This will be done within ten working days of the decision being formally noted and as a result the Conservatoire's sponsorship of the student will end. The student will be issued with a curtailment notice by the Home Office which will state the date by which they need to leave the UK (usually sixty days from the reported date of their suspension of studies).

4. Graduation

- 4.1 Only the awards of degrees and professional graduate and postgraduate diplomas and postgraduate certificates shall be conferred at Graduation.
- 4.2 For all 31-week programmes, Graduation will normally be held on the first Thursday in July.
- 4.3 For all 45-week postgraduate degree programmes, Graduation will normally be held on the final Thursday in October following the end of the fourth term. This ceremony will also include those Graduands who have successfully completed an undergraduate or postgraduate diploma or certificate programme after the Resit Diet.

- 4.4 Graduands will normally be expected to attend the first Graduation after the successful completion of their programme.
- 4.5 Graduands unable or not wishing to attend the first Graduation after the completion of their programme are required to request in writing that the degree be conferred *in absentia* or that it be conferred at the next ceremony. Graduands will not normally be permitted to defer graduation beyond that next ceremony. Certificates shall bear the date of the ceremony that the Graduand would normally have been expected to attend.
- 4.6 No person shall receive any degree or other qualification conferred by the Royal Conservatoire of Scotland unless all arrears of fees and any other sums due to the Conservatoire have been paid. This means that, normally, such students will be excluded from attendance at Graduation until arrears of fees to the Conservatoire have been paid.
- 4.7 No student may appeal in respect of any assessment or examination for a degree or other award for which he or she has graduated. No student who has an appeal pending may graduate.

5. Fees

- 5.1 The annual fee for **Undergraduate and Postgraduate Programmes** comprises:
- i a matriculation fee (NB: Students who matriculate late are liable to pay a late fee of £25):
 - ii tuition fee:
 - iii the fee for one entry to the examinations appropriate to the programme of study.
- 5.2 All tuition fees per year are subject to an annual increase. The annual fees stated below are payable for the Academic Session 2022/23:

	Scottish		RUK		Overseas (incl. EU)	
	Full time	Part time	Full time	Part time	Full time	Part time
All Undergraduate programmes	£1,820	--	£9,250	--	£19,314	--
Professional Graduate Diploma in Education (Music)	£1,820	--	£9,250	--	£19,314	--
Professional Graduate Diploma in Modern Ballet	£1,820	--	£9,250	--	£19,314	--
MMus (Performance, Composition, Conducting)	£9,927	£4,965	£9,927	£4,965	£19,635	£9,819
MA (Performance, Composition, Conducting, HIPP)	£13,464	--	£13,464	--	£23,601	--
MMus (Opera) and MMus (Vocal Studies)	£10,872	£5,436	£10,872	£5,436	£23,601	£11,802
MA (Opera) and MA (Vocal Studies)	£14,889	--	£14,889	--	£26,460	--
Artist Diploma	£5,958	--	£5,958	--	£11,781	--
Advanced PG Diploma	£9,927	--	£9,927	--	£19,635	--
MA Musical Theatre	£14,889	--	£14,889	--	£23,601	--
PGD MA MT Directing	£9,357	--	£9,357	--	£14,823	--

	Scottish		RUK		Overseas (incl. EU)	
	Full time	Part time	Full time	Part time	Full time	Part time
MA CCT Acting/Directing (1 year)	£14,889	--	£14,889	--	£23,601	--
MFA CCT Acting/Directing (16 months)	£19,851	--	£19,851	--	£31,470	--
MFA CCT Acting/Directing (4 months)	£4,963	--	£4,963	--	£7,869	--
MEd Learning & Teaching in the Performing Arts (over and above fully funded places)	--	£4,533	--	£4,533	--	£4,533
PG Certificate in Learning & Teaching in the Arts	--	£2,265	--	£2,265	--	£2,265
Research (Performance/Composition)	£7,881	£3,942	£7,881	£3,942	£18,339	£9,171
Research (Doctor of Performing Arts)	£8,112	£4,056	£8,112	£4,056	£18,879	£9,441
MA Psychology in the Arts (Music)	--	£6,799	--	£6,799	--	£6,799
Continuing Education	--	£1,704	--	£1,704	--	£2,722

N.B. Because of a long-standing agreement between the UK and Republic of Ireland, new students from the Republic of Ireland starting their studies in 2021-22 will be eligible to pay the rest of UK (RUK) fee.

- 5.3 The Scottish Government advises publicly-funded educational institutions in Scotland to determine 'home' fees eligibility using **The Education (Fees) (Scotland) Regulations 2011**, as amended (the fees regulations'. The Scottish Government published amending fees and Student Support regulations **The Education (Fees and Student Support) (EU Exit) (Scotland) (Amendment) Regulations 2021** in January 2021. These amendments will affect eligibility for students who commence a course from on or after 1 August 2021. Under some (but not all) categories, students who are not eligible for a 'home' fee may instead qualify for this 'RUK' fee and institutions agree with the Scottish Government to cap this fee at a middle rate. A top-rate 'overseas' fee is charged for all other students.
- 5.4 Fee status as a student (Home, RUK or International) will be determined by the Assistant Registrar (Recruitment and Admissions). Appeals are dealt with by the Deputy Registrar.
- 5.5 All fees are payable in full on matriculation or enrolment unless otherwise agreed in terms of these regulations.
- 5.7 Students assessed to pay the International or RUK rate of tuition fee and self-funded Postgraduate Home/RUK/International students may pay their fees in three instalments as follows:
1. by matriculation (Monday 26 September 2022)
 2. by the first teaching day after the Winter Break (Wednesday 9 January 2023)
 3. by the first teaching day after Spring Break (Monday 17 April 2023)
- 5.8 Failure by a student to comply with the terms of an agreement in respect of the payment of tuition fees will normally result in the

discontinuation of that student's programme of study. Students will be so notified by the Academic Registrar.

- 5.9 In the event of continued non-payment of tuition fees the student's account will be passed to an external debt collection agency. This may ultimately affect personal credit rating. The individual may also be obliged to cover any costs incurred in collecting the debt.
- 5.10 All tuition fees will be subject to annual review.
- 5.11 Self-funded students who withdraw from the Conservatoire during the Session may apply to the Academic Registrar for a refund of tuition fees paid. Self-funding means a student is either funding their own studies; getting financial help from family or friends or receiving financial assistance direct from an external funder (excluding educational loans from a government agency). The maximum amounts which may be refunded are:

- I. for a withdrawal within 28 days of the start of the Session, 90% of the fee;
- II. for a withdrawal after 28 days of the start of the Session, but at or before the end of the first term, two thirds of the fee;
- III. for a withdrawal after the end of the first term but on or before the end of the second term, one third of the fee;
- IV. for a withdrawal after the second term no refund

For 45 Week programmes;

- I. for a withdrawal within 28 days of the start of the Session, 90% of the fee;
- II. for a withdrawal after 28 days of the start of the Session, but at or before the end of the first term, three quarters of the fee
- III. for a withdrawal after the end of the first term but on or before the end of the second term, half of the fee;
- IV. for a withdrawal after the end of the second term but on or before the end of the third term, one quarter of the fee;
- V. for a withdrawal after the third term, no refund.

- 5.12 Non-graduating students may be admitted to take such modules as may be agreed by the Director of the School/Directorate concerned on payment of the appropriate fee but are not eligible for any qualification of the Royal Conservatoire of Scotland.
- 5.13 The annual fee includes payment for one entry for the examination appropriate to the programme. Resits due to academic failure where there has been a demonstrable attempt, which can be assessed, and which meets the required word count and any other stipulations, will not incur a fee. 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.

- 5.14 Work submitted late will not be accepted, will be recorded as a failure due to non-submission and will be subject to a fee of £125 per component per resit within a module.
- 5.15 **No person shall receive any degree or other qualification conferred by the Royal Conservatoire of Scotland unless all arrears of fees and any other sums due to the Conservatoire have been paid.** This means that, normally, such students will be excluded from attendance at Graduation until arrears of fees or any other sums due to the Conservatoire have been paid.
- 5.16 The fee for registration of submission of an application is non-refundable and will be as per current UCAS Conservatoires requirements.

6. **Data Protection Policy**

Please see the Conservatoire's [Data Protection Policy](#) in full.

7. **HESA: Student Record**

The Royal Conservatoire of Scotland, in common with all other higher education institutions, is required to provide the Higher Education Statistical Agency (HESA) with information relating to students. A Graduates Outcome Survey is also carried out on behalf of HESA, the scope of which includes all graduates in any one year. HESA uses this data to produce statistical material for the Funding Council and for institutions themselves. The confidentiality of data is strictly maintained by HESA, the Funding Councils and their agents and material is published only in the form of statistical tabulations. Any student wishing to see a print-out of the information held about himself, or herself may apply to the Academic Registrar. A fee of £10.00 will be made for the provision of that information.

8. **Library**

All students are automatically enrolled as members of the RCS Whittaker Library. Our full range of services can be found online at: https://www.rcs.ac.uk/why_rcs/campusandfacilities/libraryandit/

8.1 Hours of Opening

During Term

Mon to Thurs – 9am to 8.30pm; Friday – 9am to 5pm

Saturday – 9am to 4pm

Sunday – 11am to 3pm

Summer, Winter & Spring Break

Monday to Friday – 9am to 5pm

8.2 Access

8.2.1 The Library services are available to staff and students of the Conservatoire and to the general public for reference purposes only. The following groups may become extra-mural borrowers on payment of the stated fee:

Category	Annual Charge
Just graduated Royal Conservatoire of Scotland students	1 st 18 months free, then £25
Ex-Royal Conservatoire of Scotland permanent staff with over 10 years' service	Extra-mural – no fee
Ex-Royal Conservatoire of Scotland permanent staff with under 10 years' service	£25
Piping Centre staff and students	free (can borrow 10 items)
Existing extra-mural readers	£25

Honours & Professorships

Title	Library membership
Professor of the RCS	Extra mural no fee
Honorary Professorship	Extra mural no fee
Visiting Professor	Full temporary membership for duration of visit
Emeritus Professor	Extra mural no fee
Companion Emeritus	Extra mural no fee
Doctor of Music	Extra mural no fee
Doctor of Drama	Extra mural no fee
Doctor of Dance	Extra mural no fee
Doctor of Arts Education	Extra mural no fee
Doctor of Production Arts	Extra mural no fee
Doctor of Screen	Extra mural no fee

Doctor of the Conservatoire	Extra mural no fee
Fellow of the Conservatoire	Extra mural no fee

All other applicants must apply in writing to the Head of Information Services.

- 8.2.2 The granting and renewal of extra-mural membership is conditional on the borrower in question having no outstanding dues overdues or charges.
- 8.2.3 If you have matriculated as a Junior student at the Royal Conservatoire, then you can join the Library. If you are 12 years old or over, you can come in by yourself, but if you're under 12 then you must be accompanied by an adult.
- 8.2.4 Library tickets/matriculation cards are not transferable and readers must present their card in order to be able to borrow items from the Library. Any item borrowed on a reader's card is that reader's responsibility until it is checked in by the library staff. Any lost cards should be reported to Registry and a charge will be made for a replacement.
- 8.2.5 Library/matriculation cards are not transferable and readers must present their card in order to be able to borrow items from the Library.

Any item borrowed on a reader's card is that reader's responsibility until it is checked in by the library staff. Any lost cards should be reported to Academic Administration and Support and a charge will be made for a replacement.

The Library staff will endeavour to provide a fully equitable service to its users, regardless of ability. We aim to make all reasonable adjustments necessary to improve the learning experience of users, and have a number of measures in place to assist those with disabilities to make the most of their library and IT use.

8.3 Other Library Access

The UK Higher Education SCONUL Access scheme allows reference rights to all registered UK students to HE Libraries across the UK. It may also allow limited borrowing to RCS students & staff. You can check your eligibility and apply for membership of SCONUL access at <http://www.sconul.ac.uk/sconul-access>.

8.4 Lending Facilities

- 8.4.1 The following lending limits apply:

Borrower Category	Loans
Staff	30 (inc. 4 short loan, 7 one week loan & 2 one day loan items)
Student	20 (inc. 4 short loan, 4 one week loan & 2 one day loan items)
Pre-HE (i.e. Short Course & T20/40 & Junior Conservatoire)	8 (inc.2 one week loan, 2 short loan, 4 four week loans items)
Extra-Mural (incl. Alumni)	4
Visiting Staff	20
SCONUL Access	4

Staff and students of the Royal Conservatoire have access to all library resources, but restrictions do apply to other borrowers. The Library rules and regulations can be consulted at:

https://www.rcs.ac.uk/why_rcs/campusandfacilities/libraryandit/

8.4.2 Items are loaned for their standard loan period, with extensions to cover vacations, unless the items are required by another reader, when they will be recalled after one week. Items in heavy demand are issued for shorter periods and limits are imposed on the number of these items which can be issued (as outlined above). Loans may be renewed unless required by another reader. Where items are issued for one day, they will be due back on the next day that the Library is open.

8.5 Returning facilities

8.5.1 Loans are date-stamped with the due date for return. Readers are notified when loans become overdue but non-receipt of such a letter/e-mail does not exempt a reader from any penalties. Fines will be charged for overdue items at the following rates:

8.5.2 Readers will receive three overdue reminders, before their borrowing privileges are restricted at 50 days overdue. At this stage, it may be necessary for the library to raise an invoice with the reader to recover the cost of the items. The default cost for lost items, where a replacement cannot be found is £15. Lost items from Choral & Orchestral sets will incur additional costs.

8.6 Renewals

Items can be renewed 5 times without being brought into the library. You can do this yourself via the online catalogue. After that, however, items must be brought into the library to be renewed.

8.7 Reservations

Staff and students of the Royal Conservatoire may reserve items which are on loan to other borrowers.

If an item is recalled for another reader and is not returned when requested, the reader will be banned from borrowing until the item is returned and a fine will be charged.

8.8 Inter-Library Loan Policy

8.8.1 General Guidelines

Staff & students of the Conservatoire can apply for up to 5 ILL requests, free of charge per academic year, whether for articles or books. After that, the loans are chargeable to the reader's department.

The Library will monitor loan requests so that we know when any readers' allowance is used up, and we will also record which department a reader is attached to. The Head of Department will be asked to authorise any additional spend over the individual allowance of 5 per academic year.

8.8.2 Provision for Distance Learners

The Library will endeavour to provide e-content access to distance learners wherever possible. A distance learner is one who cannot reasonably visit the library in person due to the distance involved, and is generally registered on a distance learning course or part-time research degree. It is expected that learners in the Greater Glasgow area, or attending RCS as full-time students, will visit the Whittaker Library in person.

If distance learners need one of our books, they can go to their local library and ask them to arrange an ILL from us. Since these transactions do not involve the Whittaker Library borrowing anything, any charges will be the normal charges that their public library levies.

8.9 Choral & Orchestral Sets

Sets of orchestral material or vocal scores are kept in the Library, for use in RCS performances and repertoire rehearsals. Requests for this material should be made to Performance Library Administrator, who will handle its distribution to performers. For material not held by RCS, Performance Library Administrator.

RCS will not lend sets directly to individuals, societies or other organisations. RCS sets are available for external loan only via the inter-library lending network. Royal Conservatoire staff are able to borrow sets for internal Royal Conservatoire use only; borrowing on behalf of other organisations will not be permitted.

8.10 Electronic Resources

Access to the Library's electronic resources is open to all staff and students. Access to these resources is via your network log-in, therefore you are obliged to accept the Royal Conservatoire's [IT Security and Acceptable Use Policies](#), as well as any license terms and conditions as laid out by the service providers. Additional usernames and/or authentication routes are available from the Library.

8.11 Library conduct

All library users are expected to adhere to the Library Good Conduct guide with regards to behaviour in the Library. We would ask all readers to respect their fellow students and the staff of the library. Noise levels should be kept minimal, food and drink (with the exception of bottled water) are not allowed, and mobile phones should be kept on silent. If readers persistently break these obligations, they will be asked to leave the Library and may be reported to their Programme Head. Serious breaches may lead to disciplinary proceedings as laid out in the Student Disciplinary Procedure.

Further details on Library facilities and services, and our contact details can be found on our website at:

https://www.rcs.ac.uk/why_rcs/campusandfacilities/libraryandit/

9. Intellectual Property Rights

- 9.1 All students of Royal Conservatoire of Scotland are required to sign-up to the following statement as part of their matriculation process (with the exception of Research and BA Filmmaking students who are subject to individual agreements published in the relevant code of practice and programme documentation respectively):

I hereby grant to the Royal Conservatoire of Scotland ('the Conservatoire') a non-exclusive licence of the copyright and related rights (including performance rights) in any works created as part of my course of study at the Conservatoire (this includes non-curricula RCS branded performance and creative output). I agree that this licence permits the Conservatoire to use the work in any way for its legitimate purposes, including (but not limited to) marketing and promotion, commercialisation, learning, teaching, and research.

In addition, I hereby grant a non-exclusive licence to the Conservatoire permitting it to allow use of any recordings made by the Conservatoire of performances by fellow students for their own non-commercial purposes, including but not limited to, inclusion in digital portfolios (subject to third party copyright clearances). The Conservatoire in turn grants to you a non-exclusive licence to use Conservatoire recordings for the stated reasons. This licensing does not affect students' moral rights, including the right to be identified as the creator of a work.

10. Copyright

- 10.1 It is the responsibility of all staff and students of the Conservatoire to ensure that they comply with the provisions of the Copyright, Designs and Patents Act 1988 ('the Act'). Breach of copyright regulations is a criminal offence and may expose both the individual and the Conservatoire to prosecution.
- 10.2 In simple terms, copyright in a literary, dramatic, musical or artistic work exists during the author's lifetime and for a period of 70 years from the end of the calendar year in which the author dies. During this period, a work may not be copied without the permission of the rights or licence holder. Publishers, editors, artists, photographers and arrangers also have rights over a work. Advice on copyright issues is available from the Head of Information Services and all policies and guidelines are available on the Portal Copyright pages.
- 10.3 The CLA Licence
- 10.3.1 The Conservatoire holds a Copyright Licensing Agency (CLA) Licence to allow copying within clearly defined limits from most books and periodicals.
- 10.3.2 The Licence enables teaching, administrative and technical staff, librarians and all students at the Royal Conservatoire of Scotland to copy for any one programme of study in one academic year as follows:
- 10% or one chapter of a book;
 - 10% or one article of a journal issue;
 - 10% or one whole scene from a play;
 - 10% or one short story, poem or play from an anthology (not exceeding 10 pages).
- 10.3.3 The Licence does not cover printed music or reproductions of artistic works (including photographs and diagrams).
- 10.3.4 It is a condition of the Licence that the number of multiple copies of any one item of copyright material shall not exceed

the number needed to ensure that the tutor and each member of a class has one reproduction only.

- 10.3.5 The Licence permits only limited copying – it is not a licence for unrestricted copying. Permission to copy excluded items or quantities in excess of the stated limit should be sought from the individual publisher on each occasion.

10.4 Copying of Sheet Music

- 10.4.1 The copying of printed music is licenced in the RCS by the Higher Education Printed Music License (HEPML). This License allows copying of most sheet music, as long as it is not on the excluded list and an original copy is owned by the RCS.

- 10.4.2 Under the HEPML license the following can be copied:

- i. Whole works
- ii. No more than 10% (by number of items) of a musical anthology
- iii. No more than 10% (by numbers of pages) of any workbook
- iv. Arrangements can be made as long as they are made by staff or registered students solely for pedagogic purposes, including for use in assessments

- 10.4.3 All HEPML copying must be reported to the Licensing agency and instructions can be found at all photocopiers and via the Library.

10.5 Copying of Artistic Works

Photographs and other artistic works may only be copied with the permission of the photographer and/or the artist. Staff planning to use photographs in publications or displays should ensure that they have the appropriate permissions.

10.6 Photocopying Services

- 10.6.1 The library and IT suite has a self-service photocopier for the use of students and staff (priority is given to students). Appropriate documentation is displayed by this copier and it is the responsibility of those doing the copying to comply with the law.

- 10.6.2 All teaching related photocopying will be undertaken by the Print Room. The Print Room Manager will refuse all copying requests that do not comply with the law. Staff should forward

evidence of having obtained permission for the copying with their request.

10.7 Off-Air Recordings

The Conservatoire has an ERA Licence which allows off-air recordings of television and radio programmes to be made by staff for use in teaching. The recordings must be listed for the ERA and appropriately labelled. Staff should consult the library staff for advice. A similar licence allows the recording of Open University programmes.

10.8 Use of Sound Recordings

10.8.1 The Conservatoire has a PRS Licence which allows the use of sound recordings in Conservatoire operations. Staff should consult the Production Manager and/or the Performance Library Administrator for advice.

10.8.2 Full [copyright guidelines](#) are available on the Portal and further information on copyright may be obtained from the Head of Information Services.

11. Information Security and Acceptable Use of IT

For full details see the Conservatoire's [IT Acceptable Use Policy](#) and the [RCS Information Security Policy](#).

Conservatoire computers are connected to the JANET network to enable access to the Internet and to web email services. Please note therefore that users are also bound by the [JANET Acceptable Use Policy](#).

12. Social Media Policy and Procedures

The Conservatoire recognises that social media sites have become a significant way of life for many people and that, when used appropriately, are a positive way of keeping in touch with friends and colleagues as well as providing an opportunity to communicate with our audiences through new media.

There are instances, however, where these sites can be used inappropriately in terms of content or substantial use during working hours.

Please see the Conservatoire's [Social Media Policy](#) for full details

13. Student Disciplinary Procedure

13.1 Application of procedure

- 13.1.1 The Principal and staff of the Conservatoire are charged by the Board of Governors with a duty to ensure satisfactory standards of behaviour and conduct are achieved and maintained by students. It is essential that students comply with these standards and understand that if they fail to do so this will likely lead to action by the Conservatoire. This Procedure outlines the action that will be taken when those standards are not met.
- 13.1.2 This Procedure applies to **all** students of the Conservatoire. This Procedure is non-contractual, and the Conservatoire reserves the right to alter or withdraw it at any time. In following this disciplinary procedure and deviating from it in any way, the Conservatoire will comply with the rules of natural justice. This Procedure is not intended to create rights beyond the Conservatoire's statutory and common law obligations.
- 13.1.3 The Conservatoire will deal with all disciplinary issues without any unreasonable delay and as soon as is reasonably practicable, in accordance with the individual circumstances of each case.

13.2 Disciplinary Action

- 13.2.1 Disciplinary action is what the RCS does when there is an apparent and/or alleged breach of standards and behaviour. Procedures for disciplinary action within the Conservatoire divide into two groupings:
1. Procedures for **minor** and **serious misconduct** (outlined in 13.2.8)
 2. Procedures for **gross misconduct** (13.2.9), which in turn are divided into two categories:
 - Gross misconduct (breach of professional standards) (outlined in 13.2.11 below)
 - Gross misconduct which might also constitute a criminal offence (outlined in 13.2.12)
- 13.2.2 Where a breach of the Conservatoire's expected standards of behaviour and conduct has been identified, the basic structure for **all** disciplinary procedures is outlined in *Diagram 1: Basic disciplinary process* below:

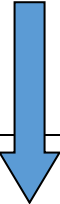

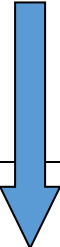

Process	Description	Adjacent processes (can occur at any point in the process)
Investigation: 	This is to establish what happened in a way that engages with all the relevant parties.	 Assessment of the need for precautionary measures . (As a precautionary measure, the student against whom an allegation of misconduct is made may be suspended, <u>pending</u> an investigation and/or the disciplinary procedure)
Disciplinary hearing: 	This is to hear a response to the investigation from the student who has been accused of a breach of discipline and determine what to do (i.e. identify appropriate sanctions, impose sanctions).	On basis of the nature and severity of an allegation/identification of misconduct, RCS reserves the right to apply an alternative policy such as Fitness to Study
Outcome and sanctions (as relevant)	Panel concludes with judgement of level of misconduct and whether the outcome is upheld, partially upheld, not upheld. Panel clarifies, as relevant, any sanctions to be imposed.	

Diagram 1: Basic disciplinary process

13.2.3 Differences in how this procedure is undertaken are determined by the severity of the breach of discipline. The severity of the breach of discipline is part of the finding of the disciplinary hearing. The different levels of breach and who deals with them is outlined below and summarised in *Table 1: Summary of disciplinary action*.

- (a). Where the misconduct falls under **minor and serious** misconduct, disciplinary action against students will in the first instance normally be dealt with by the Director of the School/Directorate of which the student is a member. However, the Principal may nominate another suitable person to take the place of the Director (references to the Director of School should be read as including the possibility of an alternate being nominated).

Before any disciplinary action occurs the Director, or an appropriate person nominated by them, will normally undertake an appropriate investigation. This investigation will include a meeting with the student against whom a claim is being made, if the Conservatoire considers that is appropriate.

(b). Where the misconduct falls under **gross misconduct**, a Director level investigator from another directorate to the School of the student against whom a claim is being made is appointed by the Academic Registrar and Secretary. This investigator, where relevant, will meet with the student against whom the claim is made, interview relevant parties, look into the claims, gather evidence for misconduct, and conclude whether a disciplinary hearing is necessary (i.e. whether one of RCS' policies has been breached).

(c). Where gross misconduct includes an allegation of activities which **might also constitute a criminal offence**, the Academic Registrar and Secretary will, if deemed necessary/relevant, undertake a risk assessment prior to introducing a precautionary suspension and/or implementing a [Student Alternative Resolution Disciplinary \(SARD\) policy](#) process (see 13.2.14).

(d). The investigator draws their investigation to a conclusion and prepares the documentation to go forward to a Disciplinary hearing as relevant. The investigator's report will reflect the investigator's own conclusions only.

(e). There are occasions where what at first looks like misconduct is evidence of a student struggling with their studies for undisclosed health and wellbeing related reasons. Where this is the case, based on the nature and severity of the allegation, the RCS reserves the right to apply its [Fitness to Study policy](#).

2. Following the conclusion of the investigation, a 'disciplinary hearing' is convened to allow the student to be heard as part of the process towards identifying whether and what sanctions should be imposed (See 13.2.13).
3. At the conclusion of the disciplinary panel hearing, the student, their friend or representative, and all witnesses and/or parties to the allegation shall withdraw and the disciplinary panel shall reach a decision. The disciplinary panel shall determine whether or not the student has

committed the alleged offence. If the disciplinary panel upholds or partially upholds the allegations against the student, it shall then decide on the appropriate penalty. The decision of the disciplinary panel shall normally be notified to the student orally in the first instance (if appropriate), and subsequently in writing. The written notification shall include a summary of the reasons for the decision and the reasons for the penalties, this shall be sent within 10 working days of the hearing.

4. Where a student does not agree with the outcome of the hearing they may appeal (outlined in 13.3).

13.2.4 Where the student does not attend the required meeting with the investigating officer (either the Director of the relevant school if minor or serious misconduct or the appointed investigator if gross misconduct) without 48 hours prior notice, the process will be escalated directly to a Disciplinary Hearing of the relevant type.

13.2.5 In certain circumstances, the Conservatoire may consider it is not appropriate to carry out an investigation e.g. where the issue is relatively minor or the student has been caught in the act and there are no mitigating circumstances or has admitted that they were in the wrong.

13.2.6 The student may be suspended by the Conservatoire as a **precautionary measure**, pending an investigation and/or the conclusion of the disciplinary procedure.

Where gross misconduct that also might constitute a crime is alleged, relevant precautionary measures are detailed in **Student Alternative Resolution Disciplinary (SARD)** policy: Gross Misconduct that might constitute a crime, section 4.

13.2.7 The Conservatoire will not apply, or continue to apply, this Procedure if:

(a) a party who would be involved in the procedures reasonably believes that following them would result in a significant threat to a person or to property or their further harassment; or

(b) it would be contrary to national interests;

If a student believes that the particular circumstances are such that one of these exclusions applies or may apply, they should explain this to the Principal.

- 13.2.8 So far as is reasonable, **confidentiality** will be maintained throughout all processes carried out in terms of this procedure. However, students should be aware that it may be necessary to disclose certain information so that the Conservatoire can fully investigate the circumstances of a disciplinary issue.

Depending on the nature of the concern, external agencies and legal proceedings may be involved.

- 13.2.9 Identifying misconduct that is **minor and/or serious**

1. Minor Misconduct

The following is a non-exhaustive list of examples of minor misconduct:

- (a) minor damage to, or unauthorised use of, the Conservatoire's property;
- (b) minor poor attendance/poor time-keeping;
- (c) single incident of disrupting an ensemble process through careless behaviour;

2. Serious Misconduct

The following is a non-exhaustive list of examples of serious misconduct:

- (a) persistent absenteeism/poor time-keeping;
- (b) persistent disruption of ensemble and/or rehearsal processes through careless behaviour
- (c) failure to respond adequately to previous disciplinary warnings;
- (d) smoking at the Conservatoire;
- (e) careless disregard of the Conservatoire's rules or a breach of its policies and procedures,
- (f) careless, single, incidents of student-to-student interpersonal conflicts and incivility within a culture committed to equalities as outlined in the **Dignity at Work and Study Statement**. Where similar incidents continue after initial use of this level of misconduct has been investigated, such misconduct will be adjusted from serious to gross misconduct and the processes for gross misconduct followed.
- (f) being indebted to the Conservatoire, which includes (without limitation) the following debts: outstanding fees and any outstanding arrears of rent for accommodation;
- (g) breach of the Conservatoire's [IT Acceptable Use Policy](#).

- 13.2.10 Identifying **Gross misconduct**

Gross misconduct can be defined as any act or omission on the part of a student, which represents a breach of the contract with the Conservatoire and is so grave that the mutual trust necessary between students and the Conservatoire is destroyed.

Gross misconduct is represented by activities, conduct and behaviours which effectively frustrate or fundamentally breach the student's contract with the Conservatoire.

At the Conservatoire, gross misconduct is divided into two categories, although they sometimes overlap:

1. Gross misconduct (breach of professional standards) (outlined in 13.2.11 below)
2. Gross misconduct which might also constitute a criminal offence (outlined in 13.2.12 and detailed more fully in [SARD](#))

13.2.11

Gross misconduct (fundamental breach of expected professional standards)

The following is a non-exhaustive list of examples of gross misconduct which normally falls under a gross breach of professional standards (unless the investigation identifies that these incidents are so problematic that they have moved into potentiality representing actions which might be construed as criminal):

- (a) breach of the Conservatoire's [Cheating and Plagiarism Policy](#);
- (b) serious breach of the Conservatoire's [IT Acceptable Use Policy](#), [Information Security Policy](#), or [Social Media Policy](#), including but not restricted to:
 - Sharing personal information about another individual without their express permission/formal consent
 - The posting of details of complaints/disciplinary and/or legal proceedings/potential legal proceedings involving the Conservatoire on social media in a way that individuals could be identified and the confidentiality assumption in the procedure breached
- (c) breach of the Conservatoire's [Dignity at Work and Study Statement](#);
- (d) the bringing of a complaint which is frivolous, vexatious, untrue or made in bad faith;
- (e) unauthorised possession, copying, alteration, destruction or retention of the Conservatoire's records;
- (f) serious breaches of safety rules which endanger the life and safety of others; (can be moved into 13.2.12 if investigation demonstrates that this is relevant);

- (g) verbally aggressive behaviour towards a member or members of Conservatoire staff, including excessive or inappropriate use of foul or abusive language or threats made to Conservatoire employees, workers or contractors; (can be moved into 13.2.12 if investigation demonstrates that this is relevant);
- (h) verbally aggressive behaviour towards a student or students of the Conservatoire, including excessive or inappropriate use of foul or abusive language or threats; (can be moved into 13.2.12 if investigation demonstrates that this is relevant);
- (i) conduct likely to bring the Conservatoire into disrepute, including abusive language, violent behaviour, fighting, threatening violence, immoral or obscene conduct, whether within or outside the Conservatoire (can be moved into 13.2.12 if investigation demonstrates that this is relevant);
- (j) negligence causing or likely to cause unacceptable loss, damage or injury; (can be moved into 13.2.12 if investigation demonstrates that this is relevant);
- (l) disorderly conduct, including being under the influence of substances such as alcohol or drugs, being in possession of unauthorised substances or misusing substances during the course of studies at the Conservatoire; (can be moved into 13.2.12 if investigation demonstrates that this is relevant);
- (m) conviction of a criminal offence considered potentially damaging to the Conservatoire, or preventing the student from performing their studies; (can be moved into 13.2.12 if investigation demonstrates that this is relevant);
- (n) deliberate interference with the Conservatoire's operations, work or service;
- (o) unauthorised use of the Conservatoire's telephone;
- (p) unauthorised use of the Conservatoire's Internet and e-mail connections.

13.2.12

Gross misconduct which might also constitute a criminal offence

The following is a non-exhaustive list of conduct that falls within this category of gross misconduct:

- (a) any act of unlawful discrimination including race, sex, gender, marital status, sexual orientation, religion, belief, disability or age against any person during the course of the student's studies at the Conservatoire. (See: [SARD 3](#))
- (b) any act or behaviour constituting any form of unlawful harassment or victimisation, including harassment or victimisation on the grounds of race, sex, gender, marital status, disability, sexual orientation, religion or belief or

- age; (See: [SARD 3](#))
- (c) social media posting that constitutes a criminal offence;
 - (d) physical assault on persons carried out on the Conservatoire's premises or whilst engaged in Conservatoire studies;
 - (e) theft, fraud, damage or unauthorised possession of property belonging to the Conservatoire;
 - (c) any act or behaviour attempting to draw people into terrorism and/or extremism, see the Conservatoire's [Prevent Policy](#);
 - (d) knowingly breaching any legislation governing the operations of the Conservatoire's business;
 - (e) misrepresentation or falsification of any sort, including the Conservatoire's expense claims;

13.2.13

Disciplinary Hearings

Once an investigation into misconduct has concluded, a disciplinary hearing will be convened. At RCS there are two types of disciplinary hearing – a normal disciplinary hearing over which a single Director presides and an alternative disciplinary hearing by panel (for a summary see Table 1: Summary of disciplinary action below):

- (a) **Normal disciplinary hearings:** This is taken by the Director of the investigated student's School. At the disciplinary hearing, evidence will be heard from the student, any relevant witnesses identified by the student and any other person or body whom the Director of School/Directorate considers relevant. At or after the disciplinary hearing, a decision will be issued to the student informing them as to whether the disciplinary allegation(s) are upheld and, if so, of the sanction to be imposed.
- (b) **A Disciplinary Hearing by Panel:** This is taken by the Director of the relevant School as in (a), plus another Director (who hasn't been involved previously), and a Head of programme/department from another school. These hearings are reserved for those cases of gross misconduct which might also constitute a crime and reflect the seriousness of the sanctions likely to be imposed.

13.2.14

Potential sanctions

This section sets out the sanctions that will be applied if the Conservatoire finds, following the appropriate formal procedure, that a student has committed an act of misconduct. The range of possible outcomes below should not be regarded as cumulative in all the circumstances.

The Conservatoire reserves the right to omit any stage if it considers that is appropriate to the individual circumstances.

The penalty to be imposed will be that which is fair and reasonable in all the circumstances. The following is a non-exhaustive list of the possible sanctions:

- (a) A reprimand as an oral or written warning advising the student of the likely consequence of a further breach of conduct;
- (b) Disqualification: from undertaking exams;
- (c) Repetition of a course;
- (d) Making good any damage caused by the student or making payment to the Conservatoire in order to meet the cost of repairing any such damage;
- (e) Conditions of continuity of study – e.g. attendance at a required programme of activity or community service on campus;
- (f) Withholding the student's parchment;
- (g) Suspension with conditions;
- (h) Expulsion.

Level of disciplinary activity	Process followed	Composition of disciplinary panel
Minor misconduct	Investigation (if necessary) by Director of School student is in. Director can nominate Head of Department or Programme Leader to act for them.	Director of School student is in and note taker
Serious misconduct (When serious misconduct accumulates because of subsequent incidents, it is likely to move into gross misconduct)	Investigation by Director of School student is in. Director can nominate Head of Department or Programme Leader to act for them	Director of School student is in and note taker
Gross misconduct	Investigation by Director of the School the student is not in (includes conclusion as to whether on balance of evidence a disciplinary hearing is necessary)	Director of School student is in and note taker
Gross misconduct (which might also constitute a criminal offence) Normally applied in conjunction with SARD	Investigation by Director of the School the student is not in or other senior officer of the Conservatoire (includes conclusion as to whether on balance of evidence a disciplinary hearing is necessary)	Alternative Disciplinary Panel <ul style="list-style-type: none"> • Director of School the student is in • Director from another area with no previous involvement in the relevant School • Head of Dept/Programme from the School student is not in • Note taker

Table 1 Summary of disciplinary action

13.3 Appeals

13.3.1 Any student dissatisfied with disciplinary action may appeal in the first instance to either:

- (a) in the case of a finding of gross misconduct, the **Academic Board Appeals Committee (Discipline)**,

- (b) in the case of a finding of minor or serious misconduct, the Director of another School or Academic Unit in which the student does not attend;

(hereinafter each referred to as the "Appeals Committee").

Appeals must be intimated by the student giving written notice, to the Academic Registrar, who, as quickly as practical shall arrange for a hearing before the relevant Appeals Committee.

13.3.2 In the event that an appeal is being heard by the Appeals Committee (Discipline), as opposed to by a single Director, the composition of the Appeals Committee shall be as follows:

- (a) the Director of a School/Academic Unit in which the Appellant is not a student (in appeals related to gross misconduct which might constitute a crime, the Deputy Principal may replace the Director of a school/academic unit in which the appellant is not a student);
- (b) a Head of Programme/Head of Department from that other School who has no prior involvement in the case;
- (c) an external representative of the Academic Board.

In the event of one of the foregoing being unavailable or inappropriate due to absence, illness or other good cause, the Principal may nominate another suitable person to take the place of the person who is unavailable.

13.4 Lodging of an Appeal

13.4.1 A student who wishes to appeal must do so by sending a written statement of appeal to the Academic Registrar at the latest within 10 working days following the date of the decision being appealed, provided that the student is still a student of the Conservatoire as at the date on which the Appeals Committee writes to the student with its decision. The period may be extended if the student satisfies the Appeals Committee that it was not reasonably practicable to lodge an appeal in time.

13.4.2 In the case of **expulsion**, the appeal may be made on any grounds considered relevant by the Appellant.

13.4.3 In any other case, the only competent grounds for appeal are that:

- (i) New evidence has emerged that could not reasonably have been produced to the Director of the School/Directorate of which the student is a member;
- (ii) There has been a defective procedure before the Director of the School/Directorate of which the student is a member;
- (iii) The disposal by the Director of School/Directorate of which the student was a member was perverse.

13.4.4 The statement of appeal must include:

- (a) all the grounds on which the student wishes to rely;
- (b) the remedy which the student seeks;
- (c) a request, if the student wishes, to make oral representations at any hearing which may be held;
- (d) a list of witnesses whom the student considers have evidence relevant to the appeal.

13.4.5 On receipt, appeals will be referred to the Convenor of the Conservatoire Appeals Committee (Discipline) or the Director of the School/Directorate, as appropriate, who may dismiss the appeal because no competent grounds have been stated or because the appeal is out of time.

13.4.6 Provided that the appeal is not dismissed in terms of 13.4.5, an appeal hearing shall be fixed without unreasonable delay.

13.5 Appeal Hearing

13.5.1 The Appeals Committee will hear evidence from the Appellant and any relevant witness(es) identified by the Appellant.

13.5.2 The Appeals Committee shall inform the Appellant in writing of the date, time and place of the appeal hearing;

13.5.3 Appellants may be represented at the appeal hearing by a person of their choice, including a solicitor or counsel, provided the identity of such a representative is intimated in writing to the Academic Registrar at least three days prior to any hearing.

13.5.4 The Appeals Committee shall inform the person or body whose decision is being appealed of the grounds of appeal and offer that person or body the opportunity of presenting oral or written evidence. Such person or body shall be required to identify any person from whom the Appeals

Committee should take oral and/or written evidence. Such person or body shall be required to identify any person from whom the Appeals Committee should take oral evidence in sufficient time to enable the Appeals Committee to advise the Appellant in writing of the identity of said person(s) in advance of the hearing. Normally the Appellant will be provided with a copy of any witness statements in advance of the appeal hearing.

- 13.5.5 The Appeals Committee may dispose of the case, notwithstanding the failure of the Appellant or any other person concerned to attend at an appeal hearing.
- 13.5.6 The person or body who made the disciplinary decision may be asked by the Appeals Committee for a statement of the grounds on which the decision appealed against was reached, and also for such evidence and material which was available to justify the decision.
- 13.5.7 The Appeals Committee shall have all evidence and material obtained which is relevant to the appeal.

13.6 Appeal decision

- 13.6.1 The appeal hearing will be conducted in such a manner as to allow the Appellant to put forward their grounds of appeal. The Appeals Committee will decide the matter at the conclusion of the hearing or without unreasonable delay thereafter.
- 13.6.2 Decisions may be by a majority where the appeal is being determined by the Conservatoire Appeals Committee (Discipline), as opposed to by a Director of a School/Directorate.
- 13.6.3 The Appeals Committee shall intimate the decision in writing to the Appellant and to the Principal.

13.7 Second Appeal to the Board of Governors Appeal Panel

- 13.7.1 A second appeal may be made to the Board of Governors Appeal Panel (“the Panel”) against a decision of the Appeals Committee, provided that the student is still a student of the Conservatoire as at the date on which the Appeal Committee writes to the student with its decision. The request for such a second appeal should be made in writing to the Academic Registrar within 10 working days of the date of the Appeals Committee’s decision and must provide details of the grounds of appeal against the Appeals Committee’s decision.

- 13.7.2 The only competent grounds of appeal by a student against the decision of the Appeals Committee are that:
- (a) new evidence has emerged which could not reasonably have been produced to the Appeals Committee;
 - (b) there has been defective procedure before the Appeals Committee;
 - (c) the disposal by the Appeals Committee was perverse.
- 13.7.3 The details of the grounds of appeal listed in 13.7.2 must specify what new evidence and why it was not produced to the Appeals Committee, or in what respects the procedure was defective or in what way the disposal was perverse, as the case may be.
- 13.7.4 The Panel shall consist of a minimum of two lay Governors and the Principal, unless inappropriate or prevented by illness, absence or other good cause, in which case there shall be three lay Governors.
- 13.7.5 The Panel shall appoint one of its members to be Convenor who, in cases of an equality of votes, shall have a second or casting vote.
- 13.7.6 The Panel shall be bound, as far as appropriate, by the same rules of procedure as apply to the Appeals Committee as are more fully set out in paragraphs 13.5.4, 13.5.5, 13.6 and 13.7, substituting the word "Panel" for the words "Appeals Committee".

13.8 Records

The Conservatoire will keep a record of disciplinary proceedings, including the written statement setting out the relevant allegations or circumstances surrounding the potential disciplinary action, all letters sent to or by it in relation to that, written statements and minutes of meetings and appeal hearings. These records will be maintained in accordance with the Conservatoire's obligations in terms of data protection legislation.

13.9 Questions or complaints

Clarification on the terms or operation of this Policy may be obtained from the Academic Registrar and Secretary or Deputy Registrar. Any complaints in relation to the Policy or its operation should be directed to the Academic Registrar and Secretary.

13.10 The Scottish Ombudsman

In cases where the student is dissatisfied with the investigation and outcome of any complaint arising from the operation of this procedure, they may take the complaint to the Scottish Ombudsman, which is an independent, impartial and free service established by the Scottish Executive to investigate complaints against organizations providing public services (including higher education) in Scotland. Full details are available at <http://www.spsso.org.uk/contact-us>

14. Complaints Procedure

- 14.1 Complaints are normally about 'service' processes: how is RCS or a representative member of RCS handling something (a procedure, a law, a regulation, forms of provision).
- 14.2 The complaints procedure is for those concerns that a student has which do not fall under student conduct disciplinary procedures or the staff equivalent. If the complaint is about an unreasonable action of another student or misconduct on the part of another student, it should be referred to the student disciplinary process outlined in **Section 13**. If a complaint regarding student conduct is registered as a complaint, either through the complaints inbox or directly by a member of staff, it will be referred into the Student Disciplinary process.
- 14.3 The complaints procedure covers the following:
- the Conservatoire's failure or refusal to provide a service;
 - an inadequate quality or standard of service, or an unreasonable delay in providing a service;
 - the quality of facilities or learning resources;
 - dissatisfaction with one of our policies or its impact on the individual (although it is recognised that policy is set at the discretion of the institution);
 - failure to properly apply law, procedure or guidance when delivering services;
 - failure to follow the appropriate administrative process;
 - conduct, treatment by or attitude of a contractor (**except** where there are arrangements in place for the contractor to handle the complaint themselves); or
 - disagreement with a decision, (**except** where there is a statutory procedure for challenging that decision, or an established appeals process followed throughout the sector).
- 14.4 The complaints procedure **does not** cover the following:
- a concern about student conduct (that is covered under Section 13);
 - a request for compensation only;
 - an insurance claim;
 - issues that are in court or have already been heard by a court or a tribunal (if a student decides to take legal action, the complaint cannot then be considered under this process);

- disagreement with a decision where there is a statutory procedure for challenging that decision (such as for freedom of information and subject access requests), or an established appeals process followed throughout the sector (such as institutional appeals about an academic decision on assessment or admission).
- 14.5 There are some areas where it may seem as if a student conduct issue is also a broader issue about a service or policy that the Conservatoire has. The complaints process cannot be used to deal with the student disciplinary issue. It can, however, be used to raise an issue regarding dissatisfaction with one of our policies or its impact on the individual.
- 14.6 The guiding principles of a fair and unbiased hearing, procedural fairness, and timeliness underpin the complaints process. The procedure remains confidential for all parties involved (including after the complaint has drawn to a conclusion); it is undertaken in good faith and without conflicts of interest; and the investigation makes a judgement on the balance of probabilities with a specified outcome (upheld, partly upheld, not upheld, resolved).
- 14.7 The basic processes followed with the complaints policy are:
1. Student complains verbally or in writing
 2. Complaint is assessed for its complexity and the outcome required
 3. A **frontline response** (Stage 1) is attempted (where relevant) and a response provided, normally within 5 working days. Where the complaint can be resolved at this stage, the resolution is reported to the Assistant Registrar (Secretariat)
 4. Where a frontline response is not possible or relevant, the complaint is **investigated** (Stage 2), with the complaint being acknowledged within 3 working days and a resolution or response following investigation is normally provided in 20 working days
 5. The investigator of the complaint will normally be a senior member of RCS staff outside the area/school of the student that made the complaint
 6. An investigation involves a gathering of relevant evidence regarding the specifics of the complaint and can involve interviews of those associated with the complaint
 7. Where the student who has complained does not agree with the outcome of a complaint, they can refer their case to the Scottish Public Ombudsman
 8. The outcome of the complaint is used to improve RCS services as and where relevant
- 14.8 A complaint is **resolved** when both the Conservatoire and the complainant agree what action (if any) will be taken to provide full and final resolution for the complainant, without making a decision about whether the complaint is upheld or not upheld.

- 14.9 Complaints are viewed by the Conservatoire as part of the evidence behind their commitment to enhancement of the student experience. Where relevant outcomes are used to improve services.
- 14.10 The Conservatoire's Complaints Handling Procedure (CHP) is intended to provide a quick, simple and streamlined process with a strong focus on early resolution by empowered and well-trained staff. The CHP is comprised of four parts plus a guidance document:
- [CHP Part 1 Introduction and Overview](#)
 - [CHP Part 2 When to use the procedure](#)
 - [CHP Part 3 Process](#)
 - [CHP Part 4 Governance](#)
 - [CHP Guidance](#)
- 14.11 Individuals wishing to make a complaint are advised to read the CHP and consult the guidance document before completing the complaint form available on the RCS website at <https://www.rcs.ac.uk/complaints>.
- 14.12 Complaints made anonymously can only be investigated if there is sufficient particular information to enable a reasonable investigation to proceed. The Conservatoire cannot investigate a complaint made without the prospect of obtaining reliable evidence to support an investigation outcome.
- 14.13 Complaints raised through the Complaint Handling Procedure (CHP) by students or staff regarding student conduct will be diverted to the [Student Disciplinary Procedure](#) and any subsequent meetings, investigations, hearings and/or sanctions will follow the protocols set out in this procedure.
- 14.14 Staff who are the subject of a complaint will be supported by Human Resources and they will be advised if the process to be followed will be the Staff Disciplinary and Dismissal Policy and Procedure. Information and guidance for staff who are the subject of a complaint can be found in Complaint Handling Procedure (Part 3) Process.
- 14.15 Complaints from students who are dissatisfied in their dealings with the Royal Conservatoire of Scotland Students' Union or claim to be unfairly disadvantaged by reason of having exercised their right not to be members of the Union will normally be dealt with under the Union's own Complaints Procedure.
- 14.16 Although the Conservatoire will make every reasonable effort to provide appropriate facilities, amenities and services, students should note that such provision may be affected by conditions which prevail from time to time. In such circumstances, the Conservatoire cannot accept responsibility for a level of service which may be less comprehensive than that provided normally.

14.17 In accordance with the Conservatoire's [Dignity at Work and Study Statement](#), all complainants will be treated fairly and a student will not be treated adversely as a result of their making a complaint. However, there could be serious consequences if a complaint is subsequently deemed to have been frivolous, vexatious, untrue or made in bad faith.

14.18 The Conservatoire takes your privacy very seriously and confidentiality is important in complaints handling (see Maintaining confidentiality and data protection in the [Complaint Handling Procedure \(Part 1\) Introduction and Overview](#)). Only a very limited number of staff will have access to the secure file which contains complaints information, and this will not include any academic members of staff, or HR staff.

15. Equality, Diversity & Inclusion Statement

The Royal Conservatoire of Scotland embraces a diverse population of students and staff. We believe that excellence can be achieved through recognising and celebrating the value of every individual, and are committed to promoting equality, diversity and inclusion in all of our activities.

We are committed to developing and upholding a culture based on respect, inclusiveness, transparency and open-mindedness. We will proactively advance equity and inclusive practice in our activities and through effective and collaborative action, ensure that we all have the right to be seen, heard and celebrated.

16. Academic Freedom

The Conservatoire abides by the definition of Academic Freedom as given in the HE Governance (Scotland) Act 2016 as follows:

Academic freedom

(1) A post-16 education body must aim to—

- (a) uphold (so far as the body considers reasonable) the academic freedom of all relevant persons, and
- (b) ensure (so far as the body considers reasonable) that the matters mentioned in subsection (2) are not adversely affected by the exercise of academic freedom by any relevant persons.

(2) The matters are—

- (a) appointments held or sought, and
- (b) entitlements or privileges enjoyed, at the post-16 education body by those relevant persons.

(3) In this section, “relevant persons” in relation to a post-16 education body means persons engaged in—

- (a) teaching, or the provision of learning, at the body, or
- (b) research at the body.

(4) For the purposes of this section, “academic freedom” in relation to relevant persons includes their freedom within the law to do the following things—

- (a) hold and express opinions,
- (b) question and test established ideas or received wisdom,
- (c) develop and advance new ideas or innovative proposals,
- (d) present controversial or unpopular points of view.

In exercising their Academic Freedom, staff and students will at all times adhere to good ethical practice, as set out in the Conservatoire’s [Research Ethics](#) and [Performance Ethics](#) policies.

17. Dignity at Work and Study

The Conservatoire is fully committed to creating and maintaining an environment where all students and staff treat each other fairly and with mutual respect, and to providing a work and study environment where all students and staff feel supported and equipped to challenge unacceptable behaviour.

The Conservatoire will not tolerate harassment or bullying which involves abusive or offensive behaviour with regard to age, disability, gender, race, religion or belief, real or perceived sexual orientation or transgender status. Such behaviour can constitute unlawful discrimination under UK equality legislation. Similarly, inappropriate behaviour will not be tolerated on any other grounds, including those not covered by the law.

The Dignity at Work and Study Statement makes clear the Conservatoire’s position on unacceptable behaviour, provides clear guidelines for any student who feels that they have been subject to inappropriate behaviour and details how breaches of the policy will be dealt with.

For full details see the [Dignity at Work and Study Statement](#)

18. Code of Practice Relating to the Royal Conservatoire of Scotland Students’ Union

18.1 This Code of Practice shall be brought to the attention of all students eligible to be members of the Conservatoire’s Students’ Union at the start of each Academic Session. It shall be reviewed annually by the Board of Governors during the Summer Term.

18.2 Membership

In accordance with Part II of the Education Act 1994, all students eligible to be members of the Royal Conservatoire of Scotland Students’ Union shall have the right to choose whether they wish to

belong to the Royal Conservatoire of Scotland Students' Union without disadvantage.

18.3 The Academic Registrar shall, at the start of each Academic Session, inform all eligible students of their rights not to belong to the Conservatoire's Union. Any student wishing to opt out of the Union at any time shall inform the Academic Registrar who shall inform the Students' Union.

18.4 Constitution

The written Constitution of the Royal Conservatoire of Scotland Students' Union shall be approved by the Board of Governors of the Royal Conservatoire of Scotland and be subject to a quinquennial review.

- i. It shall be accessible to all members.
- ii. The Constitution shall require that appointment to the Executive Committee of the Union shall be by secret ballot in which all full members of the Union are entitled to vote.
- iii. All elections to the Royal Conservatoire of Scotland Students' Union shall be fairly and properly conducted as set out in Schedule One to the Constitution.
- iv. The Constitution shall require that no one shall serve as a sabbatical or paid elected officer for more than two years.
- v. The Constitution shall lay down a fair procedure for allocating resources to groups or clubs.

18.5 Accountability

- i. The Finance and General Purposes Committee of the Royal Conservatoire of Scotland shall approve the Royal Conservatoire of Scotland Students' Union budget and monitor its expenditure.
- ii. The Union shall publish its audited financial accounts annually and these should be presented to the Finance and General Purposes Committee and to all full members of the Union. These accounts will include a list of affiliations to external organisations and the costs of such affiliations.
- iii. The Conservatoire Union shall obtain annually the approval of its members to all affiliations. A ballot shall be taken on the affiliation to any external organisation if called for by 5% of the membership.

19 Guidance for Applicants with Criminal Convictions

The Conservatoire believes that an unspent criminal conviction should not automatically prevent an individual from studying at the Royal Conservatoire of Scotland. Disclosing a criminal conviction is not a requirement of an application to study at the Conservatoire and

applicants will only ever be assessed on their application, audition/interview and suitability for the course. The exception to this are below:

- a. Students who are required to join the Protection of Vulnerable Groups (PVG) Scheme due to the nature of their course
- b. Students who are required to join the Protection of Vulnerable Groups (PVG) Scheme or require an Enhanced Disclosure Check due to the nature of certain option modules.
- c. Student who require a visa to study in the UK who are required to disclose this information as part of the visa application process.

Though there is no need to declare a conviction as part of your application, applicants currently on licence are expected to make us aware of any conditions which may prevent them from fully engaging with their course and broader Conservatoire community. This is particularly pertinent when considering applying for a place in Base accommodation. Where possible the Conservatoire will undertake to make reasonable adjustments where available.

The Conservatoire is able to give specialist advice and support for student entering our community from many different backgrounds. Students coming to the Conservatoire with a spent or unspent conviction may find it useful to connect with these services and gain additional support with studying at the Conservatoire. Disclosing convictions in order to utilise a service (e.g. financial advice) is dealt with confidentially and you will only be asked for enough information required to provide the service you require.

If you would like further information on the range of services, or to confidentially discuss a licence condition which you believe may prevent you from fully engaging with a course/taking a place in Liberty House, please contact the Deputy Registrar (m.green@rcs.ac.uk) in the first instance.

PVG Scheme and Enhanced Disclosure Checks

Due to the nature of some courses and modules at the Conservatoire, you may be asked to join the Protection of Vulnerable Groups (PVG) Scheme or complete an Enhanced Disclosure check. This means that checks are carried out for any unspent and spent convictions and cautions. The checks also include any non-conviction data held by the police that may be relevant to course/module.

Applications for the PVG Scheme membership and Enhanced Disclosure checks are processed and assessed by Disclosure Scotland which provides this service as a means of enhancing security, public safety and protecting the vulnerable in society.

The Royal Conservatoire of Scotland will administer students applying to be members of the PVG Scheme and who require an Enhanced Disclosure check in accordance with prevailing Disclosure Scotland requirements and related legislation e.g. the Data Protection Act. If you would like further details of the Disclosure Scotland process, please visit their website at <https://www.mygov.scot/organisations/disclosure-scotland>.

A member of staff from the Conservatoire will only contact you directly should any issues arise from your PVG scheme membership or Enhanced Disclosure check. Using the information received from your PVG scheme membership or Enhanced Disclosure check, a panel will risk assess any criminal convictions and cautions.

Future Work

Though your conviction should not prevent you from studying on your desired course (our policy is to assess your application based on your application, audition/interview and suitability for the course), it is important that applicants with criminal convictions are aware of possible issues with gaining employment in their desired field after graduation depending on the nature of the offence. Information on what offences may prevent a graduate from working in a particular role can be obtained from the relevant regulatory body. Examples of areas of employment in which a criminal conviction may affect job opportunities include social work, education, healthcare and finance. However, there are many different roles within these sectors and where a previous conviction may have an impact on your ability to work in one role, it may not have an impact on another within the same sector.

20. Protection of Vulnerable Groups (PVG)

- 20.1 All new BEd, PGDE and CPP students (and any other student who falls within the scope of the scheme due to their contact with relevant groups or individuals as defined by the scheme as part of their programme) will be subject to a Protecting Vulnerable Groups (PVG) Scheme check.
- 20.2 The Conservatoire will administer the PVG Scheme process in accordance with prevailing legislation (including the Data Protection Act). Details of the PVG Scheme process are available at <https://www.mygov.scot/pvg-scheme>
- 20.3 If a PVG Scheme check reveals a relevant criminal conviction(s) which the student has not declared previously through the admissions process, that matter will be considered through the Conservatoire's Student Disciplinary Procedure (see Section 13, p19). The outcome of that disciplinary process may include exclusion from the Conservatoire.

21. Fitness to Study Policy

- 21.1 There are times during a student's studies when their health can interfere with their learning. The most obvious signs of this tend to be reflected by how a student engages with the expectations of their programmes, ensembles, and productions on those programmes.
- 21.2 Fitness to Study is the formal process that the Conservatoire uses when there are concerns that someone is struggling with their learning experience because of an underlying health and wellbeing issue. As such, Fitness to Study, is essentially a student support mechanism rather than a punitive one, designed to ensure a duty care to a student whose engagement is raising concerns.
- 21.3 The Fitness to Study process has three stages which reflects different levels of concern for the health and wellbeing of a student, the impact on their studies, and the range of support and options that might, as a result, be required. These stages are summarised below:

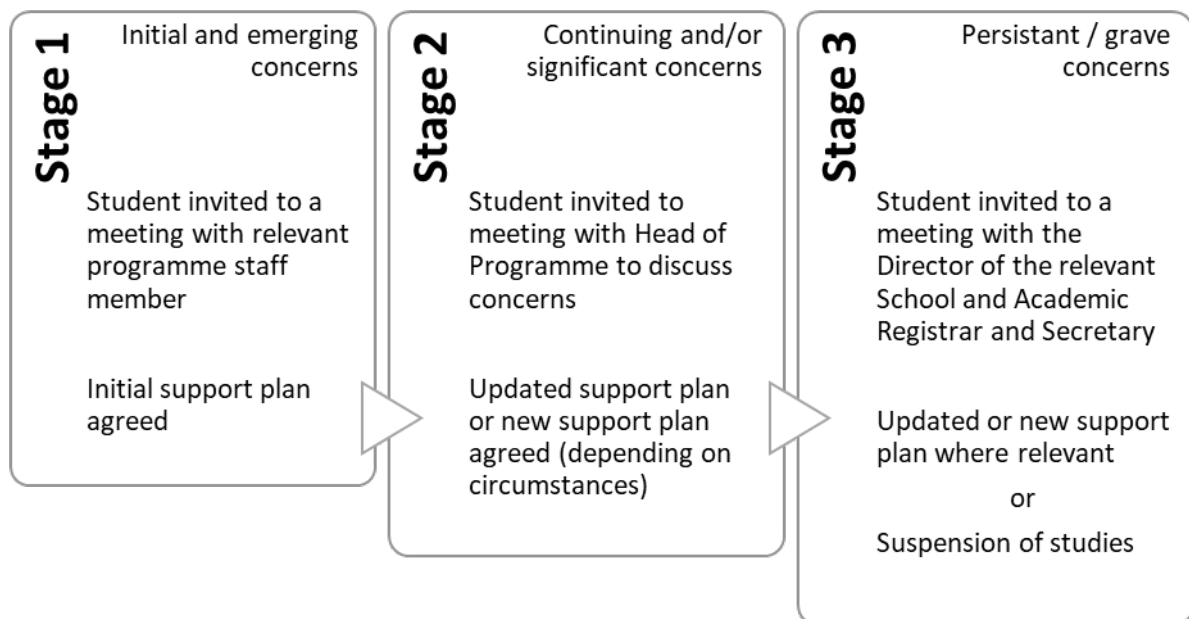


Diagram 2: Stages of the Fitness to Study process

- 21.4 The basic process can be described as:
1. A concern is acknowledged
 2. Prior to any of the three stages, the responsible staff member will check that a learning agreement is not already in place
 3. The student will be invited to a meeting to discuss the concerns, what support is needed, and what the student needs to do
 4. An initial support plan will be drawn up and agreed with the student
 5. A review date will be established
- 21.5 Following review, the process will normally be one of the following:

- Process concluded
- Process requires another review
- Process needs to change the stage being applied (this means the process can move up or down a stage)
- Process suggests a suspension of studies is required (only an outcome of a stage 3 fitness to study process)

21.6 Returning to studies, following a fitness to study suspension, will normally involve a fitness to return to study process.

Full details of this policy can be found [here](#)

22. Fitness to Practise Policy

The Conservatoire's Fitness to Practise policy applies to all students on programmes that lead to provisional registration with the GTCS and is intended to ensure public protection and to maintain the standards expected of student teachers, as set out in the GTCS's 'Student Teacher Code'.

For details, see the [Fitness to Practise Policy](#)

23. Animals on Campus Policy

Please see the Conservatoire's [Animals on Campus Policy](#) for full details relating to assistance animals.

ANNEX A

[JANET Acceptable Use Policy](#)

Version: 13

Issued: March 2022

Last Reviewed Date: 30/05/22

ANNEX B

The [Dignity at Work and Study Statement](#) and guidance can be accessed in full via the Conservatoire Portal.

ANNEX C

HESA Student Collection Data Protection Notice

The Royal Conservatoire of Scotland, along with every other Higher Education provider in the UK, is legally required to provide statistical information regarding our students to the [Higher Education Statistics Agency \(HESA\)](#). HESA is the official agency for the collection, analysis and dissemination of quantitative information about higher education in the UK.

We collect the majority of this information from your application record but there is also some additional data required by HESA that we collect during the matriculation process.

The confidentiality of this personal data is strictly maintained by the Conservatoire and HESA and will only be published in an anonymous statistical format. Further information about what HESA use your data for can be found at

https://www.hesa.ac.uk/files/HESA_Student_collection_notice_2022-23.pdf

If you have any concerns, please let us know by emailing aas@rcs.ac.uk

STUDENT AND LEAVER SURVEYS

Your contact details may be passed to survey contractors to carry out the [National Student Survey](#) (NSS) and surveys of student finances, on behalf of some of the organisations listed as Purpose 1 within the document. These organisations and their contractors will use your details only for that purpose, and will then delete them.

About six months after you graduate, we will contact you to ask you to confirm your contact details in advance of the Graduate Outcome Survey by the Higher Education Statistics Agency (HESA). You may also be included in longitudinal surveys of leavers in the years after you graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose and will then delete them.

ANNEX D

Social Media Policy and Procedures for students

The [Social Media Policy](#) and procedures can be accessed via the Conservatoire Portal.

ANNEX E

Online Safety Policy

The Conservatoire's [Online Safety Policy](#) is available in full on the Portal.

ANNEX F

Prevent Policy

The Conservatoire's [Prevent Policy](#) is available in full on the Portal.

II REGULATIONS GOVERNING THE AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES OF THE ROYAL CONSERVATOIRE OF SCOTLAND AND OTHER PROGRAMMES OF STUDY

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Introduction

These regulations apply to all programmes of study offered by the Royal Conservatoire of Scotland, with the exception of higher degrees by research.

Any questions of principle or procedure regarding the operation of these Regulations shall be determined by the Academic Board or, in an emergency, the Principal as Convenor of the Academic Board.

These regulations and regulations contained within Programme Handbooks shall be subject to periodic review and any amendments will be notified to staff and students as and when required.

Each programme of study shall have a Programme Handbook which will set out any specific requirements relevant to that 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.

The Programme Handbook shall specify the components of study, including elective components, for each year of each programme of study. The Handbook shall also specify any components which are pre-requisites for the study of other components.

The Programme Handbook shall specify the progress and assessment arrangements for each year of each programme of study and the assessment requirements for the final award.

The Programme Handbook shall specify the exact award titles and the titles of any associated exit awards.

24. Royal Conservatoire of Scotland Qualifications and Credit Framework

24.1 Introduction

The Royal Conservatoire of Scotland Qualifications and Credit Framework sets out the requirements for awards of the Conservatoire. These requirements accord with the QAA Framework for Qualifications of Higher Education Institutions in Scotland and the Scottish Credit and Qualifications Framework (SCQF). The framework is intended for guidance and, as such, should not be regarded as a straitjacket. However, any minor deviations from the precise requirements of the Framework must be justified through the validation process and should not undermine the principles of the Framework.

24.2 Structure of Taught Awards

All awards of the Conservatoire, with the exception of Honorary Degrees and Aegrotat Degrees, shall be credit rated using the Scottish Credit and Qualifications Framework. All programmes of study shall be organised into Units which shall be assigned a level and credit rated on the basis of one credit involving 10 hours of notional student learning effort.

24.3 Levels of Study

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.

24.4 Levels of Award

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).

Taught postgraduate programmes of study which lead to the award of a Masters Degree shall provide opportunities for students to exit with the following awards:

Postgraduate Certificate
Postgraduate Diploma
Masters Degree.

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

24.5 Acceptance of an Award

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. Re-entry will always be conditional on the outcome of an audition/interview. However, if a student receives an award below Honours Degree level on the basis of academic performance, then they will not normally be allowed to re-enter the subsequent stage of the programme of study.

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. Re-entry will always be conditional on the outcome of an audition/interview. However, if a student receives an award below Masters Degree level on the basis of academic performance, then they will not normally be allowed to re-enter the subsequent stage of the programme of study.

24.6 Degrees, Diplomas and Certificates of the Conservatoire

24.6.1 The degrees of the Conservatoire shall be:

(a) First Degrees

Bachelor of Arts	BA
Bachelor of Education	BEEd
Bachelor of Music	BMus

(b) Higher Degrees

Master of Arts	MA
Master of Music	MMus
Master of Performance	MPerf
Master of Education	MEd

(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

24.6.2 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	PGDE
Professional Graduate Diploma in Musical Theatre	PGDMT
Professional Graduate Diploma in Modern Ballet	PGDMB

(b) Postgraduate

Postgraduate Certificate	PG Cert
Postgraduate Diploma	PG Dip

24.7 Minimum General Requirements for the Conferment of Undergraduate Awards

24.7.1 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.

24.7.2 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.

24.7.3 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.

24.7.4 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.

24.7.5 Professional Graduate Diploma in Modern Ballet

The Professional Graduate Diploma in Modern Ballet 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.

25.7.6 Degree of Bachelor of Arts

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

There shall be three grades of honours to be called 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 on the basis of 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 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.

24.7.7 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 to be called 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 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.

24.7.8 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 to be called 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.

24.8 Designated Undergraduate Awards

The designated undergraduate awards of the Conservatoire shall be:

Bachelor of Arts (Acting)
Bachelor of Arts (Composition) (3)

Bachelor of Arts (Contemporary Performance Practice)
 Bachelor of Arts (Filmmaking)
 Bachelor of Arts (Joint Performance/Composition) (3)
 Bachelor of Arts (Music) (1)
 Bachelor of Arts (Music Performance) (3)
 Bachelor of Arts (Music Performance: Jazz) (3)
 Bachelor of Arts (Musical Studies)
 Bachelor of Arts (Music Education) (2)
 Bachelor of Arts (Performing Arts)
 Bachelor of Arts (Performance in British Sign Language and English)
 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 Music (Composition)
 Bachelor of Music (Jazz)
 Bachelor of Music (Performance/Composition)
 Bachelor of Music (Joint Performance)
 Bachelor of Music (Traditional Music) Bachelor of Music (Traditional Music - Piping)

(1) This award shall only be available as an exit award of the BMus (Performance)

(2) This award shall only be available as an exit award of the BEd (Music)

(3) These awards shall only be available as exit awards of the BMus (Honours)

Diploma of Higher Education (Acting)
 Diploma of Higher Education (Contemporary Performance Practice)
 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 in British Sign Language and English)
 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
 Professional Graduate Diploma in Modern Ballet

Certificate of Higher Education (Acting)

Certificate of Higher Education (Contemporary Performance Practice)
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 in British Sign Language and English)
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.

24.9 Minimum General Requirements for the Conferment of Postgraduate Awards

24.9.1 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.

24.9.2 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.

24.9.3 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.

24.10 Designated Postgraduate Awards

The designated postgraduate awards of the Conservatoire shall be:

Master of Arts (Arts in Social Contexts)
Master of Fine Arts (Acting Classical and Contemporary Text)
Master of Fine Arts (Directing Classical and Contemporary Text)
Master of Arts (Acting Classical and Contemporary Text)
Master of Arts (Directing Classical and Contemporary Text)
Master of Arts Learning and Teaching (Gaelic Arts)
Master of Arts (Accompaniment)
Master of Arts (Chamber Music)
Master of Arts (Composition)
Master of Arts (Conducting)
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 (Repetiteurship)
Master of Arts (Scottish Music)
Master of Arts (Musical Theatre - Performance)
Master of Arts (Musical Theatre - Musical Directing)
Master of Arts Psychology in the Arts (Music)
Master of Education (Learning and Teaching in Performing Arts)
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 (Scottish Music)
Artist Diploma in Music
Advanced Postgraduate Diploma in Music

Postgraduate Diploma in Arts in Social Contexts
Postgraduate Diploma in Learning and Teaching (Gaelic Arts)
Postgraduate Diploma in Learning and Teaching in Performing Arts
Postgraduate Diploma in Dance Education

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 (Scottish Music)
Postgraduate Diploma in Psychology in the Arts (Music)

Postgraduate Certificate in Arts in Social Contexts
Postgraduate Certificate in Learning and Teaching (Gaelic Arts)
Postgraduate Certificate in Learning and Teaching in Performing Arts
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 (Scottish Music)
Postgraduate Certificate in Learning and Teaching in Arts Education
Postgraduate Certificate in Learning and Teaching in Higher Arts Education
Postgraduate Certificate in Learning, Teaching, Support and Administration
Postgraduate Certificate in Psychology in the Arts (Music)

24.11 Approved Programme of Study

- 24.11.1 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.
- 24.11.2 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.
- 24.11.3 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.
- 24.11.4 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.
- 24.11.5 The maximum period allowed for the completion of a programme of study shall normally be the normal duration of the programme of study plus two years.
- 24.11.6 The Programme Handbook shall specify the award titles associated with each stage of each programme of study.

25. Aegrotat Degree

- 25.1 A Board of Examiners may, taking account of a student's attendance, academic record, progress and performance, recommend the award of an aegrotat degree to a student who 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 who provides 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.
- 25.2 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.

26. 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.

27. Regulations

- 27.1 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.

- 27.2 Students are required to attend all lessons, classes, rehearsals and performances as specified in their Programme Handbook. Unauthorised absence is not permitted.
- 27.3 Normally a student may progress on the programme of study provided that:
- i. they have attended classes regularly and has 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.
- 27.4 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.
- 27.5 All assigned and assessable course work must be completed by the submission date, unless prior permission has been given. 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. 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. 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.
- 27.6 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.
- 27.7 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.
- 27.8 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.

- 27.9 The Progress Regulations for each programme of study shall prescribe the conditions for pass and resit.
- 27.10 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.

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.

28. Examiners

- 28.1 The Schools shall submit recommendations for the appointment of External Examiners and Moderators to the Quality and Standards Committee, following the procedures outlined in the [Quality Assurance Handbook](#) (QAH). The Quality and Standards 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 the QAH.
- 28.2 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.
- 28.3 The Board of Examiners, and through it any authorised subsidiary examination committee, is accountable to the Academic Board for the fulfilment of its responsibilities.
- 28.4 The Director of Fair Access, the Director of Music and the Director of Drama, Dance, Production and Film shall chair the Boards of Examiners and authorised subsidiary examination committees, including Progress Committees and Internal Examination Boards in their respective Schools. This responsibility may only be delegated with the approval of the Convenor of the Academic Board.
- 28.5 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.

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

29. Practical Examinations

- 29.1 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.

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

30. Preparation of Papers

The Head of Department/Head of Programme (Music) shall ensure that all Examiners, including External Examiners, shall have the opportunity to submit questions as appropriate and that the papers are approved by External Examiners and checked internally before submission for printing.

31. The Right to Present for Examination

- 31.1 Students will be allowed to present themselves for examination only if they are in good standing in terms of degree regulations and attendance requirements. 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 examination in the relevant components at the appropriate diet and may therefore be recorded as having failed at this diet.

- 31.2 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 examination in the relevant components at the appropriate diet and may therefore be recorded as having failed at this diet.

32. Cheating and Plagiarism

- 32.1 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.

- 32.2 Work submitted for assessment should not include material borrowed or stolen from published or unpublished work unless the correct conventions for referring to other people's work are observed. That is, if parts of the text, tables or diagrams are copied from books, journals or other publications this must be made clear by giving the name of the author and publication.
- 32.3 Work submitted for assessment must be original and should not include previously submitted work by the student or another individual unless the correct conventions for referring to other people's work are observed.
- 32.4 All assessable work must be signed and dated by the student following this standard declaration 'I confirm that this assignment is my own original work and where I have drawn on other sources, I have provided appropriate references'.
- 32.5 A student (singularly or in conjunction with others) who is suspected of having violated the obligation to present work that is their own, or to have cheated in an examination, will be reported to the Academic Registrar on behalf of the Quality and Standards Committee, or their nominee, who will explain the regulations, procedures and possible penalties to the student(s).
- 32.6 If the student voluntarily admits to cheating or plagiarism (or the attempt to do so), the decision on the consequences for the assessment of the relevant component will be at the discretion of the Board of Examiners.
- 32.7 If the student(s) does not voluntarily admit to cheating or plagiarism (or the attempt to do so) the Convenor of the Quality and Standards Committee will establish a review body from the Quality and Standards Committee (to meet as soon as is practicable after the alleged offence and usually before the meeting of the relevant Board of Examiners) to determine whether there has been any form of cheating or breach of regulations in order to gain an unfair advantage in terms of their assessments. No member of this review body should have been involved in the assessment of the student or be Convenor of the relevant Board of Examiners.
- 32.8 If the allegation(s) is substantiated, the review body will recommend the appropriate course of action to the appropriate Convenor of the Board of Examiners. Depending on the seriousness of the infringement this could entail failure of the component concerned (with or without the opportunity for resit or retake), or failure of all assessments taken in that term or academic year (with a recommendation that these be either resat or retaken), or withdrawal from the programme of study.
- 32.9 Resits due to cheating or plagiarism shall also be subject to a fee of £125 per component per resit within a module.

32.10 The decision on the review body recommendations will be at the discretion of the Convenor of the relevant Board of Examiners.

33. Marking of Scripts

33.1 Examination scripts shall be marked only by the relevant Internal and External Examiners.

33.2 For written examinations, the principle of double-marking by Internal Examiners shall apply, and shall be carried out as far as is practicable.

33.3 All Honours scripts shall be made available to the External Examiners for the purposes of moderation. In other examinations, External Examiners shall be provided with such scripts in each examination in order to inform them of the whole range of performance by candidates and in order to make decisions on all candidates in regard to whose performance there is doubt after internal marking.

34. Illness and Incomplete Examinations

34.1 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](#) 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.

34.2 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.

34.3 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.

35. Students with Disabilities

A written Learning Agreement must be offered to each student assessed as having a disability or medical condition, stating what

adjustments will be made in respect of continuous assessment and examination. The procedure detailed in Annex G (p90) must be adopted, unless the student has requested confidentiality.

The Conservatoire's [Disability Policy](#) is given at Annex H (p92).

36. Board of Examiners

- 36.1 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.
- 36.2 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 Academic Registrar. In cases of a confirmed error(s), the Convenor of the Board of Examiners, after secured the agreement of the Board of Examiners and in consultation with the Academic Registrar, will take the appropriate action to resolve issues in respect of the student or students who have been affected.
- 36.3 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.
- 36.4 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 I, p93.
- 36.5 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.
- 36.6 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.

- 36.7 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.
- 36.8 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
- 36.9 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 Annex G, Section 3, p90) 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.

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

- 36.13 The membership of the Resit Board of Examiners for each programme of study shall be as specified in Annex I (p93) or such alternative membership as the Board shall determine at its main meeting. The requirement for the involvement of external examiners shall be the same as for the first diet Board.
- 36.14 The responsibilities of the Resit Board of Examiners shall be as stated in 36.8 and 36.9.
- 36.15 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.

37. Subsidiary Examination Committees and Progress Committees

- 37.1 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.
- 37.2 The membership of a Progress Committee shall be stated in Annex I (p93).
- 37.3 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.

38. Compensation, Resit and Retake

- 38.1 Students must normally achieve a pass mark in all assessments in order to progress to the next level of study.
- 38.2 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.
- 38.3 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. For Honours degrees 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).

- 38.4 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.
- 38.5 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.
- 38.6 Resit results will be factored into the calculation to determine the classification of Honours.
- 38.7 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.
- 38.8 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.
- 38.9 In certain circumstances the Board of Examiners may determine that a student needs to retake a module before being re-assessed. In these circumstances the student will be notified that they must retake that module.
- 38.10 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.
- 38.11 Students may not normally progress between levels of study carrying more than 30 credits (i.e. having more than 30 credits outstanding would necessitate suspension of studies, normally for one year).
- 38.12 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.

39. Assessment

- 39.1 The assessment requirements for all components of study shall be made known to students in the relevant Programme Handbook.
- 39.2 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.

- 39.3 Interim results shall be notified to students via their Student Contracts 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 J, p98)
- 39.4 End of session examination grades and results shall be notified to students via their Student Contracts as soon as is practicable after the relevant Board of Examiners (see Annex J, p98)
- 39.5 It is the responsibility of students to acquaint themselves with the assessment regulations and examination schedules which apply to their programme of study.
- 39.6 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.
- 39.7 It is the responsibility of students to inform the Convenor of the Board of Examiners in the case of illness or other debilitating circumstances that prevents their attending an examination or submitting required work for assessment.
- 39.8 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.
- 39.9 All programmes will adopt the following assessment scale:

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		

D2	5	Satisfactory	Third Class
D3	4	Adequate	
PASS			
FAIL			
E1	3	Inadequate/	Not Honourworthy
E2	2	Fail	
F	1	Serious fail	
NS	0	Non-submission/ Non-appearance	

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.

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.

Overall Grades in years 3 and 4 of honours degrees and Overall Degree Grades will be rounded to two points of decimal.

40. Registration and Publication of Results

- 40.1 Results will be published via Student Contracts as soon as practicable following the Board of Examiners.
- 40.2 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. 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. 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.
- 40.3 Final year students will be issued with a transcript as soon as possible following the Board of Examiners. Continuing students will receive their grades via their Student Contracts. The Academic Board reserves the right to correct an erroneous published result.
- 40.4 It is the responsibility of students to inform themselves of the results of examinations.

41. Code of Procedure for Appeals to the Academic Board Appeal Committee and the Board of Governors Appeal Panel for all Programmes of Study Validated by the Royal Conservatoire of Scotland

41.1 Preamble

41.1.1 Prior to submitting an appeal, students are advised to discuss any concerns about a decision of a Board of Examiners informally with their Head of Programme/Department, Director of School or the Academic Registrar to attempt to resolve the issue. In cases where a simple error has been made, this will normally be resolved by the Convenor of the Board of Examiners, after having secured the agreement of the Board of Examiners and in consultation with the Academic Registrar, taking the appropriate action, without the need for the student to make a formal Academic Appeal.

41.1.2 If a simple error is found to have affected more than one student, the Convenor of the Board of Examiners, after having secured the agreement of the Board of Examiners and in consultation with the Academic Registrar, will take the appropriate action to resolve all issues in respect of those students who have been affected, whether or not they have engaged in this procedure.

41.1.3 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.

(If any member of a Board of Examiners, or any other member of staff, becomes aware of an error made by a Board of Examiners, that individual should follow the process detailed in the Conservatoire's Regulations, Codes of Procedure and General Rules: Board of Examiners.)

41.1.4 An academic appeal cannot be considered until the decision in question has been ratified by the relevant Board of Examiners.

41.1.5 The Academic Board is responsible for all assessments that contribute to awards of the Conservatoire. The Board of Governors and the Academic Board have approved this Code to deal with appeals by students against decisions taken by Boards of Examiners relating to assessment and progress.

- 41.1.6 Disagreement with the academic judgement of a Board of Examiners in reaching any decision based on a student's performance in assessment cannot in itself constitute grounds for an appeal by a student. No student may appeal in respect of any assessment for a degree or other award for which he or she has graduated. No student who has an appeal pending may graduate.
- 41.1.7 In line with the QAA UK Quality Code for Higher Education, Chapter (B9): Managing Academic Appeals and Student Complaints, this Code is designed to provide a process that is fair, accessible and timely and its operation will reflect those principles.
- 41.1.8 No student will be disadvantaged as a consequence of lodging an appeal in good faith.
- 41.2 Composition of the Academic Board Appeal Committee ("the Committee")

The Committee shall consist of:

- (a) The Academic Board's member from another Academic Institution or their nominee;
- (b) A Director of School or Academic Unit of which the Appellant is not a student, or a senior member of staff of that School/Academic Unit in the event of the Director being unavailable or inappropriate due to absence, illness or other good cause;
- (c) An elected member of Academic Board from the School in which the Appellant is not a student;
- (d) A member of the Students' Union Executive, nominated by the President of the Students' Union.

In the event of any member of the Committee declaring a conflict of interest in a particular case, the Principal or Secretary to Academic Board shall identify another appropriate and disinterested senior member of staff from the School not attended by the Appellant to participate in the Committee's consideration of that particular case.

The Convenor shall be the Deputy Principal. In the event of them being unavailable, the Committee shall elect one of its own number who is a member of the Academic Board to be Convenor.

41.3 Subject of Appeal

41.3.1 Decisions of Board of Examiners

An appeal can be made to the Committee against a decision reached by a Board of Examiners on only two grounds:

- i If the student considers that the assessment in question was improperly conducted or that the Board of Examiners was improperly constituted;
- ii Illness, either immediately before or during the assessment, or other personal circumstances which the student claims has negatively affected their performance in the assessment which it was not reasonably practicable for the student to disclose or fully disclose before the Board of Examiners met to reach its decision.

Please note 41.1.6 above.

41.3.2 Progress

Unless dismissed or referred back to the Board of Examiners for further consideration in terms of 41.4.4, any appeal against the application of the programme of study's Progress Regulations shall be heard by the Committee. An Appellant may present relevant evidence which was not presented to the relevant Board of Examiners or one of its subsidiary Committees provided that evidence could not in the opinion of the Committee have been reasonably available for the relevant Board of Examiners or subsidiary Committee. An Appellant will be required to explain why any new evidence was not previously presented to the Board of Examiners.

41.4 Lodging of Appeal

41.4.1 The Academic Registrar (deputy or alternate) is available to offer procedural advice on the operation of this Code. Students are reminded that the Office Bearers of the Students' Union can also be consulted for advice and assistance.

41.4.2 A student who wishes to appeal ("the Appellant") must do so by sending a written statement of appeal to the Deputy Principal (as Convenor of the Academic Board Appeal Committee), at the latest within 14 days of the publication of the decision appealed against. This period may be extended if the Appellant satisfies the Committee that it was not reasonably practicable to lodge the appeal in time.

**NB: In the event of intimation being by post, the date of intimation will be 2 working days after the date of posting.*

- 41.4.3 The form to be used in the submission of an appeal is given in Appendix 1. The form requires the Appellant to provide:
- 41.4.3.1 All grounds on which the Appellant wishes to rely (no other grounds will be admissible in the disposal of the appeal);
 - 41.4.3.2 The outcome which the Appellant seeks;
 - 41.4.3.3 The Appellant's intention, if any, to make oral representations at any hearing which may be held and details of any witnesses that the Appellant would wish to have called to the hearing;
 - 41.4.3.4 An appropriate report if the Appellant wishes to appeal on medical grounds. Any medical report upon which an Appellant intends to rely should be obtained as expeditiously as possible. This should be submitted, if possible, with the form detailing the appeal, or as soon as available and, in any event, no later than the commencement of any hearing;
 - 41.4.3.5 Any other written evidence which the Appellant considers relevant to her or his case.

- 41.4.4 On receipt, the Convenor of the Committee, after consultation with the other members of the Committee, may dismiss the appeal because:

- 41.4.4.1 No competent grounds have been stated or;
- 41.4.4.2 The appeal is out of time or;
- 41.4.4.3 The appeal is deemed to be vexatious or frivolous or in bad faith.

The Convenor may, where it is clear that the Board of Examiners was unaware of the full or any medical or personal circumstances detailed in the appeal, refer the matter back to the Board of Examiners for further consideration. The Convenor may make a recommendation to the Board of Examiners, based on circumstances disclosed by the Appellant.

Alternatively, the Convenor, after consultation with the other members of the Committee, may, exceptionally, uphold the appeal on the ground that there is an acknowledged breach of the regulations. In order to arrive at a decision, the Convenor will send copies of the appeal and evidence to the Convenor of the appropriate Board of Examiners with a request for a response (form for response given in Appendix 2).

- 41.4.5 If the appeal is not dismissed or referred back to the Board of Examiners for further consideration in terms of 41.4.4, the Convenor shall cause a hearing of the Committee to be fixed as soon as is practicable, and normally within four weeks.

41.5 Appeal Hearing

- 41.5.1 The Committee shall regulate its own procedure subject only to the rules of natural justice and the requirement to hear evidence from the Appellant or any relevant witness identified by the Appellant should the Appellant so desire. In regulating its own procedure, the Committee may allow the Appellant (or their representative) to present their evidence, including any witness evidence, before inviting the Board of Examiners to respond, to which the Appellant (or their representative) may be invited to respond.
- 41.5.2 An Appellant may be represented by a person of their choice provided that the identity and status of such a representative is given in writing to the Deputy Principal (as Convenor of the Committee) at least five days prior to any hearing. Additionally (or alternatively), an Appellant may be accompanied by a 'friend' who may act as an observer. The Committee may be advised by a person of its choice. A representative of the student may address the Committee to put and sum up the Appellant's case, respond to any views expressed at the hearing and discuss with the Appellant during the hearing. A representative may not answer questions on behalf of the Appellant nor may they prevent any other party from presenting its case. In the case of an adviser of the Committee, they may act on behalf of the Committee in carrying out the advocacy at the hearing and they may advise the Committee.
- 41.5.3 The Convenor shall inform the Appellant and any witnesses which he or she wishes to have called to the hearing in writing of the date, time and place of the hearing. The Appellant, and any witnesses, shall be given adequate notice of the date of the hearing having regard to the circumstances of the case.
- 41.5.4 Prior to the meeting of the Committee, the Convenor shall send copies of the Appellant's appeal and evidence to the Convenor of the appropriate Board of Examiners who will be requested to provide, within 14 days, a statement of the grounds on which the decision appealed against was reached, and also for such evidence and material as was available to justify the decision reached (form given in Appendix 2). A copy of this statement, together with any other papers circulated to the Committee, will be given to the Appellant forthwith.
- 41.5.5 The Convenor of the Board of Examiners shall be required to identify any person from whom the Committee should take oral evidence in addition to any witnesses identified by the

Appellant. The Convenor will advise the Appellant in writing of the identity of said person(s) forthwith.

41.5.6 The Convenor shall place before the Committee all evidence and material obtained by her/him relevant to the appeal.

41.5.7 The Committee may instruct and/or consider an opinion of an expert, if relevant to the determination of the appeal.

41.5.8 Electronic recording of the hearing is forbidden, unless prior express consent of the Convenor of the Committee is given.

41.6 Decision

41.6.1 The Committee shall dispose of the appeal, notwithstanding the failure of any person concerned to appear, at the conclusion of the hearing or as soon as possible thereafter. The Committee may dispose of the appeal by:

- i Dismissing the appeal;
- ii Upholding the appeal to the extent of referring the matter back to the Board of Examiners for further consideration where the Committee is satisfied that there were adverse circumstances as described in 41.3.1 (ii) in which it was not reasonably practicable for the student to have brought to the attention of the Board of Examiners prior to its meeting. In such cases the Committee will identify to the Convenor of the Board of Examiners the adverse circumstances which it considers the Board of Examiners requires to take into account when it reconsiders its original decision;
- iii Upholding the appeal to the extent of referring the matter back to the Board of Examiners for further consideration where the Committee is satisfied that the examination was improperly conducted or that the Board of Examiners was improperly constituted and that the nature of the impropriety was such that it would be appropriate to refer the matter back to the Convenor of the Board of Examiners. In such cases, the Committee will identify to the Convenor of the Board of Examiners the specific grounds on which the appeal was upheld;
- iv Otherwise upholding the appeal and taking such steps as seem to the Committee to be appropriate and practicable in the circumstances.

41.6.2 In cases determined under 41.6.1 (iv) or where it is impracticable to reconvene a Board of Examiners, the Committee will, unless it is inappropriate and/or impracticable in the particular circumstances of the case, refer the matter to the Academic Board which shall be responsible for putting in

place such arrangements as are appropriate and practicable for the reassessment of the Appellant. The arrangements which the Academic Board put in place may include the appointment of new External Examiners and the establishment of an *ad hoc* sub-committee of the Board of Examiners.

- 41.6.3 Any members of the Board of Examiners who were directly responsible for the error or irregularity which has justified the appeal must not be included in such a sub-committee.
- 41.6.4 In the event that there has been an error or irregularity which has affected more than one student, the Academic Board shall have the power to annul the results of the assessment (or part of it) of all students who have participated in the assessment (whether or not they have appealed) (or, if appropriate, only those affected by the error or irregularity) and put in place such arrangements as are appropriate and practicable for the re-assessment of the students whose assessment results have been annulled.
- 41.6.5 Decisions of the Committee may be by a majority.
- 41.6.6 The Convenor of the Committee will inform the Appellant, the Convenor of the Board of Examiners and the Convenor of the Academic Board of its decision and the grounds for that decision, normally within five working days.
- 41.6.7 The Convenor of the Board of Examiners will inform the Appellant, the Convenor of the Committee and the Convenor of the Academic Board of its decision and the grounds for that decision regarding the reconsideration of the Appellant's case, normally within five working days.
- 41.6.8 The decision of the Board of Examiners on reconsideration is final, unless the Committee is satisfied that its decision has been perverse, in which event the Committee may annul the decision of the Board of Examiners and substitute its own decision, taking such advice as it considers appropriate in the circumstances. A "perverse" decision would be one at which no reasonable Board of Examiners, properly advising itself, could arrive.
- 41.6.9 The Committee will report annually to the Academic Board and may wish to make general recommendations to the Academic Board arising from its consideration of individual appeals and any appeals against its decisions.

41.7 Appeal to the Board of Governors' Appeal Panel

- 41.7.1 In cases where the Committee has dismissed an appeal, a further appeal may be made to the Board of Governors' Appeal Panel ("the Panel"). The request for such an appeal should be made in writing (using the form given in Appendix 3) by the Appellant to the Secretary to the Board (deputy or alternate) within seven days of being informed of the Committee's decision, and must provide details of the grounds of appeal against the Committee's decision.
- 41.7.2 The only competent grounds of appeal by a student against the decision of the Committee are that:
- i New relevant evidence has emerged which could not reasonably have been available for the Committee;
 - ii The procedure adopted by the Committee was defective;
 - iii The disposal by the Committee was perverse.
- 41.7.3 The details of the grounds of appeal mentioned in 41.7.2 must specify what new evidence and why it was not produced to the Committee or in what way the disposal was perverse.
- 41.7.4 The Panel shall consist of a minimum of two lay Governors and the Principal, unless inappropriate or prevented by illness, absence or other good cause, in which case there should be three lay Governors.
- 41.7.5 The Panel shall appoint one of its number to be Convenor, who in cases of an equality of votes, shall have a second or casting vote.
- 41.7.6 The Panel shall be bound, so far as appropriate, by the same Rules of Procedure as apply to the Committee and shall have the same powers as the Committee as are more fully set out in paragraphs 41.4, 41.5 and 41.6 hereof, substituting the word "Panel" for the word "Committee" and substituting other appropriate persons/bodies/committees, etc. where relevant.

41.8 Abuse of Process

Should there be any abuse (e.g. false, vexatious or frivolous appeals) of this Code by a student, the Conservatoire may invoke disciplinary action under its Student Disciplinary Procedure.

41.9 Review of Code

This Code will be reviewed by Academic Board every five years.

41.10 Complaints to the Scottish Public Services Ombudsman

There are no internal appeal procedures beyond those detailed above. Any individual who is dissatisfied with the way their appeal has been dealt with by the Conservatoire has the right to complain to the Scottish Public Services Ombudsman (SPSO). The SPSO will consider the case and make a decision on whether or not to investigate. It is important to note that the SPSO can only investigate whether an appeal has been dealt with appropriately by the Conservatoire, it does not look again at the substance of the original appeal case. The SPSO can only consider cases when consideration is complete within the Conservatoire. Referral to the SPSO should take place within 12 months of receipt of the final decision arising from the Conservatoire's consideration of the appeal.

SPSO contact details are:

In person: Scottish Public Services Ombudsman
Bridgeside House, 99 McDonald Road
Edinburgh
EH7 4NS

By post: Freepost SPSO (this is all you need to write on the envelope, and you don't need to use a stamp)

Freephone: **0800 377 7330**

Online contact: **www.spsso.org.uk/contact-us**

Website: **www.spsso.org.uk**

Mobile site: **<http://m.spsso.org.uk>**

Form for Academic Appeals

Name:	
Programme:	
Year:	
Decision being appealed against:	
Grounds for appeal:	Tick <input type="checkbox"/> all that apply
(i) You consider that the assessment in question was improperly conducted or that the Board of Examiners was improperly constituted.	
(ii) Illness, either immediately before or during the assessment, or other personal circumstances which you claim has negatively affected your performance in the assessment in question.	If ticked, please explain why it was not reasonably practicable for you to disclose or fully disclose this information before the Board of Examiners met to reach its decision.
Details of appeal: (Use an extra sheet if required)	

If you are citing illness as a ground for appeal, you must normally attach medical evidence or a supporting statement substantiating your claims. If you have not, you must explain why.	Have you attached medical evidence: Yes / No If no, why not?
If you wish to present any other written evidence in support of your appeal, you should detail that evidence here.	Do you wish to submit written evidence other than medical evidence: Yes / No Detail here and explain its relevance to your appeal.
Outcome of appeal sought:	
Are you available to attend a hearing if required?	Yes / No
If applicable - list names and emails for any relevant witnesses: (Use an extra sheet if required)	Name: Email: Name: Email: Name: Email:

Form for Response to Appeal

Name of Appellant:	
Programme:	
Year:	
Decision being appealed against:	
Grounds on which the Board of Examiners arrived at its decision. Include an extract from the minute of the Board of Examiners dealing with this case and any information that the Board used to inform its decision.	
Response to appeal: Please respond individually and factually to each point raised in the appeal. Do not make a judgement on the validity of the appeal. (Use an extra sheet if required)	
In the case of a hearing please provide the name(s) of any person(s) from whom the Committee should take oral evidence:	

Name and Signature of Convenor of Board of Examiners:	
Date:	

Form for Academic Appeals to the Board of Governors

Name:	
Programme:	
Year:	
Decision being Appealed:	
Grounds for Appeal:	Tick \checkmark all that apply
(i) New relevant evidence has emerged which could not reasonably have been available for the Committee.	If ticked, please attached new evidence and state why it was not provided to the Appeals Committee.
(ii) The procedure adopted by the Committee was defective.	If ticked, please outline in which way the procedure was defective.
(iii) The disposal by the Committee was perverse.	If ticked, please outline in which way the disposal was perverse.
Details of appeal: (Use an extra sheet if required)	

<p>If you are citing illness as a ground for appeal, you must normally attach medical evidence or a supporting statement substantiating your claims. If you have not, you must explain why.</p>	<p>Yes / No</p>
<p>If you wish to present any other written evidence in support of your appeal, you should detail that evidence here.</p>	<p>Do you wish to submit written evidence other than medical evidence: Yes / No</p> <p>Detail here and explain its relevance to your appeal.</p>
<p>: Outcome of appeal sought:</p>	
<p>Are you available to attend a hearing if required?</p>	<p>Yes / No</p>
<p>If applicable - list names and emails for any relevant witnesses: (Use an extra sheet if required)</p>	<p>Name: Email:</p> <p>Name: Email:</p> <p>Name: Email:</p>

ANNEX G

Procedure for Students with Disabilities

1. Assessment

- 1.1 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 adjustments are then communicated to the Admissions team for action.
- 1.2 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 adjustments in place.
- 1.3 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.

2. Learning Agreement

- 2.1 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.
- 2.2 Subsequent to that discussion, a Learning Agreement of adjustments will be agreed.
- 2.3 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.

- 2.4 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.
- 2.5 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.

3. Special Circumstances Board

3.1 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.

3.2 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

3.3 In attendance shall be:

- The Academic Registrar
- The Disability Adviser

ANNEX H

For full details see the Conservatoire's [Disability Policy for Students and Applicants](#)

ANNEX I: Membership of the Progress Committees and Boards of Examiners

Membership of the Progress Committees and Boards of Examiners in the School of Music

1. All Boards of Examiners and Progress Committees in the School of Music shall be convened by the Director of the School of Music. This responsibility may only be delegated with the approval of the Convener of Academic Board.
2. Staff members of the School of Music Committee act as the Progress Committee for interim assessments.
3. The core membership of the Boards of Examiners in the School of Music for all programmes of study with the exception of BEd (Music) will be:
 - 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.
4. For the degree of BMus the membership will additionally include:
 - The specified External Examiners for Performance, Joint Performance and Composition and Jazz
5. For the degree of MMus/MA (All specialisms) the membership will additionally include:
 - The specified External Examiners for MMus/MA
6. For the degree of BMus (Traditional Music)/(Traditional Music – Piping) the membership of the Board of Examiners will be:
 - Director of the School of Music
 - Head of Department/Head of Programme for the degree (including the appropriate representative from the Piping Centre)
 - the External Examiner for BMus Traditional Music
 - Head of one of the Departments of the School of Music.
7. For the degree of BEd (Music) and PGDE (Music Education) the membership of the Board of Examiners will be:
 - Director of the School of Music
 - the Joint Heads of 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

8. The Academic Registrar and members of the Student Records Department shall be in attendance at Progress Committees and Boards of Examiners.
9. The Disability Adviser shall be in attendance at Progress Committees.

Membership of the Progress Committees and Boards of Examiners in the School of Drama, Dance, Production and Film

1. All Boards of Examiners and Progress Committees shall be convened by the Director of the School of Drama, Dance, Production and Film. This responsibility may only be delegated with the approval of the Convenor of Academic Board.
2. The Board of Examiners, one for each programme of study, consist 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). 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.
3. 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 (and the end of trimester one) and twice for postgraduate programmes (at the end of trimester two).
4. The Academic Registrar and members of the Student Records Department shall be in attendance at Progress Committees and Boards of Examiners.
5. The Disability Adviser shall be in attendance at Progress Committees.
6. 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. 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.

Membership of the Progress Committees and Boards of Examiners for all Learning and Teaching programmes

1. All Boards of Examiners and Progress Committees will be convened by the Director of Fair Access. This responsibility may only be delegated with the approval of the Convener of Academic Board.
2. Staff members of the Learning and Teaching Management team act as the Progress Committee for interim assessments.
3. The core membership of the Boards of Examiners all programmes of study will be:
 - All Heads of Departments
 - Heads of Programmes (as appropriate)
 - Specified External Examiner(s).
4. For the degree of MA Learning and Teaching in Gaelic Arts the membership will additionally include:
 - Sabhal Mòr Ostaig
5. The Academic Registrar and members of the Student Records Department shall be in attendance at Progress Committees and Boards of Examiners.
6. The Disability Adviser shall be in attendance at Progress Committees.
7. The Board of Examiners/ Progress Committee meet twice a year.
8. The membership of the Resit Board of Examiners shall normally be identical to the membership of the normal Board of Examiners for that programme, or such alternative membership as the Board shall determine at its main meeting. The specified External Examiner for the programme must normally be present at the Resit Board or alternatively arrange to confirm decisions reached.

Membership of the Progress Committees and Boards of Examiners for the MA Psychology in the Arts (Music) programme

1. The Boards of Examiners and Progress Committees will be convened by the Director of Research and Knowledge Exchange. This responsibility may only be delegated with the approval of the Convener of Academic Board. They will, at all times, be arranged to coincide with the Progress Committees and Boards of Examiners for the MA Learning and Teaching.
2. Staff members of the MA Psychology in Arts (Music), including the Joint Programme Leads, act as the Progress Committee for interim assessments.
3. The core membership of the Boards of Examiner will be:
 - Joint Programme Leads
 - At least one other member of teaching staff involved in the delivery of the programme
 - Specified External Examiner(s).
4. The Academic Registrar and members of the Student Records Department shall be in attendance at Progress Committees and Boards of Examiners.
5. The Disability Adviser shall be in attendance at Progress Committees.
6. The Board of Examiners/ Progress Committee meet twice a year.
7. The membership of the Resit Board of Examiners shall normally be identical to the membership of the normal Board of Examiners for that programme, or such alternative membership as the Board shall determine at its main meeting. The specified External Examiner for the programme must normally be present at the Resit Board or alternatively arrange to confirm decisions reached.

ANNEX J

Procedures for Notifying Students of Examination Results in the School of Music

1. Interim Assessments

- 1.1 Approved Grades for all interim assessments are issued to all students after each Progress Committee by way of their Student Contract soon as is practicable after the Progress Committee.

2. Mid-session recitals and auditions

- 2.1 The results of mid-session recitals and auditions are issued to all students after each Progress Committee by way of their Student Contract as soon as practicable after the Progress Committee.
- 2.2 All students receive copies of their Examination Reports.
- 2.3 Students who have received borderline passes are encouraged to make an appointment with their Head of Department / Head of Programme.
- 2.4 Students who have failed are asked to make an appointment with their Head of Department / Head of Programme.

3. End-of-session assessments

- 3.1 Honours degree examination results are posted on Student Contracts as soon as practicable following the meeting of the Board of Examiners.
- 3.2 All other results are posted on Student Contracts as soon as practicable following the Board of Examiners (where practicable).
- 3.3 Students are also notified individually of their grades by means of their Student Contract as soon as practicable after the pass lists have been published.
- 3.4 Final year students will be issued with a transcript as soon as possible following the Board of Examiners.

Procedures for Notifying Students of Examination Results in the School of Drama, Dance, Production and Film

1. Interim Assessments

- 1.1 Approved Grades for all interim assessments are issued to all students after each Progress Committee by way of their Student Contract soon as is practicable after the Progress Committee.
- 1.2 For subjects which carry a written report, these reports will be distributed via Student Contracts following the relevant Progress Committee.

2. End of Session Assessments

- 2.1 Honours degree examination results are posted on Student Contracts as soon as practicable following the meeting of the Board of Examiners.
- 2.2 All other results are posted on Student Contracts as soon as practicable following the Board of Examiners (where practicable).
- 2.3 Students are also notified individually of their grades by means of their Student Contract as soon as practicable after the pass lists have been published.
- 2.4 Final year students will be issued with a transcript as soon as possible following the Board of Examiners.

Procedures for Notifying Students of Examination Results in Learning and Teaching

1. Interim Assessments

- 1.1 Approved Grades for all interim assessments are issued to all students after each Progress Committee by way of their Student Contract soon as is practicable after the Progress Committee.
- 1.2 For subjects which carry a written report, these reports will be distributed via Student Contracts following the relevant Progress Committee.

2. End of Session Assessments

- 2.1 All results are posted on Student Contracts as soon as practicable following the Board of Examiners (where practicable).
- 2.2 Students are also notified individually of their grades by means of their Student Contract as soon as practicable after the pass lists have been published.
- 2.3 Final year students will be issued with a transcript as soon as possible following the Board of Examiners.

Procedures for Notifying Students of Examination Results in MA Psychology in the Arts (Music)

1. Interim Assessments

- 1.1 Approved Grades for all interim assessments are issued to all students after each Progress Committee by way of their Student Contract soon as is practicable after the Progress Committee.
- 1.2 For subjects which carry a written report, these reports will be distributed via Student Contracts following the relevant Progress Committee.

2. End of Session Assessments

- 2.1 All results are posted on Student Contracts as soon as practicable following the Board of Examiners (where practicable).
- 2.2 Students are also notified individually of their grades by means of their Student Contract as soon as practicable after the pass lists have been published.
- 2.3 Final year students will be issued with a transcript as soon as possible following the Board of Examiners.

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42. Entry Requirements

42.1 Our admissions processes are designed to be fair, transparent and efficient. The audition/interview approach serves the dual nature of allowing the panel to assess first hand an applicant's suitability for their chosen programme and it also affords the applicant the opportunity to gain a deeper insight into the nature of that programme and the opportunities offered by the RCS.

In arriving at its recommendation, the audition/interview panel will take account of all aspects of the applicant's profile, i.e.:

- Performance at audition/interview
- Commitment to the particular programme
- Potential to benefit from the programme
- Academic qualifications
- Personal statement
- Performance qualifications
- Performance/practical experience
- References
- Contextualised data

Entrance Requirements for Undergraduate Programmes

The general academic entrance requirement for all Royal Conservatoire of Scotland undergraduate programmes are (further specifics are stated where applicable)

- passes in 3 subjects at Higher Level or
- passes in 2 subjects at GCE Advanced Level or
- International Baccalaureate (minimum score of 24 with 3 subjects at Higher Level) or
- Recognised equivalences

We welcome the Scottish Baccalaureate and will accept combinations of Highers and Advanced Highers held.

We offer a flexible approach to students taking Highers over more than one academic year and/or who achieve their qualifications in more than one sitting.

Non Standard Entry and the Recognition of Prior Learning

We welcome applications from individuals whose academic qualifications or English language qualifications do not match (in terms of equivalence) or fall short of the normal minimum entrance requirements, where specified¹. Having satisfied the audition panel that they meet the selection criteria and demonstrate that they have the capacity to pursue the proposed course of study, such applicants will be

¹ Note that UK Visas and Immigration (UKVI) imposes minimum English language qualifications in respect of applicants who require a Student route Visa to study in the UK.

considered through examination of contextualised data provided the Conservatoire's Non-Standard Entry Policy. The appropriate Head of Department/ Programme will, using the standard pro-forma, make a case in support of the particular applicant's admission for consideration by the Directors of the Schools and the Convener of the Quality and Standards Committee.

Mature Students

The Conservatoire welcomes applications from mature students, i.e. students over the age of 21 at entry to the Programme. Whilst the selection procedures will still be applied, consideration will be given to appropriate artistic experience not normally expected in school-leavers, which is deemed to compensate for any lack of traditional entrance qualifications. Successful mature applicants, as all other applicants, must convince auditioning panels that they have the ability and potential to cope with the demands of the Programme. Their progress, especially in the early stages of the Programme, will be closely monitored and appropriate advice and help given.

Language of Study

The language of study is English. Applicants whose first language is not English will be required to provide evidence of proficiency in English. **Level 6.0** (with a minimum score of 5.5 across all components) of the International English Language Testing System (IELTS) is required of applicants to the School of Music.

Level 6.5 of the International English Language Testing System (IELTS) or equivalent will be required of applicants to the BA Production Technology and Management, and BA Production Arts and Design. For applicants to the BA Acting, BA (Hons) Contemporary Performance Practice and BA Musical Theatre Programmes we require an overall score of **Level 7.5 and a minimum score of 7.5 in speaking**. Level 5.5 (with a minimum score of 5.5 across all components) is required for BA Modern Ballet.

Entrance Requirements for BA (Hons) Contemporary Performance Practice

Within the minimum academic entrance requirement listed above the subjects required are:

- English or Drama at Higher, Advanced Higher or Advanced Level or equivalent

Entrance Requirements for BA Modern Ballet

- 5 passes at a minimum of National 5 or equivalent such as Standard Grades (Grade 1-3) or Intermediate 1 or 2.
- passes in 5 GCSE's – Grades A*-C or equivalent
- Knowledge of ballet vocabulary to a minimum of Intermediate level (or equivalent)

- Appropriate physical qualities for a career in professional classical dance

Entrance Requirements for BA Performance in British Sign Language/English

There are no formal academic entrance requirements for this programme. Applicants will be asked to:

- self-assess their language competency at point of application using the European Common Framework of Reference (ECFR);
- compose a personal statement explaining their background, motivation and experience either in written English or filmed BSL;
- supply references

Entrance requirements for Professional Graduate Diploma in Modern Ballet

Applicants should be recent graduates of full-time vocational training institutions (either FE or HE), having successfully completed 3 years of tertiary level training. They will have strong technical skills in both classical ballet and contemporary dance and the artistic ambition to join a professional dance company or work as a freelance professional dance artist.

The language of study is English. Applicants whose first language is not English will be required to provide evidence of proficiency in English. We accept the International English Language Testing System (IELTS). A level of 5.5 (with a minimum score of 5.5 in each component) is required.

School of Music Programmes

Entrance Requirements for BMus

A strong indication of potential is sought at the entrance audition for this Programme. Successful applicants will normally be of a standard at least equivalent to Grade 8 with Distinction of the Associated Board of the Royal Schools of Music in their Principal Study.

Within the minimum academic entrance requirement listed above the subjects recommended are:

- Music at Higher, Advanced Higher or Advanced Level or equivalent
- English at Higher, Advanced Higher or Advanced Level or equivalent
- For singers, the study of two foreign languages (German, French, Italian or Gaelic in the case of BMus Traditional Music) is recommended.

Entrance Requirements for BEd Music

A strong indication of potential is sought at the entrance audition for this Programme. Successful applicants will normally be of a standard equivalent to Grade 8 of the Associated Board of the Royal Schools of Music in your Performance Study. In addition applicants are required to play a short piano piece at the audition which will be of approximately Grade 6 standard.

The academic entrance requirements candidates need to achieve:

- **Highers:** A in Higher Music plus three others at BBC, one of which must be Higher English; and Maths at either National 5 (Grade C) or Intermediate 2 at grade C or above.
- **A-levels:** B in music plus two additional A-levels at C. English Language and Literature at GCSE level grade 4 (formerly Grade C), and Maths at GCSE level Grade 4 (formerly Grade C).

The General Teaching Council for Scotland sets the minimum entry requirements with regard to the qualifications in English and Maths, and may change these requirements. Normally several years' notice is given of impending changes. It is the responsibility of applicants to be aware of current minimum requirements.

Entrance Requirements for Artist Diploma/Advanced Postgraduate Diploma in Music

Candidates are normally expected to hold a Masters degree in Music, or its overseas equivalent.

Entrance Requirements for Master of Music / Master of Arts in Music

Candidates are normally expected to hold an honours (at least 2:2) degree, or its overseas equivalent, in a subject area relevant to the demands of the programme.

Entrance Requirements for Professional Graduate Diploma in Education (Music)

Candidates must hold a degree (preferably Honours) in which they have studied music for at least three years. The degree should contain a minimum of 80 credits relevant to the subject. In addition, they must hold a national qualification in English at SCQF level 6 (Higher) or equivalent and a national qualification in Maths at SCQF level 5 (National 5) or equivalent.

Entrance Requirement for all other postgraduate programmes

Candidates are normally expected to hold an appropriate undergraduate degree, or its overseas equivalent, in a subject area relevant to the demands of the programme.

Non Standard Entry and the Recognition of Prior Learning

We welcome applications from individuals whose academic qualifications or English language qualifications do not match (in terms of equivalence) or fall short of the normal minimum entrance requirements, where specified². Having satisfied the audition panel that they meet the selection criteria and demonstrate that they have the capacity to pursue the proposed course of study, such applicants will be considered through examination of contextualised data provided the Conservatoire's Non-Standard Entry Policy. The appropriate Head of Department/Programme will, using the standard pro-forma, make a case in support of the particular applicant's admission for consideration by the Directors of the Schools and the Convener of the Quality and Standards Committee.

Language of Study

The language of study is English. Applicants whose first language is not English will be required to provide evidence of proficiency in English.

MA Musical Theatre / MEd Learning and Teaching

Level 7.5 (with a minimum score of 7.5 in speaking) of the International English Language Testing System (IELTS) or equivalent is required.

MA/MFA Acting/Directing Classical and Contemporary Text

There are no formal qualification requirement for admission. Each candidate's ability to fulfil the above brief holistically will be considered with due regard for training, qualifications, experience and other factors. Level 7.5 (with a minimum score of 7.5 in speaking) of the English Language Testing System (IELTS) or equivalent is required)

MEd Learning and Teaching in the Arts (Gaelic Arts pathway)

Level 7.5 (with a minimum score of 7.5 in speaking) of the International English Language Testing System (IELTS) or equivalent is required. In addition, applicants will be required to demonstrate fluency in spoken Gaelic and a basic level of competence in written Gaelic. Oral competence will normally be determined through interview by a Sabhal Mòr Ostaig language specialist, utilising the assessment instruments employed at the

² Note that UK Visas and Immigration (UKVI) imposes minimum English language qualifications in respect of applicants who require a Student route Visa to study in the UK.

Lower Intermediate level. Applicants will be required to submit a short sample of written Gaelic which will be assessed by a Sabhal Mòr Ostaig language specialist utilising the assessment instruments employed at the Basic level. Successful candidates will have the opportunity to develop their Gaelic literacy through their programme of study and will be supported in this by an appropriate mentor.

MA Psychology in the Arts (Music)

Level 7.5 (with a minimum score of 7.5 in speaking) of the International English Language Testing System score (IELTS) and with a minimum score of 6.5 in all parts.

All other postgraduate programmes

Level 6.0 (with a minimum score of 5.5 across all parts) of the International English Language Testing System (IELTS) or equivalent is required.

Entrance Requirements for Research/DPerf Postgraduate Programmes

The essential qualification for admission to the Royal Conservatoire of Scotland as a research student is the possession of a good honours degree or the attainment of a level of professional achievement equivalent to that of a good honours degree. Within the processes laid out above, a student who possesses a research Master's degree, or has attained a level of achievement equivalent to that of a research Master's degree, may be permitted to enter the Conservatoire as a second-year research student. The Royal Conservatoire of Scotland is committed to the principles of the Accreditation of Prior Learning, including experiential learning, and will bring those to bear on the admissions process for its research students. Applicants for whom English is a second language must demonstrate an IELTS score of 7.0.

- 42.2 Entry requirements are reviewed annually by Quality and Standards Committee.

43. Selection Procedures

- 43.1 Selection for all Conservatoire programmes is by audition assessment and/or interview.
- 43.2 The selection procedures for each programme must be detailed in the Prospectus and the website and conform with the Conservatoire's [Admissions Policy](#).

44. Limitation of Admission for Individual Modules

The Academic Board reserves the right to refuse admission to any module or unit of study because of restricted accommodation or teaching facilities or any other such justifiable reason.

45. Programme Handbooks and Changes to Programmes

45.1 Programme Handbooks shall contain:

- i a brief description of the programme of study
- ii full programme of study aims
- iii programme of study learning outcomes
- iv a summary of programme of study content and structure
- v module descriptors (including syllabus details for Music programmes)

45.2 Programme Handbooks shall be issued electronically to students at the beginning of their programme.

45.3 The programmes and other facilities detailed in Programme Handbooks are reviewed regularly and thus the information given may be subject to alteration.

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.

45.4 Approved emendations to Programme Handbooks are issued to students prior to the start of each Academic Session.

IV CONSERVATOIRE PROCEDURES, POLICIES AND GENERAL RULES

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46. Absence

46.1 Absence for good reason must be notified no later than 9.30am via ASIMUT or to the Academic Administration and Support Office. In case of illness, absence for a period of seven days or more must be supported by a medical certificate ([ASIMUT Reporting Absences Quick Guide](#)).

46.2 Reporting Sickness or Covid-19 related absence

In addition to normal sickness reporting, students should also report sickness due to Covid-19. We require all students to alert us when these situations arise to ensure the safety of you and the rest of the Conservatoire community.

Students who are self-isolating or unwell should report the absence directly to ASIMUT. A [Step by Step Guide](#) on how to do this can be found on the Student Portal.

46.2 Leave of absence for any reason is granted only on the written authority of the Director of the appropriate School. Requests for such leave must be submitted at least one week beforehand, in writing. When leave is granted, it is the responsibility of the student to inform those teachers whose classes will be affected ([Absence Request Instructions](#)).

Students who have been absent for any reason must, on return, report to their Head of Department or Head of Programme as appropriate.

46.3 The attendance of all Tier 4 or Student route students will be continually monitored to ensure that the Conservatoire meets the obligations of its sponsor licence and can evidence to UKVI that all its Tier 4 or Student route students are continuing to engage with their studies. This monitoring will be outlined in the [Academic Engagement Policy](#).

The Academic Engagement Policy evidences that RCS has a robust system in place to identify sponsored students who have a period of non-engagement which exceeds 60 days and the action RCS will take to support the student to re-engage. It also shows that RCS has a policy on when non-engagement will lead to withdrawal of sponsorship. The policy is reviewed on an annual basis

Tier 4 or Student route students in this position will have their leave to remain curtailed by UKVI and will be required to return home.

47. Booking of Practice and Rehearsal Rooms

The booking of practice and rehearsal rooms by both staff and students is regulated by the [Private and Sponsored Use of Conservatoire](#)

[Facilities policy](#), which is published annually and provided to staff and students.

48. Facilities and Usage of Building

48.1 Students must carry their matriculation cards as passes for gaining access to the building.

48.2 The facilities of the building for education purposes are only available to matriculated and enrolled students.

48.3 Enrolled students shall only have access as follows:

	Junior	*Intermediate/Higher/Adv
Practice Rooms	only on Saturday	as matriculated students
Library	as extra-mural members	as extra-mural members
Computers	no access*	as matriculated students (H and A only)
Electroacoustic Studios	no access	normally no access Composition students may apply for access to the Head of CCS
Recording Studio	normally no access	normally no access but application may be made in writing to the Director of School

48.4 Visitors must remain in the designated public areas unless accompanied by a student or member of staff.

48.5 Smoking is not permitted anywhere in the Conservatoire. This includes on the main front steps.

48.6 The facilities of the Café-Bar are available to members of staff, matriculated and enrolled students and members of the public visiting the Conservatoire.

48.7 Consumption of food and/or beverages is not permitted in teaching rooms, workshops, studios, practice rooms, library, performance or public areas, including corridors and doorways. Room standards posters are located around the buildings and must be adhered to. The room standards are to be followed by both staff and students which is published annually and provided to staff and students.

48.8 The facilities of the Students' Common Area are available to all matriculated RCS students.

48.9 The Conservatoire bears no liability for loss or damage to the personal property of any student.

48.10 Musical instruments must not be left unattended anywhere in the building including the Student Common Area or Foyer. Students of

larger instruments who require access to instrument cages or cupboards should arrange kaba card permissions through their Head of Department. Lockers are available for those who play smaller instruments and keys can be obtained from the Reception Desk. Any instruments left unattended will be removed.

49. Fire Procedures

ON DISCOVERING A FIRE

Leave the building straightaway via the nearest fire exit and where safe to do so raise the alarm (e.g. by activating a 'break glass' activation point).

If possible, the person discovering the fire should telephone the emergency services by dialling 999.

When the exchange operator answers, ask for Fire Service and give the location of the fire.

DO NOT re-enter the building until instructed to do so by the Fire and Rescue Officer and/or following the "all clear" is given by the Fire and Rescue Services or the member of RCS Staff in charge of the evacuation.

FIRE PROCEDURES FOR STAFF AND STUDENTS

When the Fire Alarm sounds, you will hear a two-tone siren. In areas which have a high level of ambient noise, or users are wearing headphones, red flashing beacons alert the user to the Fire Alarm activation.

ON HEARING THE ALARM YOU MUST –

Evacuate the building by the nearest available exit and proceed to the evacuation assembly point as indicated on the Fire Action Notice.

WALK – DO NOT RUN

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT TAKE RISKS

DO NOT USE LIFTS OR MAIN STAIRS AS THEY HAVE FIRE SHUTTERS WHICH CLOSE DURING A FIRE ALARM

RCS staff are required to direct visitors to the nearest safe exit from the building when the alarm sounds. When you exit the building, you must report to the nearest **Fire Assembly Point** and await further instructions. **DO NOT ATTEMPT** to re-enter the building until

instructed to do so by the Fire Team Co-ordinator located at the Assembly Point or a member of the Scottish Fire and Rescue Service.

The RCS Fire Evacuation Procedure including Fire Exit and operational information can be located on the RCS Portal.

50. Health, Safety and Wellbeing

50.1 Policy

50.1.1 The Conservatoire recognises and accepts its responsibilities for the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all of its staff, contractors' staff and students. In addition, the Conservatoire also recognises and accepts its responsibilities for ensuring a safe, secure and healthy environment for all visitors and for the general public.

50.1.2 The Conservatoire will pay particular attention to:

- Emergency procedures which will be regularly reviewed and rehearsed for safety in emergencies e.g. fire evacuation
- Adequate welfare facilities for students and staff

The Conservatoire will take account of:

- Visitors and the general public
- Hazards associated with each department
- Informing all staff and students of their responsibilities for health and safety.

50.1.3 It is the policy of the Conservatoire to conform to all current health and safety legislation. To this end, the policy together with the organisation and arrangements for its implementation will be reviewed each year. The responsibilities and arrangements for the implementation of the Policy are fully documented and distributed widely throughout the Conservatoire. A copy is also available for consultation on the Portal at <https://portal.rcs.ac.uk/health-safety/policies-and-procedures>

50.2 Staff and Students' Responsibilities

50.2.1 The Health and Safety at Work etc. Act 1974 requires all people in places of work to follow safe working practices, placing legal duties on everyone. These include:

- i taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do;
- ii co-operating with the management on health and safety;

iii not interfering with or misusing anything provided for your health, safety or welfare. In particular, everyone should ensure that all hazards which could cause accidents or injury or which could adversely affect health in any way are identified and removed. Hazards are assessed and appropriate control measures are put in place where the hazard cannot be removed. Examples of hazards are torn floor coverings, pools of water on floors, projecting nails which could cause injury, blocked fire exits, dangerous substances out with proper containers, trailing wires, etc.

50.2.2 Safety is the concern of **every** individual (whether staff or student) and every hazard which is identified should be reported to **Client Services**, without delay or to the **Line Manager** and, where necessary, **the Health, Safety and Wellbeing Department**.

50.2.3 Everyone, both staff and students, has a direct, mutual responsibility to take immediate action to prevent accidents and must wear suitable protective clothing for the activity in which they are engaged.

- i No-one may use any equipment or machinery until fully instructed and authorised by an appropriate member of staff.
- ii All machine guards must be in place and properly adjusted before work starts.
- iii All appropriate Safety Procedures must be adhered to everywhere and at all times.

50.3 Health and Welfare

50.3.1 First Aid

The Conservatoire has the following medical facilities and personnel available when required:

First Aid Rooms are situated on the ground floor (near to Reception Desk) at Renfrew Street and Wallace Studios

First Aid Boxes in:

- Client Services receptions
- Technical Workshop areas
- Paintframe area

Trained First Aiders are available throughout the buildings and comprise of members of the client services team and departmental staff where deemed necessary.

Any person requiring medical attention, either through illness, or as a result of an accident should be reported immediately to the **Client Services Assistant on duty at Reception**.

Emergency cases will be taken immediately to the local accident and emergency department.

50.3.2 Health Promotion

The Conservatoire holds information leaflets on many aspects of health promotion and actively encourages attendance at organised seminars and other programmes on health promotion.

Further details, along with the full health, safety and wellbeing policies and procedures are available on the intranet, 'portal' at <https://portal.rcs.ac.uk/health-safety/>, or by contacting a member of the health, safety and wellbeing department.

51. Loan of Musical Instruments/Audio Visual Equipment

51.1 Musical instruments and Audio Visual Equipment which are the property of the Conservatoire may be allocated to students as available on the authority of Heads of Departments and/or the relevant Director. Students and staff will be held responsible for loss or damage to such instruments and equipment.

51.2 The following procedure for students and staff must be adhered to when borrowing musical instruments and audio visual equipment:

- i A loan account must be set up with the AV Store in order to be able to take any musical instrument or audio visual equipment out on loan.
- ii The loan account will be set-up with a valid student/staff card, which must be brought to the AV Store by the borrower in order for an account to be created.
- iii Musical instruments and AV equipment can either be booked via email, phone or by dropping in to the AV Store. The requested items will be booked by the AV Storeperson, providing the items requested are available.
- iv A valid student/staff card is compulsory in order to collect items. The borrower will inspect the items with the AV Storeperson. By accepting the items, the borrower agrees to the terms and conditions of the loan and that the items are in 'visibly good condition'. Only the borrower who booked the item(s) can collect the item(s). Item(s) will not be released to a third party.
- v The item(s) will be released by the AV Storeperson once the borrower has signed the loan agreement. The borrower will receive a loan agreement via email which provides them with a copy of the terms and conditions of the loan.
- vi Musical instruments loans must be approved by the Head of Department. An instrument loan request form can be collected from the AV Store or the AAS Office. Once the form

- has been completed and signed by the Head of Department, the form and a valid student/staff card is needed to collect the musical instrument.
- vii When AV equipment or a musical instrument is being used solely within the boundaries of the RCS building, the item will be covered by the RCS insurance policy.
 - viii When AV equipment or a musical instrument is being used outside the boundaries of the RCS building, the borrower must pay an insurance premium. The amount payable will be determined by the value of the item(s) and the length of the loan. The outstanding amount will be given to the borrower at the time of the booking. The premium can be paid at the AV Store when items are dispatched by the AV Storeperson. The only exception is when the instrument/equipment leaves the building for an RCS performance.
 - ix The borrower agrees to take all reasonable precautions to protect the equipment/instrument(s) with regard to condition and security.
 - x When the borrower returns the item(s), it will be inspected by the AV Storeperson. The item(s) will be checked back into stock if the item(s) is in 'visibly good condition'. Any damages must be documented and reported to the Head of Department / Head of Programme or the relevant Director. The Head of Department or the relevant Director will be asked to inspect the item(s) within 48 hours.
 - xi The borrower must ensure that all equipment is returned before or on the agreed return date. If the item(s) come back late the borrower will accrue Demerit Points. The borrower will receive 2 Demerit Points for every day the item(s) is not returned. Once the borrower has accrued 6 Demerit Points, the loan account will be suspended. If an account is suspended, the borrower will have to re-apply for a loan account by completing a Re-activate Account Form. This must be signed by the Head of Department/Head of Programme and the relevant Director. There is a £20 administrative fee payable at the AV Store to re-activate the account.

52. Notices and Messages

Urgent telephone messages will be delivered when possible but students may not be called to the telephone. It is the responsibility of students to consult daily the boards which display official notes, timetables, rehearsal times, etc. and to check their pigeon holes and email accounts regularly.

53. Outside Lessons, Classes and Engagements

- 53.1 Students are not allowed to enrol on any educational programme outwith the Conservatoire without the permission of the appropriate

Head of Programme/Head of Department (or equivalent) and the appropriate Director of School.

- 53.2 Full-time students may not undertake any professional or amateur engagements, take part in public performances, publish compositions, give interviews to the press or be described upon programmes or professional announcements as 'of the Royal Conservatoire of Scotland', 'of the School of Music' or 'of the School of Drama, Dance, Production and Film, Dance, Production and Film without seeking the advice of the appropriate Head of Programme/Head of Department (or equivalent).
- 53.3 Full-time students may not enter for the external examination of other institutions without the prior permission of the appropriate Programme Head/Head of Department (or equivalent) and the appropriate Director of the School.
- 53.4 In accordance with the Immigration Rules, Tier 4 (General) or Student route visa holders are **not** permitted to be employed as an entertainer unless the performance is arranged through the Conservatoire's External Engagements department and the performance forms an integral and assessed part of the programme of study.

Tier 4 or Student route students cannot be self-employed, engage in business activity, work as a professional sportsperson, including as a sports coach, or take on a permanent full-time job. Tier 4 or Student route students are permitted to work for up to 20 hours per week in term-time and full-time during the holiday periods.

Any Tier 4 (General) or Student route student who is suspected of not complying with these regulations will be reported to UK Visas and Immigration immediately, risking both the immigration status of the student and the sponsor status of the Conservatoire.

- 53.5 Full-time students may not enter for the external examination of other institutions without the prior permission of the appropriate Programme Head/Head of Department (or equivalent) and the appropriate Director of the School.

54. Private Tuition on Conservatoire Premises

Private tuition shall not take place on Conservatoire premises without the written approval of the Director of the School. This is in compliance with the [Private and Sponsored Use of Conservatoire Facilities policy](#).

55. Tuition for Students of the School of Music

Students will be allocated to a 1:1 Principal Study teacher by their Head of Department (HoD) when they begin studies in the School of Music. Colleagues will do their best to accommodate requests to study with a

particular teacher, where they have advance notice, but cannot promise to fulfil all requests. Please see the Change of Teacher policy in [full](#).