

## REGULATIONS AND OVERALL CREDIT FRAMEWORK FOR TAUGHT MASTERS PROGRAMMES

Master of Performance

Master of Composition

Master of Music in Performance

Master of Music in Composition

Master of Science in Performance Science

Master of Education in Music

(including Postgraduate Diploma and Postgraduate Certificate early exit awards)

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## INTRODUCTION

1. These regulations cover full- and part-time students undertaking Level 7 postgraduate study (i.e. Masters) at the RCM. These regulations, as well as the programme handbook and module syllabus documentation should be read in conjunction with the RCM Student Code & Procedures document, which covers aspects such as student complaints, appeals, and procedures concerning student conduct, cheating, plagiarism and collusion.
2. Each programme has a handbook which sets out any specific requirements. Individual modules have additional, separately published, syllabi. Any mention of handbooks in these regulations also applies to separately published module syllabi.
3. Handbooks may cover a suite of programmes or an individual programme. Where the general term 'programme handbook' is used in these regulations, it refers to both cases.

## GLOSSARY OF TERMS

4. In these regulations and in the handbooks of all RCM programmes, the following terms are defined follows:
5. **Programme:** A validated pattern of study leading to an award. A single programme may have more than one exit award according to the pattern and/or total volume of modules studied.
6. **Module:** The standard component into which a programme is divided and from which students build up their chosen pattern of study. Each module has its own specified learning outcomes, content and assessment scheme.
7. **Programme of Studies:** An individual student's approved selection of modules within a programme, sufficient to satisfy the programme requirements on successful completion.
8. **Level:** The standard of challenge of the work involved in a particular module. Credits at postgraduate level are described as being at Level 7 of the National Qualifications Framework (NQF).
9. **Student transcript:** A document produced at the end of a student's studies which details all the modules making up their programme of studies, the credit values of these modules and the results achieved in each. The final year transcript will also show with the overall result and qualification.
10. **Credit:** A number representing the quantity of time and effort expended by a student in part of the programme. Modules of the programme are allocated credits according to their size. When a module is passed, all the credits associated with it are awarded. Credit ratings are recognised by many institutions in the UK and Europe, thus facilitating student transfer. The National Credit Framework for the UK assigns a minimum of 180 credits to a Masters degree, 120 credits to a Postgraduate Diploma and 60 to a Postgraduate Certificate. The College's framework conforms to this pattern.
11. **ECTS credits:** The European Credit Transfer System (ECTS) has been widely adopted across European institutions, making it easier to compare a student's achievement in one institution with another institution's requirements for entry, transfer, etc. The credit system used by the RCM (which is the national UK system) is compatible with the ECTS system. One ECTS credit corresponds to 2 credits within the UK system. Therefore, for example, the minimum ECTS credits for a Masters degree is 90.
12. **Component of Assessment:** An individual part of the assessment for the programme, such as repertoire examination, composition portfolio, written work or final recital. Each component of assessment will constitute all or part of the assessment associated with a given module. Where there is more than one component of assessment in a given module, their relative weighting is specified. Passing the component(s) of assessment means that the number of credits associated with the module will be awarded, contributing to the credits required for the final award.

13. **Reassessment:** The requirement for a student to be wholly or partly assessed on a further occasion normally without further tuition. This might involve undertaking a new examination, giving a fresh recital performance and/or submitting new written work. The method(s) of reassessment determined by the Masters Programme Board of Examiners should be the same or equivalent to the original assessment. The mark achieved in a reassessment is normally capped at the minimum pass mark. The opportunity for reassessment normally incurs a charge payable by the student.
14. **Retake:** In certain circumstances, the Board of Examiners may determine that a student needs to study a module again before being reassessed. This is described in these regulations as a retake. The mark achieved in a retake is usually capped. A flag will be placed against the mark on the student transcript to indicate that it is a retake. The opportunity to retake normally incurs a charge payable by the student.
15. **Compensation:** The Board of Examiners may permit a student's overall performance to compensate for marginal failure in a module or modules. Compensation does not turn a fail into a pass, rather it allows a student to progress, without having to be reassessed in the module(s) failed. The grade reported on the student transcript indicates if it has been compensated.
16. **Part-time study:** In the interests of widening participation and flexibility, certain strands of Masters Programmes may be taken over a longer period of time than normal, e.g. over three part-time years, instead of two full-time ones. The MSc is available over one calendar year or two part-time years. The MEd is available through part-time flexible study and full-time over one calendar year.
17. **Fast-track study:** The **MMus** Programme may be taken over a shorter period of time than normal, typically one calendar year instead of two academic years. The full-time MSc in Performance Science is also studied over one calendar year.

## TYPES OF AWARD AND CREDIT RATINGS

18. The following awards and credit ratings shall apply to programmes that are part of the framework. Not all programmes will offer the full range of awards.

Qualification	Credits	ECTS credits	Mode of Study
<b>MMus</b>	Minimum of 180 Level 7 credits	90 ECTS credits	1 calendar year fast-track 2 years full-time 3 years part-time
<b>MPerf</b>	240 Level 7 credits	120 ECTS credits	2 years full-time 3 years part-time
<b>MComp</b>	240 Level 7 credits	120 ECTS credits	2 years full-time 3 years part-time
<b>MSc</b>	180 Level 7 credits	90 ECTS credits	1 calendar year full-time 2 years part-time
<b>MEd</b>	180 Level 7 credits	90 ECTS credits	1 calendar year full-time Flexible part-time up to 6 years
<b>PGDip</b>	Minimum of 120 Level 7 credits	60 ECTS credits	Early exit qualifications generally only used as a lesser award when a student has insufficient credit for award of Masters
<b>PGCert</b>	Minimum of 60 Level 7 credits	30 ECTS credits	

19. The overall credit framework for taught postgraduate programmes ascribes credit values to all constituent programmes and their modules. These are general credit values, reflecting the duration of study, the quantity and the quality of work contained within the awards. The general credits associated with one programme shall have no specific value in relation to admission to another. Similarly, the credits associated with the first year levels shall have no specific value in relation to the second year levels.
20. In addition to the awards listed above, the RCM offers the Artist Diploma programme at Level 8. This programme is available to performers, composers and opera singers; see the Artist Diploma handbook for details of admission requirements. Results of the public recitals, operatic performances or portfolios of compositions which take place at the end of the Artist Diploma are considered by the Masters Programme Board of Examiners. In all other respects, the Artist Diploma functions outside the regulations and credit framework set out here.
21. The RCM also offers a Level 8 research degree programme which is administered and monitored separately through the Research Degrees Committee. See the Research Degrees handbook for details of admission requirements.

## STRUCTURE OF TAUGHT POSTGRADUATE PROGRAMMES

22. Each programme within the framework shall be based on a teaching year which shall comprise three terms. In the Fast-track versions of the MMus programmes, the full-time MSc in Performance Science and the full-time MEd in Music, the period of study comprises a full calendar year. Hence, 180 Level 7 credits will represent 12 months of postgraduate study. Postgraduate Diploma programmes, of 120 credits, will typically occupy the period of the academic session, corresponding to roughly half the duration and volume of study for a Masters programme but with their emphasis concentrated in practical areas. Versions of the Masters programme taken across two full academic sessions are ascribed 240 credits in total, included within which must be the 180 credits essential for the Masters qualification. The precise structure of postgraduate taught programmes varies according to Principal Study/Faculty/area of study but all conform to these broad principles.
23. The Principal Study module is at the core of MPerf, MComp and MMus degrees, and is consequently allocated 80 credits across these programmes (unless a second study is taken). Principal Study for vocal students is allocated 60 credits to allow for other specialist modules to be studied. Optional modules for these degrees attract 20 credits. Some modules of the MSc and MEd attract different credits. In all cases, modules have a description setting out content, learning outcomes, delivery and assessment, and they contribute one overall assessment mark each.
24. The normal **minimum** duration of a programme leading to an award shall be:
  - Masters degree 12 months of full-time study or equivalent
  - Postgraduate Diploma 30 weeks of full-time study or equivalent
  - Postgraduate Certificate 15 weeks of full-time study, or equivalent
25. The **maximum** period within which a student shall normally complete a particular postgraduate programme on a full-time basis (including any periods of interruption to study) shall be:
  - Masters degree four years, except MEd which shall normally be completed within six years
  - Postgraduate Diploma three years
  - Postgraduate Certificate two years
26. The programme handbook may specify the order in which programme modules must be taken as part of a particular programme.

## STUDENTS' INDIVIDUAL PROGRAMMES OF STUDY

27. Each student shall have an approved individual programme of studies for each year of study. The approved programme of studies will specify which modules a student will study during the year. Students may only be assessed in those modules included in their approved programme of study. They may attend other modules as observers, but only in so far as this is compatible with their commitment to their own programme of study and convenient to the teaching staff concerned. Study beyond that stipulated for the fulfilment of the requirements of the award, for example additional individual tuition or observation of other classes, may be permitted at the discretion of the Head of Postgraduate Programmes or programme leader and may incur an additional fee. In the case of MPerf, MComp and MMus degrees, students will, however, be actively encouraged to attend masterclasses in areas other than their own Principal Study and other uncredited open teaching and performance/practical sessions. Any amendments to a student's individual programme of study during the academic year must be approved by the programme leader.
28. Module borrowing between programmes within the scheme or, occasionally, with appropriate postgraduate level programmes outside the scheme (including at another institution) will be permitted, subject to the approval of the inclusion of such modules in an approved programme of study. Exceptionally, study on some programmes may expressly require a period of study at another institution.
29. Pre-requisites for the study of particular modules shall be specified within the programme handbook.

## ADMISSION AND TRANSFER OF STUDENTS

30. The RCM website will specify the requirements for initial entry currently in force, including UK and international equivalent qualifications. Admission will be guided by the College's admissions and equal opportunities policies and the College may exercise its right to test students for their suitability.
31. Entry to all RCM performance programmes is based on performance at audition. The RCM website outlines entry requirements in full, including any additional or alternative requirements for composers, screen composers, MMus, MSc and MEd applicants, which may include interview and/or submission of a sample of academic written work, *curriculum vitae*, reflective statement, and/or video demonstrating experience.
32. The general requirements for initial entry to a programme within the framework are that students should hold a minimum of a UK or overseas undergraduate degree, or its equivalent. For the MSc in Performance Science, this should be an undergraduate degree, of at least Upper Second Class standard (or equivalent international qualification), in music or a related subject such as education, psychology or biology. For the MEd, this should be either an undergraduate degree in Music from a conservatoire, or a degree from a university with a major final year music performance component passed at Upper Second Class standard, or a degree from a university and demonstrable high level of performance ability; as well as at least five years of experience of post-degree education work. Where programmes have more specific or more general requirements, these will be set out in the relevant programme handbook. Admission is also subject to meeting the specified level of English language.
33. Overseas applicants who are not nationals of a majority English-speaking country (as defined by UK Visas & Immigration) are also required to demonstrate English language proficiency.
34. Applicants for the MPerf and MComp must achieve Common European Framework for Reference (CEFR) level B2 (equivalent to a minimum overall IELTS score of 5.5, achieving at least 5.5 in each of the four components [reading, writing, speaking, listening]).
35. Applicants for the MMus, MSc and MEd must achieve CEFR level C1 (equivalent to a minimum overall IELTS score of 7.0, achieving at least 5.5 in each of the four components).
36. Full advice including information on other acceptable qualifications is published on the RCM website. These requirements are constantly under review in the light of UKVI requirements. Applicants requiring a Tier 4 (General) Student visa to study in the UK must also meet the minimum requirements set by UKVI.
37. An applicant may be admitted to a programme with credit for appropriate prior learning (including experiential learning) provided that there is a reasonable expectation that the applicant will be able to fulfil the objectives of the

programme by its completion. Any such admission is subject to approval from the Head of Postgraduate Programmes and relevant Head of Faculty. Where credit is given for experiential learning, the student may be required to undertake assessment in order for the appropriate credits and/or grade to be determined.

38. Normally, an applicant shall not be admitted with more than half the credits required in order to qualify for the award which that applicant is seeking, unless there is an exceptionally close match between the applicant's prior learning and the requirements of the programme.
39. The number of modules for which credit on entry is given shall be determined by the Head of Postgraduate Programmes, in liaison with relevant members of the programme team. The grades to be given shall be determined by the Board of Examiners.
40. It may be determined that applicants with a particular qualification are to be admitted regularly with a standard amount of credit. Where this is the case, the arrangement shall be specified in the programme handbook.
41. Students must be resident within the UK and within a reasonable commuting distance of London.

## **Readmission with credit**

42. At the discretion of the Head of Postgraduate Programmes, a student who has exhausted all the opportunities for reassessment may be readmitted to a programme in the scheme to study new modules, as part of a new approved programme of studies. In such circumstances the student will retain credit for those modules which had already been passed, subject to the Head of Postgraduate Programmes being satisfied that the modules are an appropriate foundation for the programme to which the student has been readmitted. The student shall not be allowed to take again a component of assessment for which the opportunity for reassessment has been exhausted.

## **Interruption of studies**

43. At the discretion of the Head of Postgraduate Programmes, a student with a valid reason for wishing to interrupt her or his studies may be permitted to do so. Interruption shall normally be for a period of one, two or three terms. A student wishing to interrupt for a longer period or to extend an existing period of interruption must normally obtain fresh permission before the end of their final term of approved interruption.
44. The interruption of studies will not normally be approved where it would extend beyond two authorised periods totalling five terms. A student requiring further time before resuming their studies will normally be required to apply formally for readmission at the point where they are ready to return to the College. A student readmitted in this way may still carry forward any credits earned prior to interruption.
45. Similarly, if the period of interruption required by a student means that they would be unable to complete their overall studies within the maximum period allowed for that programme, they will normally be required to apply formally for readmission at the point where they are ready to return.
46. During the period of interruption, a student shall normally cease to have access to College services and facilities enjoyed by registered students.

## ASSESSMENT OF STUDENTS

47. The Board of Examiners will oversee the conduct of examination and other assessment, and will ratify its outcomes on behalf of the Senate. Terms of reference and membership details for the Board of Examiners shall be included in the College's Committee Handbook and published on the RCM website.
48. In some cases, interim boards, which may include External Examiners where convenient, but need not do so, shall meet after assessment events during the course of the year. After these boards, the results shall be published to students but with a standard accompanying rubric indicating that the marks awarded are provisional until ratified by the meeting of the Board of Examiners to consider progression and final awards. The same rubric shall be used where there is a long delay between an assessment event and the next meeting of the Board of Examiners and results are published by Chair's action.
49. The meeting of the Board of Examiners after the last assessment event to be taken within a programme of study shall also constitute the final awards board. The presence of External Examiners shall normally be required at this meeting of the Board.
50. The precise form and content of examinations shall be determined in the documentation referring to individual programmes, Principal Study syllabi and module syllabi. The level of challenge, both quantitative and qualitative, between an element of assessment in one module and its equivalent in another must be demonstrably comparable in overall terms, but should take account, where appropriate, of specialist factors in a given area which might call for detailed variation in order to achieve this comparability.
51. All assessment shall be carried out on behalf of the Board of Examiners by individuals, teams and panels. The procedures for practical examining are set out in the Practical Examination Procedures document which is reviewed annually. Written work, including written examinations, is marked and then either counter-marked or moderated.
52. The achievement of each student on each module shall be assessed in accordance with an approved assessment scheme. Masters students shall be awarded a mark and grade for the components of assessment taken, as set out in the scheme below, which shall be used to report achievement, regardless of the size of the module.

Mark (percentage)	Grade/level of attainment
70–100%	<b>Distinction</b>
50–69%	<b>Pass</b>
Less than 50%	<b>Fail</b>

All marks will be recorded to three decimal places; however, marks displayed on transcripts will be rounded to one decimal place using standard rounding convention. Standard rounding convention will be applied to determine grades (e.g. a mark of 49.5% or higher will be regarded as a Pass grade; 49.499% will be regarded as a Fail).

53. A student is required to achieve an overall passing mark/grade in the assessment specified for each module in their programme of studies in order to fulfil the requirements for the award. Unless the module description states otherwise, a subsidiary element of assessment within a module may be failed, provided that the overall mark/grade for the module is a pass. Any specified uncredited formative assessments within Principal Study: Supporting Studies must be completed in order to obtain Principal Study credits. If students are offered a reassessment in Supporting Studies and pass, the overall Principal Study module will not be capped. Composition for Screen Supporting Studies: If the formative assessments have not been submitted during the year, students may submit by the second major PG deadline in May.

### Late submission of academic written work for assessment

54. Extensions to deadlines will not be offered. Academic written work submitted late will be given the mark it would have earned if it had been submitted on time. It will then, however, be capped at a maximum of a pass for that piece of



work (50%). Both marks will be reported to the student. The mark for the module as a whole will be calculated using the actual marks achieved in other elements of assessment plus the capped marks.

55. Late academic written work must, nevertheless, be submitted no later than one week after the published deadline, otherwise it will receive a mark of 0%. Work submitted after the one week deadline may not be marked until after the Boards of Examiners have met. If a student is permitted to be reassessed in the relevant module the unmarked late work may be taken into account when deciding the quantity of further work required of the student.
56. For the capped mark to be lifted, at the end of the year, mitigating circumstances must be submitted by the student and these must subsequently be considered valid by the Mitigating Circumstances sub-committee of the Board of Examiners.
57. For pass/fail assignments or components thereof, no late academic work is permitted. All late work will receive a Fail unless mitigating circumstances (as per regulation 7.10) are invoked or the student has a Learning Agreement in place to take account of any disability, health condition or other educational needs.

### **‘Fit to sit’**

58. If a student attends for an examination, assessment or submit and assignment, they declare they are fit to do so. Being ‘fit’ generally means the student is feeling well and functioning effectively. If a student is feeling unwell because of medical or personal difficulties, they should not undertake the assessment/exam. If a student takes an assessment/exam knowing they are unwell, it will not normally be possible to successfully claim Mitigating Circumstances.
59. There are limited circumstances in which a student can make a Mitigating Circumstances claim after having gone ahead with an examination/assessment knowing they were unwell. This would normally be limited to situations where a student became unwell during the assessment or was so unwell that they were unable to recognise or determine their own ill health.
60. If a student does not undertake an assessment because of illness, they must submit a claim for Mitigating Circumstances in advance of the exam/assessment. Formal documentation may be required to substantiate the Mitigating Circumstances claim.

### **Mitigating Circumstances**

61. Students who believe they have mitigating circumstances which have affected their performance or caused them to miss deadlines should follow the guidance on mitigating circumstances/late submission of academic written work laid out in the Practical Assessment and Assessment of Coursework section of the Student Guide. This indicates that they must submit mitigating circumstances either in writing to the Registry Administrator, or by discussing their circumstances confidentially with the Counsellor. Only mitigating circumstances submitted in this way will be considered.
62. Any mitigating circumstances which are provided by a student will be considered by a sub-committee of the Board of Examiners which will meet shortly before the Board. The sub-committee will make recommendations to the Board on whether the mitigating circumstances submitted in writing or through the Student Services Counselling Service are valid and whether they should affect the marks for particular modules or individual elements of assessment, including whether capped marks should be lifted, whether reassessment should be offered with or without capping, and whether a reassessment charge should be applied.
63. There are two circumstances in which the Counsellor can submit mitigating circumstances on a student’s behalf: (i) where the circumstances are of an exceptionally personal nature and the student prefers that only the Counsellor knows about them (in this situation, the Counsellor will require evidence in order to form a view); (ii) where the Counsellor has been working with a student for a period of time in a counselling relationship. So that an accurate assessment of the circumstances can be made, the Counsellor will need to have a certain amount of knowledge of the student, over a period of time, and not just to have met on one occasion. The current guideline is that the Counsellor will need to have met the student on at least three occasions, close to the period of time for which the student wishes to establish that

their studies were affected. However, this does not guarantee that the Counsellor will be able to provide evidence that the student's circumstances have affected their ability to study.

## Deferral

64. Any deferral of final recitals, repertoire or technical examinations must be approved in advance by the relevant Head of Faculty. Deferral of Chamber Music/Duo examinations, non-performance/written assessments or examinations must be approved by the relevant programme leader. Such deferral will be permitted only where a student can offer compelling academic reasons or serious mitigating circumstances. In all circumstances, other than mitigating circumstances related to sudden illness, for which a medical certificate must be provided, students must seek approval for a deferral at least two weeks in advance of the examination date. External engagements will not usually be accepted as justifiable mitigating circumstances other than, exceptionally, when the nature of the external engagement is, in the opinion of the Head of Faculty or relevant programme leader, of sufficient importance to override the examination or assessment schedule.
65. In circumstances where the above conditions have not been met or where a student has not gained permission and nevertheless fails to present themselves for an assessment which results in overall module failure, the deferred assessment will normally be treated as a reassessment. The mark for the module will thus be capped at a maximum of 50% and a reassessment fee will be charged.
66. A charge will normally be applied for deferred examinations. The charge may vary within the limit set by the prevailing tuition fee schedule, according to the duration, format of the examination and reason for the deferral. The level of the charge will be determined by a sub-committee of the Board of Examiners.
67. Deferred recital examinations will normally take place in one of the RCM's recognised performance venues where this would have been the case with the original assessment. However, given the complexity of examination scheduling, the College cannot guarantee that the particular performance venue used in the earlier assessment period will be the same for the deferred assessment.
68. Under exceptional circumstances, the Head of Postgraduate Programmes may recommend to the Board of Examiners that a deferral of more than two months is warranted. If this is the case, a written justification by the student, accompanied by a written supporting statement from the professor most closely involved shall be presented to an internal meeting of the Board of Examiners. Where deferral of a non-performance assessment is not granted, any late submission will normally be treated as a reassessment.

## DECISIONS OF THE BOARD OF EXAMINERS

69. The Board of Examiners meets to consider all students on the programme and, by the exercise of its academic judgement, determine results consistent with the students' achievement in accordance with the scheme of assessment and these regulations. In particular, the Board will make decisions about the assessment, moderation, reassessment, compensation, progression and final awards.

### Provisional marks and moderation

70. As indicated in 7.2, marks made available to students in advance of the meeting of the Board of Examiners remain provisional until determined by the Board, and may be subject to moderation.
71. To ensure the consistency, comparability and appropriateness of the marking and assessment procedures within the programme, all marks may be subject to moderation by the Board of Examiners. Where the Board deems that moderation is necessary, it shall normally moderate the marks for all students awarded by a particular examination panel or marker and will not moderate a particular student's mark in isolation.

### Reassessment

72. Students who fail in their first attempt to satisfy the Board of Examiners in the assessment for a module may normally be reassessed once only, at the discretion of the Board of Examiners. A reassessment opportunity will not normally be withheld. A reassessment fee is charged. Normally, reassessment must be completed successfully prior to progression to any subsequent year of study. Reassessment in practical examinations will normally take place during the next practical examination period unless the Board of Examiners deems it necessary for special arrangements to be made. Students will be advised of the date/time of reassessments in written examinations and due dates for written reassessments in writing by the Board of Examiners.
73. Where failure of a module is the result of failure in more than one element of assessment, the Board of Examiners will consider whether all the failed elements should be re-attempted or whether an alternative reassessment package (usually consisting of part of the total range of failed elements) should be set. Where all failed elements are re-attempted, the student shall normally need to achieve sufficiently high marks in each of those reassessed elements in order to bring the module to an overall pass mark. Where an alternative reassessment package is set, the student shall normally need to pass each of these elements separately and the package will be allocated the total weighting of all the originally failed elements.
74. Students who fail Principal Study repertoire and/or technical examinations and /or mock auditions will normally be expected to achieve a separate pass mark/grade in each element for this module, where required. Reassessment is required in the failed element(s) only.
75. If successful in a reassessment, the student shall be notified of their actual result but shall be awarded a capped pass mark of 50% - the minimum pass mark - for the module. If unsuccessful in a reassessment, the student shall retain the higher grade obtained at either of the two attempts.
76. The Board of Examiners may, at its discretion, require a student to retake a module (i.e. undertake further study) before reassessment takes place. In these circumstances, an additional fee will be charged for the further studies undertaken, including the reassessment taken at the end of them. The mark achieved in a reassessment following retake is not usually capped. Because a retake is a form of reassessment, there will not normally be an opportunity for a student who is unsuccessful in a retake to be offered further reassessment.

### Compensation

77. If a student exhausts the normal reassessment opportunity and has not redeemed failure in a maximum of ONE module of up to 20 credits, the Board of Examiners reserves the right to consider whether, in the light of prevailing mitigating circumstances, of which the Board is made aware by the Mitigating Circumstances Committee, the failed module or

modules can be compensated in order to allow the candidate to gain the qualification. This applies only to the final year of study of the respective programme. Where the Board does decide to compensate, this must be fair and reasonable in relation to the objectives of the programme as a whole.

78. For MMus and MPerf students, recital penalties, including those which result in a change of class, should be maintained except where penalties have led to an overall fail in that module by no more than five marks. Overall fails by up to five marks may be compensated at discretion of the Board of Examiners.

## Progression

79. Some postgraduate programmes last one academic year or one calendar year, and therefore the issue of progression from one academic year to another does not arise. However, there are four cases where progression from one year to the next does take place. These are as follows:

MMus Year 1	progresses to	MMus Year 2
MPerf Year 1	progresses to	MPerf Year 2
MComp Year 1	progresses to	MComp Year 2
Part-time study on MMus, MPerf, MComp, MSc or MEd	progresses to	The next part-time year of study

80. In order to progress to the next year of a programme, full-time students must successfully pass and be credited with or compensated in a total of 120 credits. Part-time students follow a more irregular pattern of credits across the years of study and must pass or be compensated in all credits on their approved programme of study in order to progress to the next year.
81. Within the academic year, progression is, in some cases, controlled at additional points where students must submit proposals concerning specific modules of the programme for approval. Success or failure in these submissions may determine whether the qualification finally obtained is MMus, MPerf, MComp, MSc, MEd, PGDip or PGCert.
82. Students undertaking modules which entail the submission of proposals must submit by the deadlines stipulated. A timetable of deadlines for such modules is published at the beginning of the academic year. If a student's proposal is approved, they may still alter or redefine it, subject to approval, up until a further deadline which will be indicated.
83. A student whose proposal is not acceptable will normally be given the opportunity to resubmit a modified proposal for approval by a subsequent deadline. If yet again unsuccessful, they will not normally be permitted to pursue that particular module any further. In programmes where there is choice among a range of modules, the student may select another more appropriate module; in programmes with a fixed pattern of modules, the student will normally pursue only the modules remaining available to them and, as a result, be considered for a lesser award at the conclusion of their studies.
84. Students whose resubmitted proposals are approved will normally proceed through all remaining elements of the programme. If they are subsequently unsuccessful in any of the elements of assessment, they will still normally be permitted to complete the programme, whilst following the procedures for reassessment laid down in the regulations.
85. Students who are required to withdraw entirely from a programme but who have already successfully completed certain earlier modules will receive a transcript indicating the modules passed, with marks/grades, and the number and level of credits earned.

## Overall Failure

86. The College's guiding principle shall be to permit reasonable opportunity to redeem failure where the student has demonstrated firm commitment to the programme, or where they have justifiable mitigating circumstances which have been reported to the Board of Examiners. Therefore, where the extent of failure is too great to allow reassessment or retaking, the following will be the usual options considered:

- Interrupting study for a year, during which failed modules will be reassessed according to a scheme approved by the Board of Examiners. The mark is usually capped as if for normal reassessment. For this year the student will not be a registered student and will not receive teaching or participate in College performance programme. No tuition fee will be due with the exception of any reassessment fee. The student will be allowed access to the library, IT facilities and the RCM Studios, but will not normally have access to practice facilities;
- retaking a particular module, where the mark is usually capped as if for a normal reassessment. This may require registration as a part-time student and associated part-time fees will be levied;
- retaking the year, in which case all modules must be taken again as if for the first time, normally without capping, with normal reassessment opportunities available. The full annual tuition fee will be levied;
- termination of the student's studies. The student will be awarded the credits for all modules passed and will be eligible to receive any award of the College to which these credits entitle her/him.

## CRITERIA FOR AWARDS

87. **Masters Degree (MMus, MComp, MPerf, MSc, MEd)** In order to qualify for the award of a Masters degree, a student shall pass or be compensated in a minimum of 180 credits and successfully completed his or her approved programme of study.
88. **Postgraduate Diploma (PGDip)** In order to qualify for the award of a Postgraduate Diploma a student shall pass or be compensated in a minimum of 120 credits.
89. **Postgraduate Certificate (PGCert)** In order to qualify for the award of a Postgraduate Certificate a student shall pass or be compensated in a minimum of 60 credits.

### Credits Used in Calculation of Overall Classification

90. **Masters Degree (MMus, MPerf, MComp, MSc and MEd)** 180 credits are used to determine eligibility for award of the degree with the Distinction classification. For MMus, MPerf and MComp students, studying over two full-time years, accumulating a total of 240 credits, 120 credits from Year 2 modules plus the best 60 credits from Year 1 modules are used. For Fast-track, MSc and MEd students all 180 credits studied are used. For part-time students, the equivalent credits are used.
91. **Postgraduate Diploma (PGDip) and Postgraduate Certificate (PGCert)** These qualifications are awarded on a Pass/Fail basis only. No overall mark is calculated although the student transcript will show the marks and grades achieved for the modules completed.

### Award of Distinction (Masters degrees only)

92. In the case of Masters degrees, the Board of Examiners shall make an award with Distinction in the following circumstances:
- At least 120 of the 180 credits used are in the Distinction grade (70% or above)
- AND**
- In the case of MMus, MPerf and MComp, the Year 2 Principal Study mark is in the Distinction grade
  - In the case of MEd, the Action Research Project mark (or UK Music Education in an International Context and Case study marks taken as an alternative for full-time Tier 4 students) is in the Distinction grade
  - In the case of MSc, the Performing Research II: Project & Dissertation mark is in the Distinction grade

For MMus and MPerf students, recital penalties, including those which result in a change of grade, should be maintained.

Standard rounding convention will apply in determining Distinction grades (e.g. a mark of 69.5 or higher will be regarded as a Distinction grade).

93. The award of distinction is not available for Postgraduate Certificates or Postgraduate Diplomas.

### Offer of Lower Awards

94. A candidate who fails to qualify for an award but who has, in the judgement of the Board of Examiners, satisfied the requirements for a lower award, shall be offered the lower award.
95. If the candidate is also offered the opportunity of a further attempt at the higher award, the offer of that opportunity shall be as an alternative to the offer of the lower award. If, however, the candidate accepts the offer of a further opportunity but fails to qualify for the higher award, the candidate may then claim the lower award previously offered.

96. A student who has accepted an award shall not have an automatic right to re-enter the programme in order to study for a higher award. A student must apply for readmission to the programme.

### **Aegrotat awards**

97. Where there is insufficient evidence to determine the recommendation of an award but the Board of Examiners is nevertheless satisfied that the student would have qualified for the award for which they were a candidate had it not been for illness or other valid cause, an Aegrotat pass award may be recommended.

### **Academic Registrar**

Elly Taylor

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