

REGULATIONS FOR ARTIST DIPLOMA PROGRAMMES

1 Introduction

- 1.1 These regulations cover students undertaking an ArtDip programme at the RCM. The regulations, as well as the ArtDip handbook, should be read in conjunction with the General Regulations for Students and the Taught Masters Programmes Regulations. The latter concern more generic aspects such as student complaints, appeals, and procedures concerning student conduct, cheating, plagiarism and collusion.
- 1.2 The ArtDip Handbook sets out specific requirements for each programme strand
- 1.3 The RCM offers ArtDip programmes of full-time study as follows:
- ArtDip in Composition
 - ArtDip in Keyboard
 - ArtDip in Opera
 - ArtDip in Performance

2 The structure of the ArtDip

- 2.1 The normal duration of the ArtDip programmes are set out below. Part-time study is not available.

Title of Programme	Duration of Programme
ArtDip in Composition	1 or 2 years
ArtDip in Keyboard	1 year
ArtDip in Opera	1 or 2 years
ArtDip in Performance	1 or 2 years

- 2.2 The ArtDip in Performance and in Composition may be studied for up to two years. The duration for individual students will depend on their individual progress and readiness for assessment. Most students will complete the programme within one year and it will be assumed that a student will complete within one year unless they discuss a wish to complete within two years with their Head of Faculty.
- 2.3 Students have until the end of March of Year One of the programme to declare to their Head of Faculty that they would like to study for a second year. The HoF, in consultation with their professor, will decide whether a second year is permitted. The Registry will require a statement from the HoF in support of a second year, confirming that the student has made satisfactory progress to date in order to complete the programme within two years.
- 2.4 The ArtDip in Opera may be studied for up to two years. The duration for individual students will depend on their individual progress and readiness for assessment. Most students will complete the programme over two years unless their progress by the end of the first year is deemed to be unsatisfactory. Students will be informed of concerns about progress by the middle of the Spring Term. Progress is measured by the student's commitment and ability to engage with the collective needs and expectations of the Opera Studio cohort in terms of the programme of productions and performances, as well as individual vocal and artistic progress. It is monitored by the Head & Deputy Head of Vocal and Opera, together with the Director of Opera in consultation with the Head of Postgraduate Programmes and the RCM Academic Registrar.

- 2.5 In the case of Tier 4 visa holding students, it will be the student's own responsibility, in liaison with the Registry, to apply for a visa extension.

3 Students' individual programmes of study

Each student shall have an approved programme of studies. The approved programme of studies will specify which practical classes and the level of provision offered, as agreed by the leader of the ArtDip programme and Head of Faculty. Students will be actively encouraged to be involved in masterclasses, workshops, concerts, and collaborative projects as relevant to their career aspirations.

4 The admission and transfer of students

- 4.1 The general requirements for initial entry to a programme within the framework scheme are that students should hold a minimum of a UK or overseas masters-level award, or its equivalent in professional experience, in a discipline relevant of the ArtDip programme applied for. Where programmes have more specific or more general requirements, these will be set out in the ArtDip handbook under the relevant programme strand. Admission will be guided by the College's admissions and equal opportunities policies.
- 4.2 Overseas applicants whose first language is other than English are required to demonstrate their linguistic proficiency by production of a certificate of the International English Language Testing Service (IELTS) at level 5.5 (qualifications deemed to be equivalent to this are published annually in the prospectus). These requirements are constantly under review in the light of UK Border Agency requirements.
- 4.3 Notwithstanding UKVI requirements, in exceptional cases, interview panels shall have the discretion to recommend to the admissions committee that a candidate lacking the requisite formal language qualification should nevertheless be considered for admission on the grounds that his or her level of linguistic ability is equivalent to that normally represented by these qualifications. Special attention will be paid to the specific requirements of the proposed programme of study and the candidate's likely success in meeting these.

5 Interruption of studies

- 5.1 At the discretion of the Director of Programmes & Research, 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.
- 5.2 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.
- 5.3 Similarly, if the period of interruption required by a student means that he or she 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.

- 5.4 During the period of interruption, a student shall normally cease to have access to College services and facilities enjoyed by current students.

6 The assessment of students

- 6.1 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.
- 6.2 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 they are provisional until ratified by the meeting of the Board of Examiners to consider 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.
- 6.3 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.
- 6.4 The precise form and content of examinations shall be determined in the documentation referring to individual ArtDip programmes.
- 6.5 All assessment shall be carried out on behalf of the Board of Examiners by assessment panels. The procedures for practical examining are set out in a guide for examiners and students which is reviewed annually.
- 6.6 Each student shall be awarded a grade for the assessment taken, in accordance with the scale set out below.

Percentage	Grade/level of attainment
70 +	Pass
69 or less	Fail

- 6.7 The ArtDip qualification is awarded on the basis of a final summative assessment (portfolio submission, recital, opera production performance, concert, presentation).
- 6.8 The pass mark for all ArtDip programmes is 70%:

Percentage	Grade/level of attainment
70-100%	Pass
0-69%	Fail

- 6.9 Students who fail in their first attempt to satisfy the Board of Examiners in the assessment for the award or individual components of assessment may be reassessed once only, at the discretion of the Board of Examiners. A reassessment fee is charged. If successful in a reassessment, the student shall receive the pass mark of 70%. If unsuccessful, the student will be deemed to have failed the programme. Reassessment opportunities are normally offered in September.

7 Deferral

- 7.1 Any deferral of assessment must be approved in advance by the Director of Programmes & Research. Such deferral will be permitted only where a student can offer compelling educational 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 Director of Programmes & Research, of sufficient importance to override the examination schedule.
- 7.2 Deferred recital examinations will always 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. The student may also be charged for the deferred examination where the Director of Programmes & Research does not believe compelling educational reasons or serious mitigating circumstances have been offered.
- 7.3 Under exceptional circumstances, the Director of Programmes & Research 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.

8 Mitigating Circumstances

- 8.1 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 coursework laid out in the General Academic Regulations. This indicates that they must submit mitigating circumstances either in writing to the Director of Programmes & Research, or by discussing their circumstances confidentially with Student Services. Only mitigating circumstances submitted in this way will be considered.
- 8.2 Any mitigating circumstances which are provided by a student will be considered by a sub-group of the Board of Examiners which will meet shortly before the Board. The sub-group will make recommendations to the Board on whether the mitigating circumstances submitted in writing or through the Counsellor are valid.
- 8.3 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 period of time for which the student wishes to establish that the study was 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.

9 Aegrotat awards

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 s/he was a candidate had it not been for illness or other valid cause, an Aegrotat pass award may be recommended.