



Royal Conservatoire  
of Scotland

## Erasmus, International Exchange and Study Abroad Course Catalogue 2020/2021

This course catalogue is for Erasmus, International Exchange and Study Abroad applicants who would like to apply to study at the Conservatoire. It contains detailed, user-friendly and up-to-date information on the Conservatoire's learning environment so that you can make the right module choices where possible. It lists the programmes of study offered to you as an exchange applicant and includes information about the modules available to you and the Conservatoire's assessment procedures. It includes the names of key people to contact should you need to make further enquiries.

The catalogue will help you put together your application and your Learning Agreement so that you know which modules you will take during your time at RCS. Your Learning Agreement sets out the programme of study to be followed on exchange and must be approved by you (the student), the sending institution and the Conservatoire before the start of your exchange. It is a compulsory document for anyone undertaking Erasmus mobility, but is also used by the Conservatoire for those coming to Glasgow on a period of International Exchange or Study Abroad.

This course catalogue is a concise document and does not contain module descriptors. It therefore should be considered in conjunction with the programme handbooks which will be available in September 2020 at: <https://www.rcs.ac.uk/apply/erasmus/studyatrcs/> The catalogue has been put together by using a number of Frequently Asked Questions (FAQs).

### What should I put in my Learning Agreement?

You should include the modules you wish to take at the RCS and their associated credit values. This course catalogue will help you do that. The Conservatoire will, wherever possible, finalise your Learning Agreement in advance of matriculation however, the RCS reserves the right to make changes to your Learning Agreement on arrival.

We expect you to take an appropriate number of credits for the duration of your studies.

- Full year = 120 SCQF credits (60 ECTS, 30 USA)
- One term = 40 SCQF credits (20 ECTS, 10 USA)
- Two terms = 80 SCQF credits (40 ECTS, 20 USA)

It may not be possible to offer you more credits than stated above.

### **What are credits?**

The Conservatoire delivers modules that have a credit rating mapped to SCQF (Scottish Credit and Qualifications Framework) levels.

Each 'credit' equates to 10 hours of notional student effort. This is not 10 hours of classroom time, but the number of hours it will take to complete the module. For example, if a module is 20 credits, we think it needs 200 hours of work to achieve the learning outcomes. Your timetable might show 100 hours of rehearsal, but, when you add the time you spend researching, developing ideas independently and performing, etc. it totals 200 hours, therefore 20 credits.

SCQF credits = 0.5 ECTS credits. For example, a module worth 10 SCQF credits is equal 5 ECTS credits. If you are from the USA, 1 SCQF credit = 0.25 USA credit.

### **For how long can I study at the Conservatoire?**

Students can come to the Conservatoire on exchange for term 1 (September to December), Terms 2 and 3 (January to June) or for the full academic year (September to June). However, if you apply for BA Musical Theatre, offers are made for full-year study only. If you apply for term 1 of BA Acting you will be required to stay until the end of January to complete the Acting Shakespeare module.

### **Can I extend my stay?**

Any request to stay longer at the Conservatoire must be submitted in writing to your Head of Programme and the International and Student Experience team ([international@rcs.ac.uk](mailto:international@rcs.ac.uk)) and be accompanied by written permission from the Erasmus Coordinator at your home institution. Final approval will be sought from the Director of the relevant school at RCS.

### **I know I want to study for a full year, what modules can I take?**

You will be expected to take 120 SCQF credits (60 ECTS) for a full year stay and you will automatically be enrolled onto the modules listed in the tables below. You will have the opportunity to select Options modules in advance of your arrival, subject to availability. If you require fewer than 120 SCQF this can be negotiated with your Head of Programme but you must have agreement from the Erasmus Coordinator at your home institution. The following tables show the credits available on a

selection of programmes. Information on other programmes is available on request from [international@rcs.ac.uk](mailto:international@rcs.ac.uk)

**School of Music - Undergraduate**

**Bachelor of Music Performance – Year 3**

<b>Module</b>	<b>Credits</b>
<i>Performance 3</i>	<i>60</i>
<i>Ensemble Musician 1</i>	<i>10</i>
<i>The Teaching Musician</i>	<i>10</i>
<i>The Freelance Musician</i>	<i>10</i>
<i>Analysis in Performance <u>or</u> Researching Music and Culture <u>or</u> Special Repertoire Topic</i>	<i>10</i>
<i>Options</i>	<i>10</i>
<i>Options</i>	<i>10</i>
<b>Total (SCQF)</b>	<b>120</b>

**Bachelor of Music Performance – Year 4**

<b>Module</b>	<b>Credits</b>
<i>Performance 4</i>	<i>80</i>
<i>Ensemble Musician 2</i>	<i>10</i>
<i>Options</i>	<i>10</i>
<i>Options</i>	<i>10</i>
<i>Options</i>	<i>10</i>
<b>Total (SCQF)</b>	<b>120</b>

**Bachelor of Music Jazz – Year 3**

<b>Module</b>	<b>Credits</b>
<i>Performance 3</i>	<i>60</i>
<i>Jazz Composition 3</i>	<i>10</i>
<i>The Teaching Musician</i>	<i>10</i>
<i>The Freelance Musician</i>	<i>10</i>
<i>Jazz Research and Transcription 1</i>	<i>10</i>
<i>Options</i>	<i>10</i>
<i>Options</i>	<i>10</i>
<b>Total (SCQF)</b>	<b>120</b>

**Bachelor of Music Jazz – Year 4**

<b>Module</b>	<b>Credits</b>
<i>Performance 4</i>	<i>80</i>
<i>Jazz Research and Transcription 2</i>	<i>10</i>
<i>Options</i>	<i>10</i>
<i>Options</i>	<i>10</i>
<i>Options</i>	<i>10</i>
<b>Total (SCQF)</b>	<b>120</b>

Bachelor of Music Traditional Music and Traditional Music Piping – Year 3

<b>Module</b>	<b>Credits</b>
<i>Performance (Traditional Music/Piping) 3</i>	60
<i>Traditional Music Research Project</i>	10
<i>The Teaching Musician</i>	10
<i>The Freelance Musician</i>	10
<i>Core Option (from Level 9 Music only)</i>	10
<i>Options</i>	10
<i>Options</i>	10
<b>Total (SCQF)</b>	<b>120</b>

**School of Music - Postgraduate**

Master of Music Performance – Year 1

<b>Module</b>	<b>Credits</b>	<b>Credits</b>	<b>Credits</b>
<i>Principal Study 1</i>	80	80	80
<i>Supporting Studies 1</i>	30	20	10
<i>Approaches to Critical Artistry</i>	10	10	10
<i>Options</i>	0	10	20
<b>Total (SCQF)</b>	<b>120</b>	<b>120</b>	<b>120</b>

Master of Music - Year 2

<b>Module</b>	<b>Credits</b>	<b>Credits</b>	<b>Credits</b>
<i>Principal Study 2</i>	90	90	90
<i>Supporting Studies 2</i>	30	20	10
<i>Options</i>	0	10	20
<b>Total (SCQF)</b>	<b>120</b>	<b>120</b>	<b>120</b>

**School of Drama, Dance, Production and Film**

Bachelor of Arts Acting – Year 2

<b>Module</b>	<b>Credits</b>
<i>New Work</i>	40
<i>Professional Practice 1</i>	20
<i>Acting Shakespeare</i>	40
<i>Options</i>	10
<i>Options</i>	10
<b>Total (SCQF)</b>	<b>120</b>

### Bachelor of Arts Contemporary Performance Practice – Year 2

<b>Module</b>	<b>Credits</b>
<i>Performance as Social Practice: Experimentation</i>	20
<i>Performance as Social Practice: Application</i>	30
<i>Choreography, People and Place</i>	30
<i>Radical Pedagogy</i>	20
<i>Collaborative Projects</i>	10
<i>Options</i>	10
<b>Total (SCQF)</b>	<b>120</b>

### Bachelor of Arts Contemporary Performance Practice – Year 3

<b>Module</b>	<b>Credits</b>
<i>Collaborations</i>	20
<i>Placement</i>	20
<i>Performance Research</i>	30
<i>Performance Writing</i>	30
<i>Options</i>	10
<i>Options</i>	10
<b>Total (SCQF)</b>	<b>120</b>

### Bachelor of Arts Filmmaking – Year 2

<b>Module</b>	<b>Credits</b>
<i>Editing 2</i>	10
<i>Film Project 2</i>	30
<i>Film Studies 2</i>	10
<i>Production &amp; Directing 2</i>	10
<i>Sound 2</i>	10
<i>Visual Storytelling 2</i>	10
<i>Writing 2</i>	20
<i>Collaborative Project</i>	10
<i>Options</i>	10
<b>Total (SCQF)</b>	<b>120</b>

### Bachelor of Arts Filmmaking – Year 3

<b>Module</b>	<b>Credits</b>
<i>Final Year Film</i>	30
<i>Internal Marketplace</i>	10
<i>Professional Development</i>	10
<i>Research Project</i>	20
<i>Writing 3</i>	30
<i>Options</i>	10
<i>Options</i>	10
<b>Total (SCQF)</b>	<b>120</b>

### Bachelor of Arts Modern Ballet – Year 2

<b>Module</b>	<b>Credits</b>
<i>Professional Technique 2 – Ballet and Contemporary Dance</i>	50
<i>Contextual Studies</i>	10
<i>Choreographic Collaboration</i>	10
<i>Repertoire and Performance 2</i>	20
<i>Reflective Practice 2</i>	10
<i>Collaborative Project</i>	10
<i>Options</i>	10
<b>Total (SCQF)</b>	<b>120</b>

### Bachelor of Arts Musical Theatre – Year 2

<b>Module</b>	<b>Credits</b>
<i>Acting 2</i>	10
<i>Dance 2</i>	20
<i>Voice 2</i>	20
<i>Performance 2</i>	20
<i>Artist in Development 2</i>	20
<i>Music 2</i>	10
<i>Options</i>	10
<i>Options</i>	10
<b>Total (SCQF)</b>	<b>120</b>

### Bachelor of Arts Production Technology and Management – Year 2

<b>Module</b>	<b>Credits</b>
<i>Stagecraft 2</i>	30
<i>Communication 2</i>	30
<i>Management 2</i>	20
<i>Personal and Professional Development 2</i>	20
<i>Options</i>	10
<i>Options</i>	10
<b>Total (SCQF)</b>	<b>120</b>

### Bachelor of Arts Production Art and Design – Year 2

<b>Module</b>	<b>Credits</b>
<i>Major Subject Allocation 2</i>	30
AND	
<i>Minor Subject Allocation 2</i>	10
OR	
<i>The Production Context</i>	30
AND	
<i>Minor Subject Allocation 2</i>	10
OR	
<i>Major Subject Allocation 2</i>	40

<i>(Extended)</i>	
<i>OR</i> <i>The Production Context</i> <i>(Extended)</i>	<i>40</i>
<i>Self-Awareness and Promotion</i>	<i>20</i>
<i>Visual Communication Skills</i>	<i>10</i>
<i>Major Subject Allocation 3</i> <i>OR</i> <i>Design in Practice</i>	<i>30</i>
<i>Options</i>	<i>10</i>
<i>Options</i>	<i>10</i>
<b><i>Total (SCQF)</i></b>	<b><i>120</i></b>

### **What year of my programme will I be in?**

The year of study you are placed in will be determined by the particular requirements of the programme and/or the standard of your audition. For example, the BA Acting and BA Musical Theatre programmes will only accept exchange students into year 2. The year of study will be stated on your offer letter, should you be successful at application stage, and will not necessarily match the year of study you would be in at home should you have not chosen to undertake an exchange. Some programmes, such as BA Filmmaking, may place you in one particular year of study, but you will take a selection of modules from years 1, 2 and/or 3.

### **Can I apply to any programme of study?**

No. Some programmes will not accept exchange students. Further details can be found at: <https://www.rcs.ac.uk/apply/erasmus/studyatrcs/>

Students applying via Arcadia College of Global Studies can apply for BMus (Performance, Jazz or Composition), BA Modern Ballet, BA PTM and BA PAD only. Students from Muhlenberg College can apply for the same programmes as applicants via Arcadia but with the addition of BA CPP.

If you're permitted to apply for BA Musical Theatre you should apply for the full academic year only.

### **What are Options modules?**

All exchange students should take at least one Options module. Options are 10 or 20-credit modules spread across all the disciplines of music, drama, dance and film and they give students the opportunity to study subjects outside of their area of primary focus. Degree-seeking students take

priority and so you may not get your first choice. If you're coming here in term 1 or terms 2 and 3 you will usually take one Options module and if you're coming here for the full academic year you will usually take two Options modules. The most popular Options modules taken by exchange students are:

Negotiated Project

Alexander Technique 1

Practical Stage Make-up

Body Awareness for Performers

Philosophy of Art and Culture

Rhythm Theory 1

Compositional Techniques : 1900 - Present Day

However, you may choose another from the list if you wish to (subject to space and any pre-requisites). If you're offered a place at the Conservatoire you will be contacted by email and asked to select your top three choices.

### **I know I only want to study in term 1, what modules can I take?**

Term 1 (September to December) is a really popular duration of study for exchange students but it means that you may be taking modules which span the full academic year. In this case, you will be assigned a proportion of those module credits, based on how many of the assessment components you can complete before you return home at the winter break. On occasion, you may be able to take all the assessments within a module by moving the assessment point(s) to before your date of departure, giving you the full amount of credit without attending for the full academic year. Any such arrangement will be confirmed by your Head of Programme in advance of your arrival and detailed in your student contract. The following tables show the credits available on a selection of programmes. Information on other programmes is available on request from [international@rcs.ac.uk](mailto:international@rcs.ac.uk) You should note that these are indicative profiles and credits only and will be subject to confirmation.

### **School of Music - Undergraduate**

#### ***Bachelor of Music Performance – Year 3 – Term 1 only***

<b>Module</b>	<b>Credits</b>
<i>Performance 3</i>	<i>27 (out of 60)</i>
Performance Folio 1 (10A)	10
<i>Options/Elective</i>	<i>10</i>
<b>Total (SCQF)</b>	<b>47</b>



Bachelor of Music Performance – Year 4 – Term 1 only

<b>Module</b>	<b>Credits</b>
Performance 4	24 (out of 80)
Performance Folio 4	10
Options	10
<b>Total (SCQF)</b>	<b>44</b>

Bachelor of Music Jazz – Year 3 - Term 1 only

<b>Module</b>	<b>Credits</b>
Performance 3	27 (out of 60)
Original Jazz Composition 3	6
Options	10
Options	10
<b>Total (SCQF)</b>	<b>53</b>

BMus Jazz – Year 4 - Term 1 only

<b>Module</b>	<b>Credits</b>
Performance 4	24 (out of 60)
Jazz Research and Transcription 2	10
Performance Folio 4	10
<b>Total (SCQF)</b>	<b>44</b>

Bachelor of Music Traditional Music and Traditional Music Piping – Year 3 – Term 1 only

<b>Module</b>	<b>Credits</b>
Performance 3	40 (out of 60)
Traditional Music Research Portfolio	5 (out of 10)
Business Skills 3	5 (out of 10)
Options	10
<b>Total (SCQF)</b>	<b>60</b>

**School of Music - Postgraduate**

Master of Music Performance – Year 1 – Term 1 only

<b>Module</b>	<b>Credits</b>
Principal Study 1	20
Supporting Studies 1	10
Options	10
<b>Total (SCQF)</b>	<b>40</b>

### **School of Drama, Dance, Production and Film**

#### Bachelor of Arts Acting – Year 2 – Term 1 up until end of January

<b>Module</b>	<b>Credits</b>
<i>Acting Shakespeare</i>	40
<i>Professional Practice</i>	5
<i>Options</i>	10
<b>Total (SCQF)</b>	<b>55</b>

#### Bachelor of Arts Contemporary Performance Practice – Year 2 – Term 1 only

<b>Module</b>	<b>Credits</b>
<i>Performance as Social Practice: Experiment</i>	20
<i>Radical Pedagogy</i>	7
<i>Options Module (e.g. Devised Movement in Theatre)</i>	10
<i>Options Module (e.g. Negotiated Project)</i>	10
<b>Total (SCQF)</b>	<b>47</b>

#### Bachelor of Arts Contemporary Performance Practice – Year 3 – Term 1 only

<b>Module</b>	<b>Credits</b>
<i>Collaborations</i>	20
<i>Options Module (e.g. Negotiated Project)</i>	10
<i>Options Module (e.g. Alexander Technique 1 or Practical Stage Make-up)</i>	10
<b>Total (SCQF)</b>	<b>40</b>

#### Bachelor of Arts Production Arts and Design – Year 2 – Term 1 only

<b>Module</b>	<b>Credits</b>
<i>Major Subject Allocation 2 (Extended) OR The Production Context (Extended)</i>	30
<i>Negotiated Project</i>	10
<i>Options</i>	10
<b>Total (SCQF)</b>	<b>50</b>

#### Bachelor of Arts Production Technology and Management – Year 2 – Term 1 only

<b>Module</b>	<b>Credits</b>
<i>Personal and Professional Development 2</i>	10
<i>Communication 2</i>	10
<i>Stagecraft 2</i>	10
<i>Negotiated Project (20)</i>	20
<b>Total (SCQF)</b>	<b>50</b>

### **I've applied to study in terms 2 and 3, what modules can I take?**

The following tables show the credits available on a selection of programmes. Information on other programmes is available on request from [international@rcs.ac.uk](mailto:international@rcs.ac.uk). You should note that these are indicative profiles and credits only and will be subject to confirmation.

#### ***School of Music - Undergraduate***

##### ***Bachelor of Music Performance – Year 3 – Terms 2 and 3 only***

<b>Module</b>	<b>Credits</b>
<i>Performance 3</i>	<i>33 (out of 60)</i>
<i>Performance Folio 3</i>	<i>10</i>
<i>Music in History 3</i>	<i>10</i>
<i>Options/Elective</i>	<i>10</i>
<b>Total (SCQF)</b>	<b>63</b>

##### ***Bachelor of Music Performance – Year 4 – Terms 2 and 3 only***

<b>Module</b>	<b>Credits</b>
<i>Performance 4</i>	<i>40 (out of 60)</i>
<i>Performance Folio</i>	<i>10</i>
<i>Options/Elective</i>	<i>10</i>
<b>Total (SCQF)</b>	<b>60</b>

##### ***Bachelor of Music Education – Year 2 – Terms 2 and 3 only***

<b>Module</b>	<b>Credits</b>
<i>Principal Study Performance 2</i>	<i>20</i>
<i>Integrated Music Studies</i>	<i>15</i>
<i>BEd Ensemble Performance Study</i>	<i>10</i>
<i>Teacher Education 2</i>	<i>10</i>
<i>School Experience</i>	<i>15</i>
<b>Total (SCQF)</b>	<b>70</b>

##### ***Bachelor of Music Education – Year 3 – Terms 2 and 3 only***

<b>Module</b>	<b>Credits</b>
<i>BEd Ensemble Performance Study</i>	<i>10</i>
<i>Principal Study Performance 3</i>	<i>20</i>
<i>Options/Elective</i>	<i>10</i>
<i>Options/Elective</i>	<i>10</i>
<i>Options/Elective</i>	<i>10</i>
<i>Options/Elective</i>	<i>10</i>
<b>Total (SCQF)</b>	<b>70</b>

### **School of Music - Postgraduate**

#### Master of Music Performance – Year 1 – Terms 2 and 3 only

<b>Module</b>	<b>Credits</b>
<i>Principal Study 1</i>	<i>40</i>
<i>Supporting Studies 1</i>	<i>20</i>
<i>Options</i>	<i>10</i>
<b>Total (SCQF)</b>	<b>70</b>

### **School of Drama, Dance, Production and Film**

#### Bachelor of Arts Acting – Year 2 – Terms 2 and 3 only

<b>Module</b>	<b>Credits</b>
<i>New Work</i>	<i>40</i>
<i>Options</i>	<i>10</i>
<b>Total (SCQF)</b>	<b>50</b>

#### Bachelor of Arts Contemporary Performance Practice – Year 2 – Terms 2 and 3 only

<b>Module</b>	<b>Credits</b>
Performance as Social Practice : Application	<i>30</i>
Radical Pedagogy	<i>14</i>
Choreography : People and Place	<i>30</i>
Options Module (e.g. Body Awareness for Performers)	<i>10</i>
<b>Total (SCQF)</b>	<b>84</b>

#### Bachelor of Arts Contemporary Performance Practice – Year 3 – Terms 2 and 3 only

<b>Module</b>	<b>Credits</b>
Choreographic Practice in Social Contexts	<i>30</i>
Dissertation	<i>20</i>
Options	<i>10</i>
<b>Total (SCQF)</b>	<b>60</b>

#### Bachelor of Arts Production Arts and Design – Year 2 – Terms 2 and 3 only

<b>Module</b>	<b>Credits</b>
Minor Subject Allocation 2	<i>10</i>
Self Promotion	<i>10</i>
Design in Practice	<i>40</i>
<b>Total (SCQF)</b>	<b>70</b>

## Bachelor of Arts Filmmaking – Terms 2 and 3 only

<b>Module</b>	<b>Credits</b>
Social Documentary	10
Negotiated Project 1 (10)	10
Visual Storytelling 1	10
Sound 1	10
Film Project 1	30
Writing 1	10
<b>Total (SCQF)</b>	<b>80*</b>

\*The total number of credit for BA Filmmaking will depend on several factors. The table above shows a selection of modules from different years of the programme.

### **What happens after I have negotiated my modules and they are added to my Learning Agreement?**

You will be asked to sign your Learning Agreement, as will the Responsible Person in your home institution and the Responsible Person at the Conservatoire.

All Conservatoire students have a 'Student Contract' which is your individual electronic record on the Conservatoire's student record system. Your Student Contract is based on your Learning Agreement that has been agreed between the Conservatoire and your home institution and will list the modules that you are taking and the assessments. It will also list the number of credits that you are expected to achieve for each module during the duration of your exchange.

Once you have matriculated and commenced your exchange, you can access your Student Contact via: <https://matric.rcs.ac.uk>

### **What can I do to improve my English?**

Exchange students should have a good level of English before they arrive at the Conservatoire (B2 for Music and C1 for Drama, Dance, Production and Film), but if you're struggling you can book a 1-2-1 tutorial with Judah Collins, the Conservatoire's English teacher. Her email address is: [J.Collins@rcs.ac.uk](mailto:J.Collins@rcs.ac.uk)

### **How will I be assessed?**

Each assessment is listed on your Student Contract. There are lots of different assessment types – for example it could be an essay or a presentation or a performance.

The programme handbook will give you more details about the requirements of the assessment. If you are unsure, you should speak to the module co-ordinator (or the Programme Support Administrator within the Academic Administration and Support Office).

You have to pass every assessment to be awarded the credits for the module.

### **How many credits will I be awarded?**

The number of credits that you are working towards is listed on your Student Contract. If you successfully complete your assessments, these are the number of credits that will be awarded and listed on your transcript.

We expect you to take an appropriate number of credits for the duration of your studies.

- Full year = **120 credits**
- One term = **40 credits**
- Two terms = **80 credits**

Whilst your module profile might not equate to exactly this number of credits, this is a guide to the number of credits that you should expect to be able to achieve.

### **How will I be graded?**

The Conservatoire uses a mix of graded assessments and assessments that will result in a pass/fail grade. Some of your modules may be graded Pass or Fail. In these cases, this is the grade and you will not receive an alpha-numeric grade.

Your Student Contract shows whether the assessment is graded or pass/fail.

The assessment scale is:

Common Assessment Scale	Descriptor
A1	Excellent
A2	
A3	
A4	
A5	
B1	Very Good
B2	
B3	
C1	Good
C2	
C3	
D1	Satisfactory
D2	
D3	Adequate
PASS	
FAIL	
E1	Inadequate/Fail
E2	
F	Serious fail
NS	Non-submission/Non-appearance

For some programmes, all assessments will be assessed on a pass/fail basis. If you want to check if your modules will be graded or pass/fail prior to commencing your exchange, let us know.

### **When will my assessment take place?**

You will find details in your programme handbook; on your timetable (Asimut) or on your Student Contract. If you aren't sure when your assessment is taking place, your module co-ordinator will be able to help.

In some cases your assessment might be scheduled differently from others on the module. This will be to allow you the opportunity to complete the assessment before your exchange finishes.

### **What if I fail an assessment – will I be offered a resit?**

If you fail any of your assessments, we will let your home institution know. Depending on the nature of the assessment, it might be possible for us to offer you a resit (for assessments that can be submitted remotely or if the resit can be taken before you finish your exchange).

Whether the Conservatoire provides you with a resit opportunity will be agreed with your home institution. Your home institutions' regulations will apply and it will be for them to decide how you overtake the failed credits.

If you have failed an assessment you can speak to a member of the International and Student Experience team who will be able to contact your exchange co-ordinator at your home institution.

### **What will happen if I don't submit an assessment?**

Work submitted late will not be accepted and will be recorded as a failure due to non-submission. If you do not submit your assessment on time, this will not be accepted and you will fail. If you do not attend a published assessment (such as a performance), you will also be failed due to non-submission/ no-show.

### **Can I have an extension?**

For some assessments this might be possible. You should apply for an extension to your deadline using an Extension Request Form (downloadable from your Student Contract). Extensions should normally be requested a minimum of 48 hours in advance of the deadline and are usually only granted for 1 or 2 working days, exceptionally for a maximum of 7 calendar days.

You will not be granted an extension for after your exchange has finished.



### **I'm unwell, what should I do?**

The first thing to do is to log your absence via Asimut. If you're going to miss a formal assessment you should contact either the module co-ordinator or your Programme Support Administrator.

If you miss any assessments due to illness you must follow the Personal Mitigating Circumstances (PMC) procedure. You should submit a PMC form and documentary evidence as soon as possible once you are well enough to do so.

If you are absent for more than 7 calendar days due to illness, you must submit a PMC form and medical evidence – even if you haven't missed any assessments.

It's really important that you follow this procedure or you could be failed due to non-submission/attendance.

### **Will my attendance be monitored?**

Yes - you are required to attend all lessons, classes, rehearsals and performances. Unauthorised absence is not permitted although you can request time off via the absence procedures.

### **I don't understand my grade, what should I do?**

You should read over your feedback and consider this in relation to the assessment criteria. If you are still unclear why you have received your grade, speak to your Head of Department/ Programme or the module co-ordinator.

### **Will I get a transcript?**

Your transcript will be sent to your home institution as soon as possible after your exchange has finished. Your home institution will be able to provide you with a copy of your transcript after it has been issued to them.

If you require a copy of your grades before finishing, you can print these via your Student Contract.

### **Where can I get more information?**

If you have any questions, you should arrange to speak to your Head of Department/ Programme or the module co-ordinator. You can also speak to the International and Student Experience team ([international@rcs.ac.uk](mailto:international@rcs.ac.uk)).

Copies of your programme handbook and the Rules and Regulations also provide further information. These can also accessed via: <https://inspire.rcs.ac.uk/course/view.php?id=203> (for programme handbooks) or <https://portal.rcs.ac.uk/qualityassurance/wp-content/uploads/sites/897/2019/10/Regulations-Codes-of-Procedure-and-General-Rules-2019-20-1.pdf> (for Rules and Regulations). Paper copies are available from the Academic Administration and Support Office.

### **Contacts and Useful Information**

- RCS Erasmus code = UK GLASGOW05
- RCS address = 100 Renfrew Street, Glasgow, G2 3DB, UK
- RCS Erasmus Coordinator – Sarah Ward – [international@rcs.ac.uk](mailto:international@rcs.ac.uk)
- Responsible Person for Bachelor of Music Performance, Composition and Jazz – Sam Ellis – [S.Ellis@rcs.ac.uk](mailto:S.Ellis@rcs.ac.uk)
- Responsible Person for Bachelor of Music Traditional Music and Traditional Music Piping – Joshua Dickson – [J.Dickson@rcs.ac.uk](mailto:J.Dickson@rcs.ac.uk)
- Responsible Person for Bachelor of Education Music – John Gormley – [J.Gormley@rcs.ac.uk](mailto:J.Gormley@rcs.ac.uk)
- Responsible Person for Master of Music – J Simon van der Walt – [js.vanderwalt@rcs.ac.uk](mailto:js.vanderwalt@rcs.ac.uk)
- Responsible Person for BA Acting – Ali de Souza – [A.deSouza@rcs.ac.uk](mailto:A.deSouza@rcs.ac.uk)
- Responsible Person for CPP – Laura Bissell – [L.Bissell@rcs.ac.uk](mailto:L.Bissell@rcs.ac.uk)
- Responsible Person for BA Musical Theatre – Emily Reutlinger – [E.Reutlinger@rcs.ac.uk](mailto:E.Reutlinger@rcs.ac.uk)
- Responsible Person for BA Filmmaking – Ray Tallan – [R.Tallan@rcs.ac.uk](mailto:R.Tallan@rcs.ac.uk)
- Responsible Person for BA PAD/PTM – Ros Maddison – [R.Maddison@rcs.ac.uk](mailto:R.Maddison@rcs.ac.uk)