

Satisfactory Academic Progress

All students applying for or receiving US Federal Aid (subsidized, unsubsidized and PLUS) at the Royal Conservatoire of Scotland (RCS) must progress satisfactorily towards completion of their chosen course of study.

The RCS operate under its Regulations, Codes of Procedure and General Rules. These are fully validated and reviewed on an annual basis. These are the overarching regulations of the Academy and all matriculated students must abide by these regulations and any specific programme regulations which will be confirmed in their individual programme handbooks.

These regulations include a number of policies such as:

- Student Disciplinary Procedure
- Complaints Procedure
- Equal Opportunities Statement
- Dignity at Work and Study Policy

These regulations are issued to all students of the RCS on an annual basis.

RCS Qualifications

In common with all other Scottish Higher Education Institutions, all programmes at the RCS are designed in accordance with the Scottish Credit and Qualifications Framework. (SCQF)

Before any student can have an award conferred, the student must have successfully completed an approved programme of study at the RCS.

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, provided that every candidate whose attendance or attainment is thus recognised shall attend an appropriate qualifying programme of study and shall pass the appropriate examinations.

In addition, students are required to attend all lessons, classes, rehearsals and performances. Unauthorised absence is not permitted and any such continued absences would be dealt with under the Student Disciplinary Procedure.

Academic Progression

Normally a student may progress on the programme of study provided that:

- i. they attend classes regularly and complete all of the work of the programme of study;
- ii they achieve a minimum pass mark (see below) on all assessment requirements to the satisfaction of the appropriate Progress Committee or Board of Examiners.

To obtain a pass in a component of the programme of study a student must normally complete all prescribed assessments to the satisfaction of the Board of Examiners. Where a component has a final examination, a student shall be permitted to sit this only if there is evidence that they have attended regularly and completed the work of the component.

All assigned and assessable course work which contributes to a final grade in any given component of a programme of study must be completed by the due submission date, unless prior permission has been given. Non-submission or incomplete assessment of any assessable element of a component of a programme of study 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 may affect progress to the subsequent years of the programme of study or graduation.

Work submitted late (up to five working days late) will be penalised two increments on the Common Assessment Scale per day (e.g. an essay assessed as C1, submitted two days late, will be penalised down to D2). The penalty will not turn a pass mark into a fail, therefore, a grade of D2 will become D3 and D3 will remain unchanged. Work submitted more than five working days late will not be accepted and will be recorded as a failure due to non-submission (necessitating the submission of new assignments as resits).

Failure to satisfactorily complete all required modules and achieve the minimum number of SCQF credits by the end of the academic year (following the resit diet if appropriate), may lead to termination of studies.

The minimum number of SCQF credits required in each academic year to permit progression to the next year of study is 120 (for undergraduate programmes and two year postgraduate programmes). On achieving the required number of credits, the Board of Examiners will confirm a progression status of "pass proceed".

At the discretion of the Board of Examiners, a student may be allowed to progress to the next year of study having achieved less than the required 120 SCQF credits. This would be in exceptional circumstances and will take the overall student profile into account. In these cases the student will progress with a "pass and carry" status.

Credit Definition

All modules delivered by the RRCS have an SCQF credit rating. The SCQF Framework is an integral part of the national framework that covers all forms of programmes and qualifications (for further information see: www.scqf.org.uk)

One SCQF credit equates to 10 hours of notional student effort (including classes, performances, independent study, research etc).

One year of undergraduate study equates to 120 credits (1200 hours of notional student effort).

Pass Mark

All students will be required to achieve the minimum pass mark to be deemed to have successfully completed the module.

For modules using a pass/fail outcome, the requirement will be Pass.

For modules using the RCS 17 point assessment scale the minimum pass mark is a D3.

Resit and Retake

All students shall be permitted to resit individual components of a module once although failure to achieve 60 SCQF credits or more, within any level of study, will normally lead to termination of studies. If a student fails a module at resit, there may, in exceptional circumstances, be one further opportunity to resit within the resit diet or to retake the whole modules in the following academic session.

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. 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.

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.

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. Students may not normally progress between levels of study, carrying a fail of more than 30 credits (i.e. failure of more than 30 credits would necessitate suspension of studies, normally for one year).

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.

If a student is receiving financial aid and has to resit or retake any components of a module, they will be placed on Financial Aid Probation. A student

The Code of Appeals is attached in Appendix 1.

Duration of Course

The maximum period allowed for the completion of a 4 year undergraduate programme of study (480 credit hours) shall normally be the normal duration of the programme of study plus two years (720 credit hours).

The maximum period allowed for the completion of a 3 year undergraduate programme of study (360 credit hours) shall be the normal duration of the programme of study plus one and a half years (540 credit hours).

The maximum period allowed for the completion of a postgraduate programme of study shall be the normal duration of the programme of study plus two years.

Temporarily Withdrawn Students

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.

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.

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 normally be required to re-audition prior to re-commencement of their programme in order that an assessment of their skills and needs might be made.

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.

Failure to Make Satisfactory Academic Progress

Academic Progression will be evaluated bi-annually. If a student fails to make satisfactory academic progress, the student will receive a Financial Aid Warning. This warning will last for one payment period (i.e. until the next disbursement), during which time the student can still receive financial aid.

If the student regains satisfactory academic progress by the next disbursement due date, the next disbursement will be released and the student will be removed from the Financial Aid Warning status.

If the student fails to regain Satisfactory Academic Progress by the next disbursement due date, they will no longer be eligible for Financial Aid (unless the student appeals) and funds will not be disbursed.

The student can appeal the decision within 14 days of being notified that their aid has been suspended by submitting a letter to Academic Administration and Support explaining why they did not meet SAP (e.g. injury, health, family reasons etc.) and what has changed that will allow them to meet the requirements.

Academic Administration and Support will discuss this with the school and/or adviser of studies and a decision and response will be sent to the student within 14 days.

If the appeal is unsuccessful, the student is no longer eligible for federal financial aid with immediate effect.

If the appeal is successful the student is placed on Financial Aid Probation. They will be given specific requirements to meet e.g. resitting and passing exams/submitting dissertations/making up lost module time etc. Eligibility for Financial Aid will continue.

If the above specific appeal requirements are not met then the student will again become ineligible for financial aid.

Please note: Regardless of the above, students who exceed 150% of the published length of their programme are no longer entitled to receive Federal Aid.