



# Academic Regulatory Framework

Revised by the Academic Board for September 2020

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## **Section 1: General Provisions**

### **1. Authority**

1.1 The academic regulations are made by the Academic Board under delegated authority from the Board of Governors.

1.2 The academic regulations are applicable to all academic programmes, courses, and modules offered as part of the senior school academic offer and to all students registered thereon. These regulations are not applicable to Guildhall Young Artists division, summer schools or other courses that fall outside of the senior school offer.

1.3 Amendments to the regulations approved during the academic year will come into effect on the first day of the next academic year except where the Academic Board has made a special resolution for an in-year amendment.

1.4 A request for a special resolution will be highlighted on the agenda of the Board and will require a reasoned argument to be submitted in writing. An in-year amendment will require the consent of the entire student cohort affected by the amendment and details of the consultation with students must be included in the reasoned argument.

1.5 Students will be entitled to be examined in accordance with the regulations in force at the time of enrolment for that academic year. Special resolutions made under 1.3 above, and any programme amendments (see 4.9 below) will have due regard to this entitlement.

1.6 The Academic Board (or the Chair or Deputy acting on the Board's behalf) may consider applications for suspension of the academic regulations. Applications, including a reasoned case, must be made to the Secretary & Dean of Students (or nominee) by the relevant academic Director. Suspension of the requirements for award will not be considered.

1.7 Any suspension of regulation relating to a named student will only be applicable to that student and will not, in itself, set a precedent.

1.8 In the event of a dispute over the interpretation of a regulation the Principal will be the final arbiter.

### **2. Delegations**

2.1 Under these regulations a named officer may delegate specifically or generally any of their powers to another officer holding a similar position or to a deputy recognised for that purpose. Further, serial, delegation is not permitted without the permission of the original named officer.

2.2 The Academic Board may establish ad hoc and standing committees and may delegate any of its powers except:

- the approval of School-level academic regulations;
- the approval of new academic programmes;
- the approval of academic partnerships.

### **3. Academic year**

3.1 The academic year will run from 1 August to 31 July and the dates of the main teaching terms will be determined by the Principal.

3.2 The word 'year' when used in these regulations without limitation will refer to the academic year.

### **4. Programme approval, amendment & review**

4.1 The Academic Board may establish programmes of study on the recommendation of the relevant departmental committee\* and will specify the validation and periodic review (revalidation) procedure. A programme of study must have financial approval from the Senior Management Team as well as academic approval in principle before it may be marketed to potential students as subject to validation.\*\*

*\* In this instance the Music, Production Arts or the Drama Programme Board.*

*\*\* Particular care needs to be taken to ensure CMA guidelines are followed.*

4.2 The level of study for award, and for each year of study and/or each module will be identified and correspond with a level specified in *The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ)*.

4.3 Any taught programme leading to an award identified in the FHEQ must meet the minimum credit requirements for that award in accordance with the Quality Assurance Agency's guidance *Academic credit in Higher Education in England* or its successor. The School's credit system follows the standard application of 1 credit representing 10 notional learning hours with a minimum of 120 credits for a full-time standard academic year and a minimum 180 credits for a full-time long academic year.\*

*\* In the design of a programme of study the full-time and part-time modes must be stated. A full-time programme will require a minimum of 21 notional learning hours on average each week.*

4.4 Research programmes leading to an award at level 8 will not be credit-rated.

4.5 In the design of a programme of study, reference should be made to relevant UK subject and qualification frameworks. In music reference may also be made to European frameworks.

4.6 Each taught programme of study will have a programme specification approved at validation or revalidation/periodic review. Each module forming part of the programme will have a module specification approved at validation or

revalidation/periodic review. Together the programme and module specifications and the assessment criteria, published annually as the “Gold Copy”, will be the definitive document setting out a programme’s intended learning outcomes, expected learning achievements, the mode of study and the teaching and the assessment methodologies.

4.7 The School reserves the right to amend any aspect of the “Gold Copy” for a specific programme during the period of validation and during the period of study of a student enrolled on that programme subject to the provisions of 1.3 to 1.5 above and 4.9 below.

4.8 The maximum and minimum period of study, including any periods of interruption, will be stated in the relevant programme specification. However, in no instance shall the maximum period of study be more than 7 years (full or part-time study) except for a doctoral programme where the maximum period of study shall be six years full-time or nine years part-time.

4.9 Amendments to a programme or module specification or assessment criteria must be considered by the relevant departmental committee and all major amendments presented to the Academic Board for approval; representatives of the student body must be involved in the decision making. Where a significant amendment at the programme level is proposed or a significant amendment to a module worth more than 20 credits is proposed\* the affected cohort of registered students must be consulted in advance of the proposal being presented to the departmental committee and a consensus achieved and recorded. If a consensus cannot be achieved, the proposal may only be approved for new students and transitional arrangements will need to be put in place for current students. Amendments approved during the academic year will come into effect on the first day of the next academic year except where a special resolution for an in-year amendment has been made by the Academic Board (see 1.3 above).

\* A significant amendment will be:

- To the award to which a programme leads – including variation to an exit award;
- to the award classification boundaries or award classification algorithm
- the overall programme aims and/or intended learning outcomes;
- the approved length and/or mode(s) of study of the programme;
- the deletion or replacement of a module worth more than 20 credits where the effect of this would lead to an alteration in the overall aims and/or intended learning outcomes of the programme;
- a significant change to the resources required to deliver the programme or module.
- a significant reduction, 10% or more, in the contact hours required to deliver a module
- a significant alteration in the learning or teaching methods or to the methods of assessment (e.g. shift from placement to lecture)
- a combination of minor changes that, when aggregated, is deemed to constitute a major change.

4.10 Each programme will be subject to periodic review to ensure a programme’s continuing validity and relevance. The period of review will be established at

(re)validation but each periodic review must take place within five years of a programme's approval or its previous review. However, the Academic Board may require a review at any point. The Senior Management team will need to confirm the continuing financial viability of the programme before revalidation is confirmed.

4.11 The decision to close a programme on which students are already registered will be taken by the School's Board of Governors which will have sought the advice of the Academic Board and the Senior Management Team.\* Any decision will give consideration to the School's obligations to those students already registered and ensure that arrangements are in place for the students to complete their programme of study.

\* See *Student Protection Plan*

## **5. Emergency provisions**

5.1 The School reserves the right in an emergency situation and/or during a local, national or global crisis outside of its control to vary the teaching and assessment delivery of a programme whilst maintaining the commitment to the broad curriculum framework of a programme and enabling students to meet the learning outcomes of that programme. Wherever possible, students will be consulted and the External Examiner will be invited to comment. Students will always be notified of the changes and their impact.

## Section 2: Admission, enrolment & registration

### 1. Admission of students

1.1 Applicants who meet the general entrance requirements of the School and the specific requirements of an approved programme of study may be admitted to the School on behalf of the Principal by the Head of Administration for the relevant academic area, or their nominee, subject to the procedures for enrolment established by the School.

### 2. Entrance qualifications & requirements

2.1 In order to be admitted to the Guildhall School of Music & Drama a student must:

- i. meet the specific requirements for the programme of study detailed in the programme specification including, but not limited to, any of the following: a specified level of previous study; assessment at audition, interview, and group work; and assessment of folio submission, recording submission, medical self-assessment or references;
- ii. have demonstrated to the School's satisfaction, taking into account individual circumstances, the intellectual maturity necessary to gain full advantage from the educational experience offered by the programme of study;
- iii. have satisfied the School about any arrangements which are considered necessary if the student is under 18 years of age;
- iv. demonstrate a satisfactory criminal records check where applicable;
- v. have an appropriate visa, where applicable;
- vi. comply with the enrolment procedure laid down by the School, including the payment of fees
- vii. be fit to study (Regulation 6 of Section 5B: Course participation policy refers).\*

*\* An incoming student should assess their own health and fitness and should not enrol if they knowingly have a health problem that is likely to have an adverse impact on their own studies or the studies of others or result in unreasonable demands being placed on staff or other students. This regulation does not apply in respect of a disability where reasonable adjustments will always be made to accommodate a student's needs. Nor does it apply to short-lived minor illnesses. Options for deferring study should be discussed with the programme leader.*

2.2 Except by mutual agreement in one-to-one lessons, the language of instruction in the School is English and all students must have a good command of English and be able to apply this in an academic environment. All applicants for whom English is not their first language, except applicants for the BA& MA in Acting programme, will be required to provide certificated proof of their competence in English prior to registration or pass the School's own English language assessment.\* The standard of proficiency required by the School will be published annually on its website. For the acting programme, English language fluency must be demonstrated at audition.

*\* Proficiency will need to be demonstrated in another form in reading, writing, speaking and listening. A record of the assessment in each of the four components must be kept. For Tier 4 visa students, this record may be inspected by UKVI visiting officers.*

2.3 Where an applicant considers that the School has not adhered to its own policy and procedure or has experienced poor customer service, the Admissions Complaints Procedure may be invoked.\* Disagreement with the academic judgement of the audition/interview/selection panel in reaching its decision does not constitute grounds for a complaint.

*\* The full procedure is available to applicants from the website.*

### **3. Non-standard entry**

3.1 All applications for non-standard entry will be considered on a case-by-case basis and co-ordinated in accordance with the procedures laid down by the School. All non-standard admissions will be monitored by the relevant Programme Board and the Academic Board on an annual basis.

#### **3.2 Transfer from another higher education institution**

3.2.1 Subject to meeting the School's general requirements, applicants may transfer directly to an appropriate point on an approved programme in a similar field of study.

- a) To be eligible for the award of an undergraduate degree a student must complete successfully a minimum of two years of consecutive study with the Guildhall School, including the final year of the programme.
- b) To be eligible for the award of a taught postgraduate degree a student must complete a minimum of two terms of study for a programme of one calendar-year full-time duration or a calendar year for a programme of two calendar-years full-time duration. The period of study must include the final recital and/or any research component/folio submission where relevant.
- c) For research students see Regulations 2.16 to 2.17 of *Section 4: Research degree regulations*.

3.2.2 Following successful completion of the programme of study, the award of honours or other classification will be based solely on the assessment undertaken under the direction of the School.

#### **APEL: Accreditation of prior (experiential) learning**

3.3 An applicant whose qualifications do not conform to those prescribed in the relevant programme specification may be considered for admission on the basis of their professional background and/or experience or general education, scholarship, and/or training. Confirmation of admission and continuing registration may be subject to a further examination or qualifying period of study, or special scheme of study, as specified by the relevant academic department.\*

\* See *Non-standard entry policy and procedure*.

## **4. Enrolment & registration of students**

4.1 Students wishing to follow a programme of study or to undertake research are required to enrol annually according to the procedures laid down by the School. Registration on a programme of study must be confirmed within two weeks of the official start date of the programme.

4.2 The official start date of a programme will be the first day of the autumn term of the academic year.

4.3 An individual must be in good standing with the School to enrol. A student with an outstanding debt from a previous programme of study at the School, for any reason, will not be permitted to register on a new programme of study. Any continuing student indebted to the School for tuition fees may not be permitted to re-enrol at the beginning of an academic year.

4.4a A new or continuing student who has not engaged with the enrolment or the re-enrolment process by the end of week two of the autumn term will have their offer withdrawn or their student status terminated. Any deposit paid will be non-refundable in line with the Tuition fee & debt collection policy.

4.4b A new or continuing student who has not completed enrolment in full by the end of week six of the autumn term will have their student status terminated. Fees will still be due for the autumn term and any deposit paid will be non-refundable in line with the Tuition fee & debt collection policy.

4.4c A leave of absence at the beginning of a term must be requested and approved on eGo in advance and the student will be required to engage with all and any on-line enrolment activities. Additionally, Tier 4 students must discuss their request with the Assistant Registrar (Admissions & Enrolment) in advance to explore the implications for their visa status.

4.5 The enrolment process will include the student signing an agreement\* to comply with any regulations, policies or directions which are from time to time made or given by the School, by the Principal, or by other members of staff acting with the authority of the Principal. Regulations and policies will be available to students via the School intranet and key documents will be summarised in the *Student Handbook*.

\* *This will include electronic sign-off for on-line registration.*

4.6 A student who has been awarded a qualification by the School, or has exhausted all available assessment attempts leading to that qualification, may not subsequently be registered on a programme of study leading to the same qualification.

4.7 Students may not normally transfer their registration to another programme of study within the School.

4.8 No student studying towards a degree will be permitted to be registered concurrently within the School or at another higher education institution unless a special scheme of study has been approved by the relevant Programme Board and the Academic Board.\*

*\* Standing provisions are in place for specific students on the Guildhall Artist Masters programme transferring from the vocal department to Opera.*

## **5. Attendance**

5.1 All students will follow the approved programme of study as set out in the programme specification for that year except where variation, by way of a special scheme of study, has been approved for an individual student in advance of their annual enrolment. A special scheme of study will require the approval of the Programme Board and the Academic Board.

5.2 The programme specifications will state the duration of the programme in full-time and, where applicable, part-time mode. They shall also specify the minimum period of study for the award and the maximum period for which credit for the award may be counted. In no instance shall the maximum period of study including any periods of interruption be more than 7 years (full or part-time study) except for a doctoral programme where the maximum period of study shall be six years full-time or nine years part-time.

5.3 A student may transfer their registration to another mode of attendance (where offered) subject to the following conditions:

- i. that there are good academic reasons for the transfer;
- ii. it is permissible within their visa status;
- iii. that the transfer takes place by no later than end of week six of the autumn term;\*
- iv. that the transfer has the approval of the relevant academic Vice-Principal and Director, or their nominee; and
- v. that, where relevant, scholarship money awarded for a more intensive mode of study is returned.

*\* Transfer may affect a student's eligibility for the UK government PG Loan.*

5.4 The period of study shall normally be continuous except in the following circumstances:

- i. Where a student has had, or is scheduled to have, an absence of 25 working days or more during term time due to illness, medical treatment, bereavement or other cause, interruption of studies will be required.\*
- ii. an academic Director, may at their discretion, permit a student to interrupt their studies for a period of up to one year on the grounds of illness or other adequate cause,\*\* provided that the total duration of the student's programme of study, including any such interruption, does not exceed the maximum period specified in the programme documentation. Except for

maternity leave, a second year of interruption will be considered exceptional and will require the approval of the Academic Board.

- iii. by order of the Student Disciplinary Committee, Progress Review Committee, or under Principal's Emergency Powers, a student is required to interrupt their studies.

*\* For doctoral students this will be 30 days not covered by permitted annual leave.*

*\*\* Where an interruption is granted for professional purposes and assessment is deferred, a fee will be payable for the deferred assessment.*

5.5 Once approved, any conditions, including completion of outstanding assessments for progression, will be specified in writing by the Department prior to interruption (copy to be lodged with Registry for student's file).

Any period of interruption, as a minimum, will be until the start of the next academic term. Re-entry from intermission will always be at the start of a specified academic term and additional fees may be due where this will result in the additional teaching provision.\* Any remission of fees due to exceptional circumstances must be agreed with the Secretary & Dean of Students (or nominee, usually the Head of Registry Services) before the start of intermission.

*\* For the avoidance of doubt, this regulation applies to doctoral students.*

For some programmes, e.g. Music, a student may be required to pass a re-entry diagnostic audition or interview.

Where a student has interrupted their studies on the grounds of illness, the academic Director or Secretary & Dean of Students (or nominee) may require confirmation from a recognised health practitioner\* that the student is fit to return to study. Where there is a significant mental health issue, the academic Director or Secretary & Dean of Students (or nominee) may require confirmation of fitness to return to study from a School appointed clinical psychiatrist.

*\* A recognised health practitioners shall be one of the following (or their overseas equivalent) (i) a practitioner recognised by the GMC, GDC or HCPC, or (ii) a nurse practitioner recognised by the NMC. In some instances, where there has been a physical illness or injury affecting a student's ability to study, an occupational health therapist report may be specified. In the case of mental health, confirmation may be required of a recognised mental health practitioner; a mental health nurse, a psychiatrist or psychotherapist/counsellor registered with a recognised national body.*

A student returning from a period of interruption will normally follow the same programme of study and module choices as that undertaken prior to interruption except where this is no longer available. No student will be allowed more than their overall number of attempts under the programme regulations.

5.6 Except where the programme of study specifies otherwise, or where explicit permission has been granted by the relevant academic Director for an external engagement, a student is required to centre their academic activities on the School and to attend personally for studies and assessment at such times as the School

might require. Students are required to participate fully in the procedures that the School has in place to monitor their progress, and absences without good cause may be investigated under the *Course participation policy* and may result in action under the Student code of conduct.

5.7 Systematic poor participation leading to a meeting of the Progress Review Committee may result in a student's registration being terminated and/or, for overseas students, a report being submitted to the UK Visas and Immigration.

## **6. Withdrawal**

6.1 A student who wishes to withdraw from their programme of study should notify their academic Director and Student Affairs and complete the relevant proforma (available from Registry).

6.2 At least one term's notice is required for withdrawal otherwise a penalty fee will be payable.

## **7. Termination of studies**

7.1 Decisions on admission are taken in good faith by the School on the basis that the information given is accurate and correct. If it is subsequently discovered that information given is untrue or inaccurate the School may refuse admission or terminate without notice a student's registration.\*

*\* A student may appeal a decision to terminate without notice under the provisions of Regulation 10 of the Disciplinary procedure.*

7.2 Any student required to demonstrate a satisfactory criminal records check prior to registration should inform the School of any breaches of the law during their programme of study which fall within the category of those required to be disclosed at admission. Where a specific breach of the law would render the student ineligible to continue on their programme of study, the student's registration will be terminated without notice. Failure to disclose a breach of the law may result in disciplinary action under the School's *Code of Conduct*.

7.3 A student's registration may also be terminated for:

- i. failure to engage in enrolment process (see 4.4a and 4.4b above)\*
- ii. lack of academic progress (see *Course participation policy*); or
- iii. failure to meet the requirements of the programme including failure at examinations (see Regulation 10.6, Section 3); or
- iv. as a misconduct penalty (see Regulation 8.2, Section 5A and the academic misconduct regulations of the relevant validating body).

*\* A student/applicant can request as Administrative Review of their student status termination under the Tuition fee payment, enrolment and debt collection policy.*

7.4 The School reserves the right to terminate a student's registration for non-payment of fees or failure to meet any other debt to the School associated with their academic studies provided notice has been given in accordance with the *Tuition fee payment, enrolment and debt collection policy*.

## Section 3: General assessment regulations for taught programmes

### 1. Authority

1.1 The Academic Board is responsible for all teaching, assessment and research undertaken within the School and the School's academic reputation. The authority to confer and revoke the following awards lies with Academic Board:\*

*\* The Academic Board will delegate its authority to ratify individual awards to the School Board of Examiners.*

Approved degrees and their associated exit awards of the Guildhall School of Music & Drama:

- BA in Acting
- BA in Acting Studies
- MA in Acting
- BA in Technical Theatre Arts/BA in Production Arts
- BA in Video Design for Live Performance
- BA in Performance & Creative Enterprise
- BMus
- PGCert in Performance Teaching
- MMus
- MPerf (Guildhall Artist)
- MComp (Guildhall Artist)
- MA in Music Therapy
- MA in Opera Making & Writing
- MA in Collaborative Theatre Production & Design
- Artist Diploma

Approved non-degree awards:

- AGSM (Associate of the Guildhall School)
- Advanced Certificate
- Short Term Music Programme

1.2 City University London, as validator, has oversight of the School's research degree programme and the awards of MPhil, DMus and PhD.

1.3 The Academic Board may consider (and recommend to the relevant validating institution where relevant) the revocation of any award if it is discovered at any time and proved to the satisfaction of the Academic Board that:

- a) there was a significant administrative error in the decision making process leading to the award; or

- b) subsequent to award, relevant and significant information, which was unavailable at the time the award decision was made, determines that a candidate's classification and or award should be altered.

## **2. Principles of assessment**

### **2.1 Assessment will be:**

- related to the learning outcomes specified in the associated programme/module specification;
- rigorous and designed to support high standards;
- transparent in process;
- equitable in both design and operation;
- varied, both supporting individual development (formative) and evaluating individual achievement (summative);
- reliable.

### **2.2 In furtherance of these principles, the School will:**

- have regard to the UK Quality Code for Higher Education;
- facilitate the maintenance of standards in awards by ensuring that external scrutiny of its programmes of study is undertaken through the appointment of External Examiners;
- ensure that, wherever practicable, all initial assessment decisions involve two or more examiners acting together either via panel assessment, double marking or sample moderation;
- ensure that the criteria for the assessment of awards are kept under review;
- have in place procedures for the consideration of extenuating circumstances;
- ensure that proper mechanisms exist for the resolution of complaints and appeals of an academic nature;
- establish regulations and procedures for dealing with misconduct of an academic nature, specifically that concerning examinations and assessments and research;
- encourage students to participate in the improvement of teaching and assessment practices in the School by facilitating arrangements for obtaining and considering student feedback;
- have regard to the rules of any validating or external professional accrediting body.

## **3 School Board of Examiners terms of reference and membership**

3.1 Academic Board shall establish a School Board of Examiners with delegated responsibility to consider, for approval, recommendations from the Programme Assessment Boards for the award of degrees, diplomas and certificates and other academic distinctions to named individuals. The School Board of Examiners will also advise the Academic Board on any matters relating to the assessment of students.

## 3.2 Terms of reference

The School Board of Examiners shall:

- a) ensure that the procedures for the examination and assessment of programmes of study within the School are conducted in accordance with School regulation and policy and in a manner which is fair, impartial and consistent.
- b) advise the Academic Board on matters concerning School examination policy and procedures; quality assurance procedures and on the monitoring of standards as they apply to examination and assessment processes.
- c) consider, for approval recommendations of the Programme Assessment Boards for individual awards.
- d) consider, on the recommendation of the Programme Assessment Boards, individual student circumstances as they affect their assessment(s), especially where these concern the final recommendation for an award or progression.
- e) receive the minutes of the meetings of the Programme Assessment Boards.
- f) consider award data and make recommendations on any issues raised.
- g) receive an overview of External Examiners' reports and make recommendations on any issues raised.
- h) monitor the appointment of External Examiners to ensure that Boards are compliant with relevant membership regulations.

## 3.3 Membership

3.3.1 The membership of the School Board of Examiners shall comprise:

- Chair – who will also be the Chair of the Academic Board.
- The Deputy Chair (who will be the Associate Dean, or in their absence, the Head of Music Programmes).
- Programme leaders of programmes leading to a taught award. Current programmes comprise:
  - BA & MA in Acting
  - BA in Acting Studies
  - BA in Technical Theatre Arts/BA in Production Arts
  - BA in Video Design for Live Performance
  - BA in Performance & Creative Enterprise
  - PG Cert in Performance Teaching
  - BMus (including AGSM)<sup>†</sup>
  - Guildhall Artist Masters programme<sup>†</sup>
  - MA in Music Therapy
  - MA in Opera Making & Writing
  - MA in Collaborative Theatre Production & Design<sup>\*</sup>
  - Artist Diploma

Each programme leader will have a named alternative who will count for quoracy.

3.3.2 The quorum shall be 50% of the membership plus 1 (minimum 6) for an ordinary meeting and must include representatives from music, drama and production arts directorates (excluding the Chair) when recommendations for award are considered. In the event of a disputed decision a vote will be taken by a show of hands of all members present and the Chair will have an additional casting vote.

3.3.3 External Examiners will be expected to attend the Programme Assessment Boards and will not be required to attend the School Board of Examiners. However, if for some reason an External Examiner is unable to attend a Programme Assessment Board they will be invited to attend the relevant School Board of Examiners meeting when it meets to consider recommendations for award; their presence will not count for quoracy.

3.3.4 The following will be invited to attend each meeting of the School Board of Examiners

- Secretary & Dean of Students
- Head of Registry Services
- Quality Assurance Officer (Assessment & Progression) – Board Secretary
- Head of Music Administration
- Head of Production Arts & Drama Administration

### **3.4 Modus operandi**

3.4.1 As a minimum, the School Board of Examiners will meet twice at the end of the summer term and twice in the autumn term to consider results for ratification. It may also meet once in the Spring term to consider general assessment matters.

3.4.2 Responsibility for servicing the School Board of Examiners will reside within Registry.

3.4.3 Results of the preceding assessment cycle will be included in the Academic Board's annual report to the Board of Governors.

## **4. Programme Assessment Boards: terms of reference & membership**

4.1 The Academic Board shall establish two Programme Assessment Boards, one for Music and one for Production Arts & Drama, which shall oversee the assessment processes for that subject area and shall make recommendations, as appropriate, to the School Board of Examiners (or its successor).

4.2 The Programme Assessment Boards shall have the following terms of reference:

- i. to agree the marks obtained by each candidate in the separate component assessments which make up the overall module mark, any aggregate marks

- where relevant and the overall module marks and credit to be awarded, in accordance with the assessment rules and programme regulations;
- ii. to make recommendations to the School Board of Examiners in respect of final awards and classifications, and reassessment and progression;
  - iii. to agree the marks and resit provisions, on an interim basis, obtained by candidates in half-year module and other assessments where relevant;
  - iv. to make recommendations to the School Board of Examiners relating to cases of extenuating circumstances, cases of academic misconduct, and any special measures relating to placements or periods of study abroad;
  - v. to ensure that assessment is operated fairly within programmes and that the principles and policies of assessment are applied consistently;
  - vi. to keep under review the validity of the assessment criteria;
  - vii. to ensure that the reliability of assessment is demonstrated;
  - viii. to make recommendations to the relevant Programme Board and the Academic Board on the scheduling and amount of assessment, as appropriate;
  - ix. to ensure compliance with the School's Equal Opportunities policy, including the receipt of declarations of interest, involvement or relationship with any student whose assessments are being considered.

4.3 Each Programme Assessment Board shall have the following membership:

- relevant Academic Director (in the Chair)
- Director(s), Assistant Director(s) responsible for the programme(s)
- Programme Leaders/Heads of Pathway (or equivalent)
- All Heads (or Deputies) of Department
- Module leaders, pathway leaders or assessors as appropriate
- The External Examiner(s) for the programme

and the following shall be in attendance:

- Secretary (member of Production Arts & Drama or Music Administration)
- Head of Registry Services
- Head of Music or Production Arts & Drama Administration or nominee (Executive Officer)
- Quality Assurance Officer (Assessment & Progression)
- Head of Student Affairs or nominee.

## **5. Programme Assessment Board: conduct of meetings**

5.1 The Programme Assessment Boards shall meet as often as necessary to consider student results in a timely manner but at least twice a year in June/July and September/October.

5.2 The quorum for an ordinary meeting shall be one third of the membership including at least one External Examiner.

5.3 The quorum for an interim meeting (where results are not finalised) shall be one third of the membership.

5.4 Decisions of a Programme Assessment Board shall be arrived at by a majority vote of the members present. The Chair shall have an additional casting vote.

5.5 A member of the Programme Assessment Board who has, or has had, a close personal relationship with a student whose results are due to be considered at a meeting, shall declare a conflict of interest at the beginning of the meeting, and exclude themselves from any discussions or decision-making in respect of that student.\*

*\* A close personal relationship may be familial, business, or of a sexual/romantic nature. In the case of a non-familial relationship staff members are advised to consult the School's policy statement on relationships between staff and students.*

5.6 The Chair shall ensure that a proper record is kept of the proceedings and the decisions of the Programme Assessment Board, and that the confidentiality of such proceedings and decisions and the record of them are preserved.

## **6. Appointment of External Examiners & Specialist External Assessors**

6.1 External Examiners will be appointed by the Academic Board following consultation with the Programme Board in accordance with the procedures approved by the Academic Board.

6.2 The duties of an External Examiner will be prescribed by the School or validating body (for research degrees) but will include:

- familiarisation with School assessment procedures and criteria;
- taking an overview of assessment incorporating, as appropriate, moderation, attendance at assessment events, review of recordings of assessment events, review of marked coursework, and monitoring of assessment procedures;
- attendance at the Programme Assessment Board and the assessment body of the relevant validating institution where required;
- submission of an annual report to the validating institution.

6.3 Specialist external assessors for Music will be appointed by the Music Programme Board under delegated powers from the Academic Board. Appointments will be considered on an annual basis at the summer-term Programme Board.

6.4 The appointment of a specialist external assessor will be determined by the individual's professional standing in the relevant Principal Study area\*. The Music Programme Board may exclude or terminate an appointment where:

- i. an assessor has been a teacher of the student being examined in the last two years;
- ii. an assessor has served for more than four years in a row (reappointment may not occur until a period of two years has elapsed);
- iii. an assessor is an External Examiner for the School or has previously served as an External Examiner for the School within the last two years.

\* e.g. *institutional affiliations, recent high-profile engagements.*

6.5 The duties of a Specialist External Assessor are:

- familiarisation with School assessment procedures and criteria;
- attendance at specified assessment events;
- contributing to panel discussions and arriving at an agreed final mark;
- submission of written feedback for the student being assessed.

## **7. Setting of assessment**

7.1 The methods of assessment will be listed for each module in the module specification. Students will be entitled to be examined in accordance with the module specification extant at the time of annual enrolment.

7.2 External Examiners will be required to comment on the validity of the assessment methodology in their annual report.

7.3 A Programme Assessment Board may recommend exceptionally to the School Board of Examiners or its successor that provision is made for a student to undertake an alternative form of assessment where it is impracticable for a candidate to be assessed or reassessed in the prescribed elements and/or methods of the examination. However, a student given alternative arrangements shall be assessed on equal terms with other students.

## **8. Attendance at examinations & submission of coursework**

8.1 Students are required to attend all scheduled assessment events. Non-attendance without prior approval or good cause (see 8.6) will result in a mark of zero being awarded.

8.2 A student may be excluded by the Head of Department from an assessment event/component where the assessment event/component is a performance and the student has either not participated in the relevant rehearsals or has not participated in the planning and preparation activities. Exclusion from an assessment may impact the overall assessment and programme mark.

8.3 Students are required to submit coursework by the dates published in the relevant programme or departmental handbooks or other communique. Late submission, for assessments submitted as a first attempt, will be subject to an escalating penalty (as detailed in (b) to (c) below and non-submission after 4:00pm on the Friday of the submission week without good cause will result in a mark of zero being awarded. As resits are already capped at the pass mark, assessments submitted at resit must be submitted on the due date; a late submission will be considered a non-submission and a mark of zero awarded.

(a) Submissions will normally be scheduled to fall on a Monday; 4pm for all departments, and 10am for Music.\*

*\* Any submission after the published time will count as a Tuesday submission. Similarly, any submission received after 4.00pm or 10am (according to department deadline) on Tuesday will count as a Wednesday etc, and will receive the commensurate penalty for that day. With the agreement of the department, hard copy submission may follow electronic submission where both are required.*

### **At the first attempt**

(b) If the deadline is missed, the penalties for late submission on the same week will be as follows:

- Hand in on Tuesday: Deduct 5 percentage points\*, but not below minimum pass (40 or 50) if a pass.
- Hand in on Wednesday: Deduct 10 percentage points, but not below minimum pass (40 or 50) if a pass.
- Hand in on Thursday: Deduct 15 percentage points, but not below minimum pass (40 or 50) if a pass.\*
- Hand in on Friday: Deduct 20 percentage points, but not below minimum pass (40 or 50) if a pass.

*\* A percentage point relates to point on a marking scale of one to one hundred and not a percentage of a mark on a different scale.*

(c) Failure to hand in work by 4.00pm for all departments, or 10am in Music, on the Friday of the submission week will be considered a fail and a resit fee will apply for resubmission.

8.4 A student may not repeat a module already taken as part of a different programme of study or submit the same piece of work, or present the same piece for performance, for more than one module or module component. Neither may a student count a formal assessment event towards more than one module or module component

8.5 A student is responsible for their own health and wellbeing. If a student submits coursework or attends an assessment event (e.g. recital) they are declaring that they are fit (physically and emotionally) to take that assessment. Therefore, if a student feels that their personal circumstances are seriously affecting their ability to prepare for, or take an assessment, they should seek a deferral under 8.7.

8.6 A significant personal, medical or family problem that was unplanned and unforeseen and is outside of a student's control that is negatively affecting their academic performance is known as a 'personal extenuating circumstance'. Holiday arrangements will not be accepted as an exceptional circumstance. A professional extenuating circumstance is a performance opportunity (or associated rehearsal) relevant to a student's programme that creates a clash with a scheduled assessment. The demands or stresses of employment will not be considered a professional extenuating circumstance.

8.7 The rescheduling (deferral) of an examination or the extension of a deadline may be granted for extenuating circumstances.

- i. In the case of a medical reason, a certificate from a medical practitioner\* must be submitted at the first opportunity along with the relevant proforma. Self-certification will not be acceptable except where special circumstances apply (e.g. Covid-19).
- ii. In the case of professional reasons, students must seek permission in advance using the relevant form (as detailed in the relevant programme handbook). In general, all extensions and rescheduling for professional reasons will normally be required at least a week in advance of the original date.

Any deferral granted prior to the Extenuating Circumstances Panel will be subject to confirmation by the Panel (see 8.9 below).

*\* A current medical certificate from one of the following (or their overseas equivalent) will be acceptable, (i) a practitioner recognised by the GMC, GDC or HCPC, or (ii) a nurse practitioner recognised by the NMC. In the case of mental health, confirmation may be required of a recognised mental health practitioner; a mental health nurse, a psychiatrist or psychotherapist/counsellor registered with a recognised national body.*

8.8 An assessment may only be deferred once for medical reasons unless there are exceptional circumstances. A request for a second deferral will need to be considered by the full Extenuating Circumstances Panel with supporting documentation.

### **Extenuating Circumstances Panel**

8.9 An Extenuating Circumstances Panel will be established to:

- i. evaluate extenuating circumstances submissions made prior to a scheduled assessment event or deadline for confirmation or alteration of decisions to defer;
- ii. monitor the approval of extension requests to ensure a consistent approach across departments;
- iii. consider extenuating circumstances submissions made after the scheduled assessment event or deadline with a view to recommending to the Programme Assessment Board retrospective approval of deferral;\*
- iv. consider extenuating circumstances submissions made after the scheduled assessment event or deadline with a view to recommending to the Programme Assessment Board that consideration be exercised in the determining of a student's progression or award classification;
- v. convene as required to consider any appeals on grounds of extenuating circumstances which have been referred back to the Extenuating Circumstances Panel for consideration following an appeal.

*\* A minor illness that would not normally prevent a professional recital from proceeding will not be grounds for a deferral, or grounds for exercising discretion for an award classification.*

8.10 The Extenuating Circumstance panel members will comprise:

- Chair: A Programme Leader or their teaching staff nominee (to alternate annually between the three Divisions)
- Six teaching staff members, two drawn from each Division.

The quorum shall be four; the Chair plus one academic staff member from each Division.

8.11 The following staff members shall be in attendance to provide advice but shall not be involved in the academic decision making:

- Head of Student Affairs (or nominee)
- Head of Music Administration (or nominee)
- Head of Production Arts & Drama Administration (or nominee)
- Quality Assurance Officer (Assessment & Progression) or other Registry representative

8.12 Extenuating circumstances submitted after a School Assessment Board can only be considered under the academic appeal procedures (see 14 below).

8.13 Any adjustments in respect of extenuating circumstances will be mindful of the need to ensure the student can, under the revised arrangements, demonstrate the learning outcomes associated with the original assessment, and will also be mindful of the need to ensure parity in the assessment of all students. The approval of adjustments to already approved adjustments will require a Special Scheme of Study.

## **9. Marking**

9.1 Assessment criteria for a programme of study will be drawn up at validation and reviewed as part of programme review. New programme assessment criteria must map to the School-wide assessment criteria.

9.2 All examiners and assessors will be given a copy of the relevant assessment criteria and the relevant classification bands.

9.3 All marking decisions will, where practicable, involve at least two examiners/assessors in addition to the assessment overview of an External Examiner. For recitals and other practical examinations at least two examiners/assessors shall act together either in person as a panel or through the recording of the event. For written submissions, as a minimum, there will be one marker followed by internal moderation.

9.4 An examiner may not mark/assess the work of a student where they have, or have had, a close personal relationship with that student.\* Any potential conflict of interest should be reported by the examiner to their Head of Department prior to the marking taking place. The Head of Department, in consultation with the relevant Programme Leader, will determine whether there is a conflict of interest and, if so, the new arrangements for examining the student's work.

9.5 Feedback on assessment will be provided to the student within six weeks of the assessment event or the coursework deadline.

*\* A close personal relationship may be familial, business, or of a sexual/romantic nature. In the case of a non-familial relationship staff members are advised to consult the School's policy statement on relationships between staff and students.*

## **10. Reassessment**

10.1 A student will be permitted a maximum of two attempts at an assessment.

10.2 Where a student has failed at a first attempt the Programme Assessment Board will determine the method and timing of the reassessment in line with the programme specification. The Programme Assessment Board will recommend to the School Board of Examiners (or its successor) whether reassessment will require the student's attendance at additional classes.

10.3 Where a student cannot be reassessed in the same format as at the first attempt due to practical difficulties related to performance and/or collaborative work, a Programme Assessment Board may recommend, where permitted in the programme documentation, an alternative form of assessment which equally meets the learning outcomes and standards. This should be in the format of a special scheme of study (see also Regulation 5.1 Emergency provision in Section 1: General Provisions).

10.4 A resit fee will apply and in addition, where attendance at classes is required, the student will be liable for the costs of any additional teaching.

10.5 All reassessment will be capped at the pass mark.

10.6 Failure at reassessment, where a failed module or a failed component cannot be compensated, may lead to a recommendation of Fail/Withdraw to the relevant assessment board and termination of the student's student status

## **11. Consideration of results**

11.1 The module requirements for award, compensation provisions, the method for calculating the degree classification (or other award divisions), and the availability of an exit award (and award requirements) shall be detailed in the programme specification. However, the following minimum pass marks and classification boundaries shall apply:

a) Undergraduate awards (levels 4, 5 & 6)

<b>Award</b>	<b>Percentage</b>
First Class (or distinction)	70%
Upper Second Class (or merit)	60%
Lower Second Class	50%
Third Class (module pass/overall pass)	40%

b) Masters level awards (level 7)

<b>Award</b>	<b>Percentage</b>
Distinction	70%
Merit	60%
Module Pass/Overall Pass	50%

11.2 The overall aggregate produced from the algorithm as detailed within the relevant programme specification will determine a student's classification. There will be no consideration of borderline aggregate marks falling below the boundaries listed in 11.1 above.

### **11.3 Chair's action**

The School Board of Examiners (or its successor) may authorise the Chair of the School Board to take action on its behalf outside of a meeting in respect of matters urgent or non-contentious. Such matters include, but are not limited to, the approval of student progression or the award of a degree where results have missed being considered by the full Board due to deferral for extenuating circumstances. Chair's action will be reported to the next meeting.

## **12. Academic misconduct (including plagiarism)**

12.1 Students are required to abide by the relevant general and specific regulations governing assessment. Failure to observe any of the regulations may result in a fixed penalty mark (e.g. where a recital is too long or short) or consideration under the academic misconduct procedure.

12.2 Any irregularity connected with a musical performance assessment, e.g. not abiding by time-limits, memory requirements etc., will be considered by the Music Department's Performance Irregularities Committee.

12.3 Any coursework presented for assessment may be submitted to a plagiarism/collusion detection service and the findings considered as part of an investigation under the academic misconduct procedure.

12.4 In the event of plagiarism or other academic misconduct being suspected in the written assessment for a taught programme the matter will be reported to the Programme Leader for action. The Programme Leader will consult at least one other teaching member of staff, and/or an external examiner, who will together determine whether there is, at first sight, an allegation of poor academic practice\* (which can be considered within the context of the assessment criteria) or academic misconduct (i.e. action, intentional or accidental, that produces an improper advantage for the student in relation to their assessment, or deliberately and unnecessarily disadvantages other students).

*\* Poor academic practice should only be considered where the level of suspected plagiarism is minor and it is believed that there was no intent to gain an unfair advantage. An example of poor academic practice would be where a student has clearly made an attempt to reference by providing details of their source in the bibliography and /or made an attempt of referencing within the text but has done so improperly. Poor academic practice should be only used where the plagiarism is confined to a small number of sentences. Where principle concepts/ideas and/or blocks of text are plagiarised, or there is no attempt at referencing, 12.5 should apply.*

12.5 (a) In the event of an allegation of academic misconduct the Chair of the Programme Assessment Board will be notified that an Academic Misconduct Panel is to be convened. The Panel will comprise three members of staff, two of whom must be from the teaching staff, with the Programme Leader or their deputy in the Chair.

(b) The Panel will require the attendance of the student (together with any friend). However, none of the Panel's proceedings will be invalidated or postponed by reason of the absence of the student provided that the student has been given five working days' written notice of the date and time of the panel's meeting; the written notice must include an outline of the matter under investigation and a copy of the these regulations.

(c) At the meeting the student will be presented with the evidence of academic misconduct and will be asked to respond generally and specifically. The Panel, as part of its investigation, may test the student on their understanding of the subject matter included in the suspect work.

(d) The Panel shall investigate the case and decide whether or not academic misconduct has taken place. The Panel is not required to prove intent but instances of deliberate fraud may carry more severe sanctions.

(e) Where the Panel determines that academic misconduct has occurred the Panel will follow the procedures and sanctions set out in 12.6 and 12.7 below and make an appropriate recommendation to the Programme Assessment Board. The Panel is not required to prove intent but instances of deliberate fraud may carry more severe sanctions

(f) The student's right of appeal is incorporated in the general request for a review of an Assessment Board's decision (see below).

12.6 Where academic misconduct has taken place, the Panel must decide an appropriate sanction to recommend to the Programme Assessment Board. Different sanctions exist to accommodate different levels of academic misconduct. Recommendations as to sanctions should be based on the following facts:

1. The instance of the misconduct (first or subsequent).
2. The extent of the misconduct (major or minor). This is a decision based on academic judgement.
3. Whether the misconduct was deliberately fraudulent.

In addition, the following circumstances may have an effect on the choice of sanction:

1. The effect a sanction would have on the student's ability to enter their chosen profession.
2. The student's year of study.
3. The nature of the module (number of credits, structure, aggregation formula).
4. Any extenuating or mitigating circumstances.

The reasons for the recommendation must be clearly recorded. The Panel must also make clear the rationale for any deviations from sanctions that are the norm for a given type of misconduct.

12.7 The sanctions a Panel may recommend are:

- i. Minor first instance: marking work with appropriate mark reductions for affected sections (which may mean marking the work excluding the affected sections). In addition a written warning may be given.
  - ii. Major first instance or subsequent minor instance: a fail (0%) for the assessment component with the right to remaining resit(s) retained (capped at the pass mark)
  - iii. Major first instance or subsequent instance (major or minor): a fail (0%) for the module with the right to remaining resit(s) retained (capped at the pass mark)
  - iv. Major first instance or subsequent instance (major or minor): a fail (0%) for the assessment component or module with the right to remaining resit(s) retained; however, although the student can gain the credit for the component or module they will not be given any marks for it
- 
- i. Subsequent instance (major or minor): a fail (0%) for the assessment component or module with the right to remaining resit(s) retained (capped at pass mark) but where the student's marks in other assessments in the same diet are capped

12.8 Where academic misconduct has occurred and a student is given the opportunity to redeem the assessment, the fail mark (0%) will be carried forward for use in any award/progression calculation. However, the panel will have regard to the overall impact of this on the student's degree result.

## 13. Publication of results & transcripts

13.1 Students will be notified of the decision of a School Board of Examiners within 5 working days of its decision or ratification by the validating body (only where applicable). The recommendations of a Programme Assessment Board may be communicated to a student prior to the School Board of Examiners provided that they are clearly marked as 'recommendations'.

13.2 Marks will be released only to the relevant student except where disclosure to a third party is a contractual requirement of the student's sponsorship (e.g. Student Finance England and Research Councils).

13.3 Award classifications will not be made public but prizes and the achievement of a distinction for a final recital will be indicated in graduation documentation which will be in the public domain.

13.4 The School complies with the Data Protection Act 2018 and the General Data Protection Regulations which establish legal rights for individuals with regard to the processing of personal data, including assessment marks and results. However, the School reserves the right to withhold a transcript, certificate and/or invitation to a graduation ceremony where a student is in debt to the School.\*

*\* However, results will be sent out and degree results will be confirmed with prospective employers.*

## 14. Academic Appeals

A student may request a review of a School Board of Examiner decision in accordance with the procedures set out below but in no instance will a challenge to the academic judgement of the examiners, embodied in the decision of a Board, be considered.

### 14.1 Definition of an Academic Appeal

An academic appeal is a request from a student or former student (the "appellant") to review a decision of the School Board of Examiners (e.g. a review of a ratified award classification), against strict criteria. Complaints about the provision of services (academic and non-academic) and/or facilities shall be considered under the *Student Complaints Procedure* and students are encouraged to use the *Complaints Procedure* during the course of their programme to resolve, at the earliest opportunity, any issues affecting their studies.

### 14.2 Criteria for an Academic Appeal

One or both of the following grounds for appeal must be demonstrated for an appeal to be heard:

- i. that there was a material error, either in the conduct or the assessment itself, or in the proceedings of the Programme Assessment Board or

School Board of Examiners, which materially affected the Board's decision;

and/or

- ii. that the appellant was subject to extenuating circumstances at the time of the assessment:
  - which meet the definition of extenuating circumstances as set out in the Assessment Regulations, and
  - were unknown to the Programme Assessment Board, and
  - were not made known to the Programme Assessment Board via the Extenuating Circumstances Regulations for a demonstrated, valid and over-riding reason; and
  - which are verifiable by way of a doctor's certificate or other formal documentation.

### **14.3 Invalid grounds for Academic Appeals**

There is no appeal against the academic or professional judgement of the examiners in relation to marks, grades, progression or award.

The School publishes all its assessment policies and procedures on MyGuildhall, including the extenuating circumstances procedures, and draws the student's attention to these matters via the *Student Handbook* and the Programme Handbooks. The School also communicates with students on a regular basis via their School email account. It is a student's responsibility to seek clarification on any instruction or procedure they do not understand prior to the assessment; failure to understand an instruction, where no attempt had been made to clarify that instruction, will not be considered a ground for appeal.

### **14.4 Fit to sit**

A student is responsible for their own health and wellbeing. Except in the most extraordinary cases, a student undertaking an assessment is declaring that they are fit (physically and emotionally) to take that assessment and may not subsequently claim extenuating circumstances on these grounds.

## **15. Submission of Appeals**

15.1 The appeal deadline will be set by the School Board of Examiners, and will be 15 working days (i.e. excluding all weekends and bank holidays) from the release of results following the School Board of Examiners. The appeal deadline will be included in each student's results letter which will also include information about where to find these regulations and the AP1 appeal form.

The Academic Appeal Form AP1 will be available from Registry and downloadable from the Registry pages on MyGuildhall. Appellants will be able to seek procedural advice from the School's Assistant Registrar (Quality Assurance), the Quality Assurance Officer (Assessment & Progression), Head of Registry Services or the

Secretary & Dean of Students. An appellant will be able to seek advocacy and support from the Students' Union.

15.2 All appeals must be submitted in writing (including by email) to the Assistant Registrar (Quality Assurance) by the published deadline, using the AP1 form, clearly stating the grounds for appeal and accompanied by supporting documentary evidence. No correspondence will be entered into in respect of incomplete applications. Incomplete applications will be considered on their merits as presented on the deadline.

Appellants are advised to use secure guaranteed or recorded delivery and retain proof of postage if not using email.

15.3 Academic appeals submitted outside the relevant timescales will not normally be considered. Exceptionally, a late application will be considered if there are clear circumstances that it was not possible for the appellant to meet the deadline. If an appellant is awaiting documentation from a third party, it is their responsibility to ensure it is available by the deadline or to notify the Assistant Registrar (Quality Assurance) in advance of the deadline of any potential problems in order that a deadline extension can be negotiated.

Holiday arrangements will not be accepted as an exceptional circumstance.

15.4 All submissions will be considered in strict confidence on a "need to know" basis and in accordance with the Data Protection Act 2018.

15.5 The Assistant Registrar (Quality Assurance)\* will normally issue an acknowledgement of the appeal within 5 working days of the appeals deadline which should be retained as evidence that the appeal was submitted.

*\* or nominee, usually Head of Registry Services or Quality Assurance Officer.*

## **16. Academic Appeal Process**

The Academic Appeal process will have three stages:

Stage One: Initial consideration.

Stage Two: Referral to Academic Appeals Panel or Referral to Extenuating Circumstances Panel

Stage Three: Formal review

## **17. Stage One: Initial consideration**

17.1 Following the submission of an academic appeal, the Assistant Registrar (Quality Assurance) shall consider each submission and undertake further investigation to make an initial determination on whether sufficient information has been provided on one or both of the grounds for appeal supporting further consideration.

17.2 Where insufficient evidence has been provided the appellant will be notified within 15 working days of the appeal deadline, with the reason why their appeal has been rejected. An appellant whose appeal has been rejected may be entitled to request a review of that decision under Section 21 of these Regulations.

17.3 Where sufficient evidence has been provided supporting further consideration, the appeal will be passed to the relevant Programme Leader and the Chair of the Music or Production Arts & Drama Assessment Board with one of the following recommendations:

- i. in the event of a material administrative error connected with the calculation of marks and/or award, that immediate corrective action can be taken by the Chair of the Music/Production Arts & Drama Assessment Board.

Or

- ii. for appeals made on the grounds of material error, or appeals made for mixed reasons (material error and extenuating circumstances), referral to the next Academic Appeals Panel meeting (usually within 15 working days of the appeals submission deadline) and/or immediate corrective action.

Or

- iii. for appeals made on the grounds of extenuating circumstances only, referral to the next Extenuating Circumstances Panel for consideration in accordance with Regulation 8.8 above.

17.4 Where sufficient evidence has been provided, the appellant will be informed, normally within 15 working days of the appeals deadline, either of the corrective action to be taken or the date of the Appeals Panel or the Extenuating Circumstances Panel.

## **18. Stage Two: Referral to Academic Appeals Panel**

18.1 The Academic Appeals Panel shall comprise:

- i. The Chair or Deputy Chair of the Music or Production Arts and Drama Assessment Board (not from the appellant's home division);
- ii. Two academic members of staff drawn from departments other than the appellant's home department
- iii. The Students' Union President\* or their student nominee; and for appeals stating both material error and extenuating circumstances,
- iv. The Head of Student Affairs or their nominee.

*\* The President will be excused where they know the appellant well or if the appellant is a member of the SU Cabinet.*

The Assistant Registrar (Quality Assurance) (or other administrative officer) will act as clerk to the Panel who will make a record of the meeting.

18.2 The quorum shall be three and shall include the student panel member and in the case of a mixed appeal shall include the Head of Student Affairs or their nominee.

18.3 The appellant will be invited to attend the appeal panel hearing and can opt to be accompanied by one other person (name and relationship to appellant to be advised to the Assistant Registrar (Quality Assurance) at least two days before the panel hearing). However, the panel meeting will not be invalidated or postponed by reason of the absence of the appellant provided that the panel meets within the published timescale and the appellant has been given five working days' notice of the date and time of the panel meeting.

18.4 The Programme Leader or their nominee will be invited to attend to the panel meeting or submit a written response to the appellant's appeal. The Chair of the Appeal Panel may call other parties to provide specialist advice to the panel on regulatory, equality or other issues.

18.5 The Academic Appeals Panel will consider the written appeal submitted by the appellant and any written response from the relevant Programme Leader. The appellant will be invited to make a short statement and the Programme Leader will be invited to make a short statement. The Panel, via the Chair, may ask questions of the appellant or the Programme Leader. The appellant and Programme Leader will be invited to make a concluding statement.

18.6 The Panel will deliberate in private and will determine whether one or both of the grounds for appeal have been met. The standard of evidence shall be on the balance of probabilities.

18.7 In the event that the grounds for appeal have not been met the appeal will be rejected and clear reasons will be provided to the appellant in writing.

18.8 In the event that one or both of the grounds for appeal have been met the Panel will determine the significance of this determination on the appellant's assessment and will make one of the following recommendations to the Chair of the School Board of Examiners;

- Allow the appellant to resit some or all failed assessments as a first or additional attempt, where necessary reinstating them on the programme;

OR

- Refer the case back to the Assessment Board with commentary.

The panel may not recommend any alteration to the original marks.

Additionally, the panel may make other recommendations for the improvement of processes, procedure or policy and this will be reported to the School Board of Examiners and the Academic Board.

18.9 The appellant will be notified by the Assistant Registrar (Quality Assurance) in writing of the decision of the Appeal Panel, including the reasons for that decision, within 5 working days of the panel meeting. In the event that the appeal is referred back to the School Board of Examiners with commentary, the appellant will be advised of the date of the next School Board of Examiners.

## **19. Stage Two: Referral to Extenuating Circumstances Panel (ECP)**

19.1 Where an appeal has been referred to the Extenuating Circumstances Panel, consideration of the appeal will take place at the next scheduled meeting in accordance with Regulation 8.8 above.

19.2 The Panel will consider those extenuating circumstances directly relevant to the assessment event(s) that are the subject of the appeal and will determine, had the Panel been presented with the extenuating circumstances at the appropriate time, which of the following recommendations to the Programme Assessment Board would apply:

- i. Retrospective deferral of the assessment event (or extension to a deadline),
- ii. Consideration be exercised in the determination of the progression or award classification,
- iii. No action.

19.3 The recommendations of the ECP will be considered at the next scheduled meeting of the Programme Assessment Board. The appellant will be notified by the Assistant Registrar (Quality Assurance) in writing of the recommendation of the ECP within 5 working days of the panel meeting and the scheduled date of the Board to consider the recommendation.

## **20. Conclusion of Stage Two**

20.1 Following the conclusion of Stage Two of the appeal process including any subsequent referral to the School Board of Examiners, the Assistant Registrar (Quality Assurance) will confirm this in writing to the appellant and alert them of their rights in respect of Stage Three.

## **21. Stage Three: Formal review**

21.1 An appellant may request a formal review where they can demonstrate that there were significant procedural irregularities on the part of the School in the processing of the appeal (at stage 1 or 2) or in the conduct of the Appeal Panel or the Extenuating Circumstances Panel, or the Programme Assessment Board or the School Board of Examiners considering the recommendation from either panel (e.g. evidence of lack of independence of judgment in the proceedings).

21.2 A request for a review must be submitted in writing, using the AP2 form, within 10 working days (including weekend and bank holidays) providing a reasoned argument for the request and accompanied by supporting documentation. No correspondence will be entered into in respect of incomplete applications. Incomplete applications will be considered on their merits as presented on the deadline.

21.3 On receipt of a request for a formal review, the Assistant Registrar (Quality Assurance) will send the appellant a receipt and forward the review documentation and any related documentation relating to the appeal (e.g. minutes of panel meetings or assessment boards) to the review team for consideration. The Review Team will comprise the Principal's nominee and the Head of Registry Services (or other senior administrator). The Principal's nominee will be a senior member of the teaching staff without previous involvement in the appeal process.

21.4 The review will normally be paper-based, but the Principal's nominee will have the absolute discretion to invite the appellant and any other interested party to be interviewed by the Review Team (e.g. where the interpretation of evidence is disputed). In such an instance the appellant will be given at least 5 working days' notice of the meeting, but the meeting will not be invalidated or postponed by reason of the absence of the appellant provided that the notice has been given.

21.5 The Review Team will consider whether the ground for review has been demonstrated and will determine one of the following courses of action:

- i. where the ground for review has not been demonstrated, that the matter be deemed closed. The appellant will be issued with a completion of procedures letter.

or

- ii. where there is evidence of significant procedural irregularities, that the matter is referred back to the point in the process where the error occurred,

and processed a fresh from that point onwards, with clear instructions from the Review Team.

Additionally, the Review Team may make other recommendations for the improvement of processes, procedure or policy and this will be reported to the School Board of Examiners and the Academic Board.

21.6 The decision of the Review Team will be communicated in writing to the appellant and the relevant Chairs within 15 working days of receipt of the request for formal review.

21.7 A completion of procedures letter will be issued once the outcome of any referral under 8.9 (iii) or (iv) has been determined. Once all internal procedures have been exhausted if the student remains dissatisfied with the outcome, they have the right to apply to the Office of the Independent Adjudicator (OIA) for Higher Education, see Regulation 3 of the Section 5.

## **22. Student Status**

Until an appeal has been resolved, the original decision of the School Board of Examiners and the associated student status of the appellant will remain unchanged. Only students who have already satisfied the examiners in respect of their progression will be allowed to progress, an appellant who is appealing against a Fail/Withdraw decision will not be permitted to enrol unless or until their status is changed as a result of a successful appeal.

## **23. Reporting requirements**

An annual report outlining the number and nature of the Academic Appeals considered at all stages of the procedure will be submitted by the Assistant Registrar (Quality Assurance) to the School Board of Examiners and the Academic Board for its annual report to the Board of Governors. The report shall also include reference to any additional recommendations on process, policy and/or procedure.

## **Section 4: Research degree regulations**

### **1. Research degrees: scope**

1.1 These regulations set out the minimum requirements of the School's doctoral programme leading to the following awards: These regulations set out the minimum requirements of the School for the following programmes:

- Doctor of Music (DMus)
- Doctor of Philosophy (PhD)
- Master of Philosophy (MPhil)

Individual handbooks may specify more stringent requirements.

1.2 A doctoral level research degree programme of study must extend over at least two years of full-time study, or the part-time equivalent, and incorporate a substantial research component. A doctoral programme may have a linked master's by research award\*. Eligibility for consideration for a linked research award at master's level will require attendance at the School for at least one year of full-time study, or the part-time equivalent.

*\* Not currently available.*

### **2. Registration & submission deadlines**

#### **Period of registration**

2.1 The minimum period of registration for a doctorate degree leading to the award of PhD or DMus will be two calendar years of full-time study, or the part-time equivalent, excluding any period of interruption. The minimum period of registration for the award of MPhil will be one calendar year of full-time study, or the part-time equivalent, excluding any period of interruption. Early submission is not an option.

2.2 The maximum period of registration for a doctorate degree leading to the award of PhD or DMus will be six years full time or nine years part-time (including any periods of intermission). Students are expected to submit for their award in line with 2.13 of these regulations.

#### **Registration status**

2.3 The Doctoral Programme Leader may grant a period of interruption to a student's programme of study on grounds of illness or other adequate cause, provided that the period of interruption does not exceed two years and that the total duration of the student's programme of study, excluding any such interruption, does not exceed the maximum period specified above. A student who is not registered will not be permitted to make a submission for examination.

2.4 Unless exceptionally exempted from this requirement (see paragraph 2.9 below), a student following the doctoral programme will be registered initially on the linked master's/doctorate pathway (i.e. MPhil/DMus or MPhil/PhD) but may upgrade to the doctorate pathway after satisfying the programme team at an upgrade interview (see section 5 below).

2.5 Subject to any programme-specific limitations, there will be three bands of registration, as follows:

- full-time registration;
- part-time registration;
- 'writing-up' (with access to library and computer facilities and minimal formal supervision as determined by the Doctoral Programme Leader).

The amount of any fee will be set annually according to procedures established by the School.

2.6 A student registered on a doctoral programme may apply to transfer status from registration as a full-time or part-time student to that of 'writing-up' status according to the procedure outlined in section 6 below. A transfer of registration status will be permitted only when, in the considered opinion of the supervisory team, the student's doctoral submission is nearing completion (see section 6) and with approval of the Doctoral Programme Leader. A student will only be permitted to be registered as 'writing-up' for a maximum period of one calendar year.

### **Staff candidates**

2.7 Current members of staff of the Guildhall School of Music & Drama who apply to study for a research degree at the School will be required to comply with all regulations of the School and of City University.

2.8 Staff will be required to seek the approval of their line manager before applying to become a candidate for doctoral study.

2.9 For the avoidance of conflict of interest in admissions, assessment and examination, for staff candidates at least one external examiner will be required at the stage of upgrade and two external examiners for the final viva examination.

2.10 When a current member of staff is admitted as a doctoral candidate, the Doctoral Programme Leader will, with the Research & Knowledge Exchange Committee, sign off the supervision arrangements, tuition fees due, the minimum and maximum period of candidature and the examination arrangements, using the same process as other doctoral candidates.

2.11 Staff candidates registering for the doctoral programme will usually be required to pursue a part-time programme of study at least the equivalent of two calendar years of full-time study.

2.12 If a member of staff who is also a doctoral candidate ceases to be a member of Guildhall School staff at any time prior to the completion of their prescribed

programme of study, their registration on the research degree programme will be reviewed in relation to fee status and mode of attendance.

### **Doctoral submission**

2.13 Excluding any period of interruption, a full-time student will be required to submit their thesis\* for examination within four years of first registration and a part-time student within seven years of first registration.\*\*

\* Thesis includes all variations of written submission

\*\* Students starting prior to 2019/20 should consult with the Doctoral Programme Leader regarding their maximum period and expected submission date if unclear.

### **MPhil submission**

2.14 Excluding any period of interruption, a full-time student will be required to submit for examination within three years of first registration and a part-time student within 6 years of first registration.\*

*\* Excluding those submitting for a doctorate who are subsequently awarded an MPhil.*

### **Submission for linked master's by research\***

2.15 Excluding any period of interruption, a full-time student will be required to submit for examination within 2 years of first registration, and a part-time student within 4 years of first registration.

*\* Not currently available.*

### **Transfer & advanced standing**

2.16 The School may register a student on a research programme with exemption from part of the programme of study, where the student has commenced a programme of study for an equivalent degree of another higher education institution in the United Kingdom or overseas. In such a case, the programme of study followed at the School may not be less than one calendar year or its part-time equivalent.

2.17 Transfer of registration may not take place after a candidate has entered the examination for any one of the degrees mentioned above.

## **3. Attendance & programme of study**

3.1 Every student registered for a research degree at the School is required to pursue a formal programme of study including induction and training programmes where prescribed.

## Supervision of thesis

3.2 Every student will be allocated a team of at least two supervisors, including at least one Category A (or Senior) supervisor.\* One member of the team will be nominated as the Principal (or Main) Supervisor. Depending on the nature of the project and the composition of the supervisory team, a student may also be allocated a Co-ordinating supervisor (who need not be a subject specialist but who is experienced in the kind of project-management often necessary for conservatoire-based doctoral research), and/or an external supervisor (who will be a subject specialist).

*\* Recognition may be dependent upon meeting criteria specified by the validating body for the specific degree programme.*

## Attendance

3.3 Full-time students are required to devote the great majority of their working time to the programme, equivalent to a minimum of 30 hours per calendar week for 45 weeks each calendar year. Part-time students are expected to devote the equivalent of 15 hours per week for 45 weeks each calendar year to the research programme. Doctoral candidates are expected to engage in their studies throughout the full year, School vacation periods do not apply.\*

*\* For doctoral students on a Tier 4 visa, any employment (paid or unpaid) is limited to 20 hours a week except where annual leave has been officially booked via eGo and approved by the Programme Leader in advance (see Tier 4 Visa Student Handbook for details).*

3.4 A student will be entitled to 7 weeks of holiday allowance per calendar year (inclusive of any periods of School closure and bank holidays). The student should inform\* the supervisory team as well as the programme administrator of any periods taken as holiday. Absence for illness should be reported in the same way.

*\* via eGo leave of absence procedure*

3.5 Except as provided for in Regulation 3.6 below, a student is required to centre their academic activities on the School and to attend personally for studies at such times as the School might require. Students are required to participate fully in the procedures that the School has in place to monitor their progress, and failure to do so may result in their registration being terminated.

The expectation is that all doctoral students will meet with one or more supervisors at least once a month throughout the year (i.e. not just in term time). Virtual meetings, (e.g. via Skype) are acceptable, or a combination of phone and e-mail, but in each case the contact must be sustained and focused enough to generate a supervision report. Where visa students are concerned, virtual meetings should only take place in 'exceptional' circumstances only and no more than one meeting in a row. Records of meetings shall be sent to the Doctoral Research Coordinator.

Supervisory teams will, at the end of each year submit an Annual Progress Report to the Doctoral Programme Leader.

3.6 For the purposes of undertaking research, a student may be permitted to spend part of their programme in 'off-campus study' not exceeding six months. The terms of the off-campus study will be agreed with the Doctoral Programme Leader\* and will include:

- i. a schedule for maintaining contact with the supervisory team;
- ii. a plan for monitoring the off-campus study and the student's progress;
- iii. a timetable for attending training and seminars to ensure an overall equivalency in the student experience whether on or off campus.

*\* And the Assistant Registrar (Admissions & Enrolment) for any Tier 4 vis students*

3.7 Except for justifiable absence, see 3.4 above, non-attendance at scheduled supervisory meetings, research seminars, or other training sessions may result in action being taken under the School's Course participation policy.

3.8 In order to encourage attendance at research-related events beyond those organised internally, all students will be required to build up a record of such, to be agreed with their supervisory team. Students should undertake 25 hours of self-directed training per year and include details of these activities and reflection in their annual progress report. Likely events would include conferences, lecture recitals, particular performances, etc. What constitutes a satisfactory level of training will be discussed in review meetings with the Doctoral Programme Leader at least once per year.

## **4. Revision of research proposal**

4.1 The student must submit a revised research proposal after one term's work (two for part-time students), and no later than four months after registration (eight for part-time students). This will form the main object of the following term's review.\*

*\* For a Tier 4 student, a significant change in a research proposal that alters the pathway from DMus to PhD, or vice versa, will impact on the School's ability to continue to sponsor the student.*

4.2 The doctoral degree will be assessed, amongst other things (see Regulation 7.5), on its original contribution to knowledge, evaluated through the submission (which can include creative or other practical outputs) and the oral examination (viva). In order to support the candidate's claim for originality, the greater proportion of the research submitted for examination must have been undertaken during the period of registration for the doctoral degree at the Guildhall School. Other research or creative outputs conducted prior to the period of registration can be referred to, for example in order to provide context for the doctoral study or to help explain a methodological point.

## **5. Upgrade procedure**

5.1 Submission for upgrade must occur within 16 months of enrolment on full-time study (or part-time equivalent).

Students continuing their studies on the existing programme may do so under the old regulations, or may be given the opportunity of changing to the new regulations.

5.2 Submission for upgrade to the doctorate pathway will only take place with the support of the student's supervisory team and following a review of the student's progress.

The student will be required to present evidence of their research progress to date (the format of the submission will be specified in the relevant programme handbook) and be interviewed by an upgrade panel, comprising of two internal examiners and at least one external examiner for staff candidates.

5.3 Occasionally, students may wish to change pathways (i.e. from MPhil/DMus to MPhil/PhD). In this case they will need to consult with their supervisory team, and, with approval, inform the upgrade panel as part of their submission. Final approval lies with the Doctoral Programme Leader.\*

*\* Not available to Tier 4 Visa students*

5.4 Should a student wish to change pathway (from DMus to PhD) after upgrade this should be discussed with their supervisory team and the Doctoral Programme Leader within 24 months of enrolment on full-time study (or part-time equivalent).

5.5 Occasionally students may decide not to progress to DMus or PhD, but to submit for MPhil. Students wishing to take this route will be required to notify the Doctoral Programme Leader within 12 months of enrolment on the full time study route (or part-time equivalent), submitting written material of at least 4,000 words. The Doctoral Programme Leader, in consultation with subject specialists including members of the student's supervisory team, will use this submission to evaluate whether a student's final submission is likely to be appropriate to MPhil. If approved, the student will be required to submit for MPhil within three years of full-time study (or part time equivalent).

5.6 Should a student wish to transfer to submit for an MPhil instead of a DMus or PhD following upgrade they must discuss this with their supervisory team and the Doctoral Programme Leader before entering writing up.

<b>5.7 Upgrade submission guidelines are as follows</b>			
PhD/DMus Composition	Portfolio of composition (20 mins length)	5,000 – 7,000 word written submission + full project plan that includes a proposed structure for the written work.	Viva voce
DMus Performance	One performance (20 mins length though this may vary according to instrument)	Written submission (5,000 – 7,000 words) + full project plan	Viva voce
PhD Drama / Theatre	Performance (20 mins in length) or installation)	Written submission (5,000 – 7,000 words) + full project plan	Viva voce
	Portfolio of creative material equivalent to 20 mins (e.g. play scripts, design and technical plans)		Viva voce
	Portfolio of documented practice (e.g. researcher-led workshops or training sessions). Submitted videos/recordings should not exceed 1 hour.		Viva voce
	Any other combination which has previously been approved by the Doctoral Programme Leader within the parameters of the guidelines laid out in the Regulations.		Viva voce
PhD (any discipline)	Thesis only (circa 11,000 – 15,000 words) + full project plan		Viva voce

5.8 The upgrade panel will comprise the Doctoral Programme Leader (in the Chair)\* and two examiners. At least one must be an experienced supervisor and at least one must have research expertise in a relevant discipline. Examiners should not normally be members of the student's supervisory team and may be external if necessary.\*\* In the case of a student who is also a member of staff, the panel will include at least one external examiner.

*\* Where not practicable, or where there may be a conflict of interest, the Doctoral Programme Leader may appoint another senior member of staff.*

*\*\* The supervisor may attend the interview and, where a requirement of validation, a member of staff from the validating institution may also be present.*

5.9 The panel will assess the suitability of the student to progress to the doctoral pathway against the following criteria:

- the ability of the student to present and communicate the research enquiry in a coherent manner through all components of the upgrade submission and the interview;
- that all the components of the upgrade submission are of sufficient quality to evidence the enquiry;
- the ability of the student to contextualise their work in terms of related fields, both artistic and research;
- the ability of the student to critically evaluate sources in relevant disciplines
- the ability of the student to continually evaluate and articulate their contribution to relevant fields of artistic practice, of research and of artistic research;
- the ability of the student to manage the project;
- that the project being undertaken is of sufficient scope, originality and (artistic) research interest to constitute a genuine contribution to the subject.

5.10 The student will be notified, in writing, of one of the following outcomes:

- i. The candidate passes the upgrade assessment and proceeds to the DMus/PhD;
- ii. The candidate's submission requires some minor amendments (to be incorporated at final submission) and the candidate proceeds to the DMus/PhD;
- iii. The candidate's submission requires major amendments and/or further preparation and the candidate may be asked to resubmit within a specified timeframe and, at the discretion of the examiners, undergo a further upgrade viva;
- iv. The panel considers the candidate's upgrade submission or components of it to fall critically short of Doctoral level and the candidate is encouraged to submit for the MPhil. The candidate will be permitted a period of up to 6 months to prepare for submission;
  - a) The panel considers the candidate's work to fall critically short of Doctoral level and unlikely to be suitable for submission for the MPhil, upgrade is refused and the candidate's registration is terminated.
- v. In the event of (iii) above, if a resubmission is required the panel will specify the format of the re-submission – e.g. students might be asked to revise a section of the original submission or to provide additional material. The panel will state explicitly the assessment criteria against which the resubmission will be tested. The panel will provide a deadline for resubmission and, if required, for a viva; the deadline for resubmission should normally be within 3 months of the original viva. Outcomes for resubmitted upgrades will be the same as above. Students are permitted to attempt upgrade a maximum of two times.

5.11 In the event of (iv) or (v) above, or where resubmission is unsuccessful, the student will be permitted to appeal against the decision. The appeal process to be followed will be detailed in the relevant student handbook and will either be:

a) the appeal process of the validating body\*;

or

b) by written submission to the Principal within 14 working days\*\*. The Principal will allow an appeal to be heard if the Principal is satisfied that either or both of the following criteria apply:

- i. there is evidence of procedural irregularities in the conduct of the upgrade;
- ii. there is evidence that the student's progress may have been adversely affected by illness or other factors which the student was unable, or for valid reasons unwilling, to divulge at an earlier stage to the Doctoral Programme Leader.

\* see *City University's Research Studies Handbook*.

\*\* *The Principal may delegate consideration of the appeal to another senior officer of the School.*

The appeal will be heard by a panel consisting of two senior academic members of staff (Chair to be appointed by the Principal) and a postgraduate student. The panel will make one of the following recommendations to the Principal:

- i. that the original upgrade panel be asked to reconsider the submission for reasons stated by the appeal panel
- ii. that a new upgrade panel be appointed to consider the upgrade submission
- iii. that the student be permitted to revise their upgrade submission within a specified period of time
- iv. that the appeal be rejected as the grounds for appeal have not been properly demonstrated

The appellant will be notified of the decision of the appeal panel within 5 working days of the panel meeting. The decision of the appeal panel will be final. A Completion of Procedures Letter will be issued, following which a student who is dissatisfied with the final decision on their appeal may apply to the Office of the Independent Adjudicator (OIA) for Higher Education.

## **6. Transfer to 'writing-up' status**

6.1 Transfer to 'writing-up' status will only be available to students who have already been upgraded to the doctorate pathway and are nearing completion of their research and submission. A student who has completed four years of full-time registration (or its part-time equivalent) will not be eligible for transfer to 'writing-up' status.

6.2 The decision to allow transfer to writing-up status or to grant a fourth year of supervised study (or its part-time equivalent) will be taken by the Doctoral Programme Leader in consultation with the supervisory team. This decision should be made no later than the second term of the third year of full time study (or part-time equivalent). If the student has not already given formal notice of their intention to submit then a time-frame for submission (and, where relevant, any associated public performance) will be agreed with the student.

## **7. Submission & examination**

7.1 The decision to submit for examination rests with the student alone. Students are strongly advised to seek advice from their supervisory team before making this decision.

7.2 A student will be required to give written notice to the School, by submitting an examination entry form\*, of their intention to submit for examination at least three months prior to submission.

*\* The entry form may be specific to the validating institution.*

7.3 Following notification of the intention to submit, the School will appoint the examiners in accordance with the rules of the validating body.

7.4 A thesis (or other agreed research output) must be presented for examination in accordance with the procedures and in the format specified by the School and the validating body. The thesis must be accompanied by a signed declaration by the candidate that the work presented in the thesis is their own.\*

*\* Again, the completion of specific forms may be required by the validating institution.*

7.5 The format and timing of the examination, including any performance element and/or viva voce examination, will be in accordance with the rules of the validating body. Please note that the combination and relative 'weighting' of creative and written components is determined according to the specific research question. Moreover, the scale and format of the practical element will vary considerably according to the discipline, medium/instrument or format. The expectation is that the standard of the submission will be higher than submission made at Upgrade (in relation to the assessment criteria), irrespective of the length. That said, likely variants are set out below.

Examination submission guidelines are as follows:

<b>MPhil</b>			
Composition	Portfolio of composition (30 mins minimum) plus	Analytic commentary (8,000 – 10,000 words)	Viva voce
Music performance	Performance (30 mins) substantiating research, plus	Analytic commentary/thesis (12,000 – 15,000 words)	Viva voce
Drama/other practice-based submission	Performance (30 mins) substantiating research, plus	Analytical commentary/thesis (12,000 – 15,000)	Viva voce
	Installation substantiating research plus	Analytical commentary/thesis (10,000-16,000 words)	Viva voce
	Portfolio of creative material equivalent to 30 mins (e.g. play scripts, design and technical plans)	Analytical commentary/thesis (8,000 – 10,000 words)	Viva voce
	Portfolio of documented practice (e.g. researcher-led workshops or training sessions). Submitted videos/recordings should not exceed 2 hours.	Analytical commentary/thesis (10,000-15,000 words)	Viva voce
Any discipline	Thesis only (25,000 to 30,000 words).		Viva voce
	Any other combination which has previously been approved by the Doctoral Programme Leader within the parameters of the guidelines laid out in the Regulations.		Viva voce
Criteria	Contribution to knowledge will be examined against: Original work and/or an ordered and critical exposition of existing knowledge. Critical appraisal of previous work		

<b>PhD/DMus</b>			
PhD/DMus Composition	Portfolio of composition (75mins minimum)	Analytic commentary (13,000-23,000 words)	Viva voce
DMus Performance	One performance of 60 minutes	Analytic commentary/thesis (30-50,000 words)	Viva voce
	Two performances of 60 minutes each	Analytic commentary/thesis (20-30,000 words)	Viva voce
	Three performances of 60 mins each	Analytic commentary/thesis (15-20,000 words)	Viva voce

<b>PhD</b>	One performance or installation	Analytic commentary/thesis (30-50,000 words)	Viva voce
	Two performances of 60 minutes each or installations	Analytic commentary/thesis (20-30,000 words)	Viva voce
	Three performances of 60 minutes each or installations	Analytic commentary/thesis (15-20,000 words)	Viva voce
	Portfolio of creative material (e.g. play scripts, design and technical plans) equivalent to 60 minutes	Analytic commentary/thesis (15-50,000 words depending in size of portfolio)	Viva voce
	Portfolio of documented practice (e.g. researcher-led workshops or training sessions). Video/sound recording should not exceed 3 hours.		Viva voce
	Thesis only (circa 80,000 words)		Viva voce
<b>Criteria</b>	Contribution to knowledge will be examined against: Originality - the generation of new knowledge by the exercise of independent critical power Critical appraisal of previous work Design and methodology of investigation Conduct and execution of research Analysis of data, evidence and/or outcomes Creative production and interpretations Theoretical interpretations		

7.6 Any appeal by the student in response to a decision of the examiners will be in accordance with the rules of the validating body.

### **Availability of submission**

7.7 It is a requirement for the award of the degree that one copy of a successful submission is placed in the library of the School in addition to any requirements of the validating body. The submission should include the thesis and a record of any creative output.

7.8 The submission will normally be placed in the public domain immediately after the award of the degree. Exceptions to this requirement will only be made in very exceptional circumstances such as grounds of commercial exploitation, and will be granted for a maximum period of two years from the date of the award. A candidate may apply to the Academic Board for restriction of access to their thesis prior to, or at the same time as, submission of the examination entry form, the candidate's written application must be supported by the supervisor.\*

\* *The decision may require ratification by the validating body.*

## **8. Allegations of plagiarism or other research misconduct during the programme of study**

8.1 A suspected case of research misconduct during the programme of study will be investigated in accordance with the School's *Governance Framework for Good Practice in Research* and may result in action being taken under either the validating institution's assessment regulations or the School's *Student Code of Conduct and Disciplinary Procedure*.

8.2 A student may not submit for examination whilst an investigation is being conducted under Regulation 8.1 above. Where research misconduct is suspected during the assessment of the submission or during the viva voce examination the assessment process will be halted and held in abeyance until such time as an investigation has been completed.

## **Section 5: The Student Experience and Office of the Independent Adjudicator (OIA)**

### **1. Jurisdiction**

1.1 The provisions of section 5 of the Academic regulatory framework apply to:

- students admitted or enrolled by the School on a programme of study leading to a higher education award;
- students admitted or enrolled by the School on the AGSM, Advanced Certificate programme, or the Short-term Music Programme;
- students admitted for extra mural study in the senior school for music;
- visiting students to the senior school;
- the President of the Students' Union.

1.2 The provisions of section 5 of the Academic regulatory framework do not apply to students registered with Guildhall Young Artists division, summer schools, or other courses that fall outside of the senior school offer; separate procedures apply.

1.3 Regulations and policies will be available to students via the School's website and key documents will be summarised in the *Student Handbook*. Each student is personally responsible for making sure that they understand the School's regulations: ignorance is not a valid excuse for failing to observe regulations or policy.

### **2. General principles**

2.1 The procedures in section 5 of the Academic regulatory framework, and in the academic misconduct and academic appeal procedures (Regulation 12.5 (b) and Regulation 18 of Section 3 refer), are internal procedures for the good order and management of the School community, they are not legal procedures.

2.2 Unless a student is incapacitated, confirmed in writing by a recognised health practitioner, the School will only communicate with the student concerned in respect of the procedures listed in 2.1 above. If the student is incapacitated, the School will communicate only with the student's designated emergency contact in eGo; it will not communicate with any other parties.

2.3 The use of lawyers by either party is not required, or recommended, to access these procedures. It is the School's intent that use of the procedures should enable relationships to continue and thrive beyond the resolution of the issue at hand. However, should a student be involved in a regulatory process that could lead to their expulsion, namely, an investigation conducted by the Student Disciplinary Committee or consideration of progress by the Student Progress Review Committee, or an appeal arising from a decision to exclude from either of these Committees, the student is entitled to seek legal advice and have legal representation during proceedings.

2.4 Students involved in any of the procedures set out in section 5 of the Academic regulatory framework or in the academic misconduct and academic appeal

procedures (Regulation 12.5 (b) and Regulation 18 of Section 3 refers), shall have the right to be accompanied to any meeting or hearing by a “friend”. A student’s “friend” must be a family member, a fellow student of the Guildhall School, a member of staff of the School, or a genuine friend from outside the School community. The role of the friend is to provide moral support during a meeting or hearing and must not be a witness; they cannot make representations nor cross-examine witnesses.

### **3. Completion of procedures**

3.1 The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The School is a member of this scheme. If a student is unhappy with the outcome of a School regulatory procedure they may be able to ask the OIA to review their case.\*

*\* More information about making a complaint to the OIA, what it can and cannot consider can be found at: <https://www.oiahe.org.uk/students>.*

3.2 When a student has reached the end of a process, including any internal appeal mechanism and there are no further steps to be taken internally, a procedure will be deemed “complete”. At the completion of any procedures listed in 2.1 above, the School will issue the student with a Completion of Procedures letter automatically.\*

*\* A student can find more information about Completion of Procedures Letters and when they should expect to receive one at: <https://www.oiahe.org.uk/providers/completion-of-procedures-letters>*

3.3 Once a student has been issued with a Completion of Procedures letter if they are dissatisfied with the outcome of the procedure may take their complaint to the *Office of the Independent Adjudicator* for Higher Education (OIA).\* Details of how to contact the OIA will be given in the Completion of Procedures letter.

*\* Information and eligibility rules are available at: [www.oiahe.org.uk](http://www.oiahe.org.uk)*

# **Section 5A: Student Code of Conduct & Disciplinary Procedure**

## **1. Introduction**

1.1 The School's jurisdiction under this Code is not limited to its own premises. The Code includes misconduct occurring in any place to which a student is guaranteed access by virtue of their status as a student. This would, therefore, include but is not limited to, external engagements, placements including clinical placements, community/school experiences, and outside performances and recitals.

## **2. General conduct**

2.1 The School expects students to conduct themselves at all times in an orderly manner, respecting the rights, privacy and property of others.

2.2 A student whose behaviour does not meet the expectations in 2.1 above will be considered to have interfered with the proper functioning (in the broadest sense) of the School, those who work or study within it, or its reputation.

This behaviour will be regarded as misconduct and investigated under the disciplinary procedure below; examples of the types of behaviour that will be construed as misconduct are given in Appendix a. (The list is not intended to be exhaustive.)

2.3 Specific regulations exist with respect to accommodation, use of computing, Library, and other School facilities and equipment. Students are required to observe these regulations. In some circumstances failure in such observance may also result in the matter being pursued under this Code at which point this Code takes precedence.

## **2.4 Contact details**

It is the responsibility of students to keep the School informed of their current home and term-time addresses, personal email, and mobile number at all times while they remain members of the School. Students on placements or attachments, or intermitting, are not exempt from this requirement.

## **2.5 Communication**

The primary method of formal communication with all registered students shall be via the student's Guildhall School email address issued at enrolment. It is the student's responsibility to ensure that they activate their School email account and regularly check the account for messages. Failure to check a School email account regularly will not be accepted as a reason for failing to observe an instruction sent by email.

## **Health & Safety and Environment**

2.6 Each student is responsible for their own safety and how their actions impinge upon the safety of others. Health and Safety instructions should be followed at all times.

2.7 Each student is expected to show respect for the environment by helping to ensure that the School premises are not damaged or disfigured by litter, unnecessary noise or other pollutants.

2.8 Animals are not permitted on School premises, except for assistance dogs for disabled students and authorised visitors, or if required in a performance.

2.9 Furniture, equipment and other property owned or leased by the School must not be removed from the building without proper authority. Anything moved in contravention of this regulation may be recovered without notice by authorised staff. Those responsible may be liable for recovery costs.

2.10 (a) No student shall wilfully damage or deface, or wrongfully treat as their own, any property owned or leased by the School. A student will be required to make good in whole or in part, to the satisfaction of the School, any damage of this kind that they cause, in addition to any other penalty imposed.

(b) No student shall wilfully damage, or wrongfully treat as their own, the property of any other person on School premises. The School accepts no responsibility for private property lost or damaged on School premises.

2.11 If asked to do so by a member of staff or an authorised representative of the School, a student must give their name and address and produce a Guildhall School Identity Card. The Identity Card must be produced on demand and may be withdrawn.

2.12 Members of School staff have authority to check breaches of this Code. If a member of staff feels it necessary, the member of staff may require a student, whose conduct is believed to be in breach of this Code, to withdraw from any room or facility affected by the conduct in question.

### **2.13 Smoking**

Smoking creates a health and safety hazard. All buildings of the Guildhall School are designated as NO SMOKING AREAS. The policy also extends to all courtyards in Sundial Court. Electronic cigarettes may be used in the designated smoking area of the courtyard in Sundial Court and on the Lakeside but not in internal communal areas in the School.

Smoking in the School's buildings is a serious offence. Should a student persist in smoking after repeated warnings, disciplinary procedures will be invoked.

### **3. Misconduct**

3.1 Improper interference, in the broadest sense, with the proper functioning or activities of the School, or with those who work or study in the School; or action which otherwise damages the School, or action that deviates from accepted institutional, professional, academic or ethical standards, will be regarded as misconduct and an infringement of these regulations (see Appendix a).

3.2 Consistent lack of punctuality for programme activities is a matter for invoking disciplinary procedures.

3.3 In all disciplinary proceedings a student will be presumed to be innocent of the allegation or charge until the contrary is proved on the balance of probabilities.

3.4 The School will reserve the right to take disciplinary action against any student who is found to have initiated a malicious complaint against the School, or a member of its staff, or another student. A complaint will be deemed malicious if it is found to be baseless.

### **4. Misconduct which may constitute a criminal offence & related matters**

4.1 Where alleged misconduct could also constitute an offence under the criminal law special provisions will apply and the School's own disciplinary investigations or proceedings may be delayed until such time as the police and/or courts have completed their investigations and proceedings (see *Principal's Emergency Powers* and Appendix b). However, the School reserves the right to proceed with a disciplinary case where it feels it has sufficient information to do so without waiting for the completion of the police investigation.

4.2 Where a student has also been convicted and sentenced by a criminal court in respect of the same facts, the findings of the court and the penalty set will be taken into consideration at any hearing conducted by the School. Additionally, where a student has been imprisoned for a criminal offence, the Principal in consultation with the Chair of the Board of Governors, may determine that the student should be expelled from the School with immediate effect. Any such decision will be reported to the Board of Governors in private session.

4.3 Where a student has been issued with a formal police caution, the caution will be taken into consideration at any hearing conducted by the School.

4.4 Students following a programme of study where it is a requirement to undergo a Disclosure and Barring Service check as a condition of enrolment are required to notify the Head of Registry Services, in writing, of any criminal convictions subsequently imposed.

4.5 The School has a requirement to refer information to the Disclosure and Barring Service (DBS) as soon as:

- an individual who is working closely with vulnerable groups has harmed, or may harm, a child or vulnerable adult;
- an individual who might in the future work closely with vulnerable groups has harmed, or may harm, a child or vulnerable adult; or
- the School thinks the DBS may consider it appropriate to bar the individual.

## **5. Disciplinary procedure overview**

5.1 The Principal has ultimate responsibility for all matters of student discipline. The Principal may delegate their powers under this Code to the Secretary & Dean of Students (or nominee, usually Head of Registry Services or a Quality Assurance Officer) either generally or in a particular case. In the case of 'informal action' this delegation may also include Head of Department or Programme Leader or Student Life Officer. Notes of any informal action taken and copies of any letters written will be lodged with the Head of Registry Services. Reference in this Code to the Principal should also be read as a reference to their designated deputy.

5.2 Any complaint about the conduct of a student, whether made by a member of staff or by a member of the public, or by one student about another, shall be considered in the light of the rules laid down in this Code. However, allegations from parents, relatives or friends, on behalf of a student who chooses not to make an allegation themselves, cannot be pursued under this Code (except where the student concerned is a minor).

5.3 Where a complaint has been made, the Principal may rule that it should not be subject to further action under this Code.

5.4 If the Principal considers that action is required, they shall exercise their discretion to determine whether the formal or informal procedure is to be used. The Principal's decision on how to proceed shall be final. The student will be given a copy of this Code and procedure.

5.5 The School abides by the principles of natural justice and in the context of this Code, the following applies. Students will:

- be presumed to be innocent of an allegation or charge until the contrary is proved on the balance of probabilities;
- be made fully aware of the nature of allegations made against them and by whom in advance of any meeting;
- be given a copy of this Code and procedure
- be given an opportunity to reply to any allegations and to be accompanied at any meetings by a friend (see 2.4 of Section 5, The student experience);
- be given a fair and unbiased hearing before the Student Disciplinary Committee, at which all relevant circumstances can be taken into account;
- have the right to appeal against any decision of the Student Disciplinary Committee which involves suspension, exclusion or expulsion.

5.6 Where a disciplinary procedure has arisen from a formal written complaint. The complaint document and any supporting documentation provided by the complainant will form part of the paperwork sent to the student.

5.7 In both the informal and formal proceedings, the officer and/or Committee will have the absolute discretion to determine the appropriate measure(s) but in arriving at a decision will consider the following:

- The nature of the offence, and its impact on any victims (where relevant)
- The level of intent
- The consequences of the penalty on the student
- The level of insight and responsibility shown by the student in respect of their actions
- Any previous record of misconduct
- The tariff guidelines (see appendix c)
- Mitigating or extenuating circumstances

## **6. Action & investigation**

6.1 The Principal shall rely on the Head of Registry Services\* to instigate action either directly or through an authorised officer. The Head of Registry Services has the discretion to appoint external investigators to assist in the investigation.

*\* Reference in this Code to the Head of Registry Services should also be read as a reference to their designated deputy*

6.2 In the circumstances of an allegation the Head of Registry Services will require a written statement of the allegation from the complainant(s) with any evidence or corroboration available. A police caution will be accepted as corroboration. This should also include a statement of desired outcomes where possible and where appropriate.

6.3 The Head of Registry Services shall provide written information to those who are the subject of the allegation – of its nature and the anticipated timescale for investigation.

6.4 The Head of Registry Services will instigate an investigation of the allegation, securing further evidence where this is possible.

6.5 The Head of Registry Services shall be entitled to call for such evidence in writing from any relevant party or examine any witnesses to the alleged events. This process should normally be undertaken within two weeks.

6.6 In calling for evidence from a student who is the subject of the allegation being investigated, the Head of Registry Services shall in advance of any meeting provide the student with written information as to the nature of the allegation, the name of the person or persons making the allegation, and the anticipated timescale for the investigation.

6.7 If there is no corroborative evidence to the initial complaint then the Head of Registry Services will advise all concerned, in writing, of the insecurity of the allegation and the complaint investigation will terminate. Only a core record that an allegation was considered and dismissed will be kept for monitoring purposes

6.8 Where corroboration is available, the Head of Registry Services, or authorised officer, will either:

- (i) for a minor offence, utilise the informal procedures under 7.2 (taking into consideration 5.7 and the tariff guidelines in appendix c), or
- (ii) require the student to attend a meeting of the Student Disciplinary Committee.

The Head of Registry's decision on how to proceed shall be final.

6.9 If more than one student has been accused of the same or substantially similar conduct, then the authorised officer shall decide whether the cases of all or any of the students shall be investigated and/or heard together.

## **7. Informal Procedures**

7.1 The operation of informal procedures is underpinned by the following principle: that where allegations of misconduct are of a minor nature it is desirable to address these, where appropriate, as close as possible to the source of the alleged offence.

7.2 Informal procedures are to be used for: minor acts of misconduct and the following actions can be taken (see also Appendix c Disciplinary tariff guidelines):

- a) Dismissal of the case.
- b) Verbal warning with a requirement to desist from any further such action.
- c) Written warning reprimanding the student; a copy of the warning to lie on file for the duration of the student's period of study with a requirement to desist from any further such misconduct.
- d) A fine (payable to the Guildhall School Trust) and/or restitution of any damage caused by way of payment with a requirement to desist from any further such misconduct.
- e) Exclusion from specified activities or facilities, including but not limited to basement bar, library, or practice rooms, for a limited period not exceeding one month.
- f) Referring the case back for formal process.
- g) Community service within the School; the hours and time period will be set by the committee but should only be used where there is a defined and available task that can be monitored.
- h) Other action in keeping with the nature of the misconduct

7.3 A student will have 14 days from the date of the letter informing them of the outcome of the informal procedure to request to have their case considered under the formal procedures of the Student Disciplinary Committee instead.

## **8. Formal procedures**

8.1 Formal procedures are to be used for:

- a) Repetition of minor acts of misconduct.
- b) Where informal action has failed (e.g. the student has failed to abide by a warning issued) or is considered inappropriate (due to context or individuals involved).
- c) For serious allegations.

8.2 Such misconduct may be subject to any of the following measures as ordered by the Student Disciplinary Committee:

- a) Dismissal of the case.
- b) Verbal warning with a requirement to desist from any further such action.
- c) Written warning/reprimanding the student; a copy of the warning to lie on file for the duration of the student's period of study with a requirement to desist from any further such misconduct.
- d) Final written warning which will remain on the student's file in line with the School's record retention schedule. Once the student has completed their studies at the School the final written warning will expire.
- e) A fine (payable to the Guildhall School Trust) and/or restitution of any damage caused by way of payment with a requirement to desist from any further such misconduct.
- f) Community service within the School. The hours and time period will be set by the committee but should only be used where there is a defined and available task that can be monitored.
- g) Suspension where this is defined as a temporary prohibition on attendance.
- h) Exclusion where there is a partial or selective prohibition on access to School facilities.
- i) Expulsion (this will be noted permanently on the student record, and will be given as the reason for withdrawal on any transcript or status letter or similar).
- j) Other action in keeping with the nature of the misconduct.

## **9. Student Disciplinary Committee**

9.1 The student against whom an allegation is made for which there is corroboration available will be advised in writing of the case against them and provided with details of all evidence acquired (a report from the Head of Registry Services and/or external investigators). This will be provided at least one week before the Student Disciplinary Committee meets.

9.2 The student will be informed of their rights to be heard at a meeting of the Committee and to be accompanied by a friend. The name of the friend will be notified in advance to the Head of Registry Services. [See also Regulation 2.4 of Section 5 above.]

9.3 The student will be advised of the procedures of the Committee including the calling of witnesses in support of either the allegation or the student and the

consideration of any written statements/documentation from the student. Where the student provides a written statement/documentation this will be submitted to the Head of Registry Services at least three days before the meeting to enable proper consideration.

9.4 The Head of Registry Services will be responsible for convening the meeting of the Student Disciplinary Committee.\* The Committee shall normally consist of the following:

- A member of the Senior Management Team (in the Chair)\*\* but not the Head of Registry Services and not the Secretary & Dean of Students
- Another senior member of the School's staff
- A member of the teaching staff not drawn from the student's department and who is independent of the case
- A student who shall normally be the Students' Union (SU) President or a member of the Students' Union Executive\*\*\*

The inclusion of a student on the Committee does not prevent the student against whom the allegation has been made being accompanied by an SU Officer or other member of the student body.

The quorum for the Disciplinary Committee will be three and shall include the student member.

A secretary to the Panel will also be appointed.

*\* And will present the case*

*\*\* In the event of no member of the Senior Management Team being eligible or available to chair the meeting another senior member of the School will be approached.*

*\*\*\* Or any student representative on the student representative list in a given year, or a student recommended by the SU President.*

9.5 The Committee will require attendance of the student against whom the allegation has been made (together with any friend) and the Head of Registry Services, with any witnesses as necessary. However, none of the proceedings outlined in this Code will be invalidated or postponed by reason of the absence of the student, provided that the student has been given written notice of the interview or hearing within the timescales laid down.

9.6 A formal written record will be kept of all Disciplinary Committee business.

9.7 The Student Disciplinary Committee will first determine the facts of the case and whether there has been a breach of the *Student Code of Conduct*. The Student Disciplinary Committee will then consider, where relevant, any contextual information or mitigating circumstances. The student and their friend and any witnesses may be asked to leave the room between these two stages of the proceedings.

The Student Disciplinary Committee may exercise its discretion to adjourn the hearing at any time (for up to one week) if it feels the need to verify a fact or summon additional witnesses.

9.8 (a) At the meeting, to determine the facts, the Committee will receive a report of the event(s) from the Head of Registry Services, receive or hear any supporting evidence/witnesses, hear the response of, and receive, any written submission from the student against whom the complaint has been made, and hear any witnesses presented by the student against whom the complaint has been made. Only the Committee may ask questions of any of the individuals appearing before it.

(b) In consideration, of contextual information or mitigating circumstances, where relevant, the Committee will hear the student against whom the complaint has been made and receive any supporting documentation. Character witness statements must be in writing.

9.9 The Student Disciplinary Committee will inform the student of its findings and, where relevant, its order. Any order, or orders, will be chosen from the list in paragraph 8.2 (with regard to 5.7 and the tariff guidelines in Appendix c). The Committee will make its decision known to the student in writing within three working days of the conclusion of the hearing.

9.10 The records of the case of a student against whom charges have been proven are normally entered on the student's record.

9.11 If the case is dismissed all records of the case will be absolutely and unconditionally destroyed after a period of 12 months, only a core record that an allegation was considered and dismissed will be kept for monitoring purposes.

9.12 All proceedings shall be recorded but remain confidential, but the summary findings and order will be reported to the original complainant and where relevant shall be used for reporting purposes. Additionally, if a student is permanently excluded for a particular breach of the student code, e.g. harm or potential harm to another person, in addition to reporting the student to the relevant professional/regulatory body (i.e. HCPC), the School has a duty to report them to the DBS (Disclosure and Barring Service).

9.13 The Committee shall conduct its business in accordance with a procedure which shall accord with principles of natural justice, but it is not required to observe formal rules of evidence. It shall be recorded whether or not any decision reached has been unanimous and it shall be announced if a decision is not unanimous.

9.14 The student shall have the right of appeal to the Student Disciplinary Appeal Panel about process and against any decision other than a verbal or written warning.\* This right of appeal does not apply to any suspension/exclusion/expulsion carried out in advance of the meeting of the Student Disciplinary Committee under Section 5C Principal's Emergency Powers.

*\* A completion of procedures letter, see Section 5 paragraph 3, would be issued at this point for a verbal or written warning.*

## 10. Student Disciplinary Appeal Committee

10.1 If a student wishes to appeal against the decision of the Student Disciplinary Committee, or a decision under Regulation 7.1 of Section 2 to terminate a student's registration, they must lodge that appeal, in writing, with the Secretary & Dean of Students within 10 working days of the issuing of the decision. The grounds for the appeal must be clearly stated; the student should indicate whether they are appealing against the finding of fact or the order issued or both, and demonstrate with supporting documentation that one or both of the criteria for appeal (see 9.2) apply.

10.2 The Secretary & Dean of Students will refer the matter to the Principal (or their nominee) who will allow an appeal to be heard if they are satisfied that there is at first sight a case that either or both of the following criteria might apply:

- (i) that there is significant new evidence that could not have been, or for good reason was not, made available at the time of the hearing;
- (ii) that evidence can be produced of significant procedural error on the part of the School before or during the hearing.

10.3 If the Principal determines that there is no case, the student will be notified and issued with a Completion of Procedures letter (see Section 5, paragraph 3).

10.4 A Student Disciplinary Appeal Committee shall where possible be constituted to hear the appeal within 10 working days of the receipt of the appeal.

10.5 The Appeal Committee shall consist of:

- The Principal or nominee (in the Chair)
- A non-School member of the Board of Governors
- Another member of the Board of Governors or a senior staff member of another Higher Education Institution.
- A member of staff or student unconnected to the case approved by the Chair

The quorum for the Appeal committee shall be three.

A secretary to the Appeal Committee shall be appointed by the Secretary & Dean of Students.

10.6 The Appeal Committee shall make no further enquiry into matters of fact relating to the allegation and the evidence, *unless new evidence is forthcoming* that could not have been, or for good reason was not, made available at the time of the original hearing. They shall have access to the full documentation on the case.

10.7 The appellant will be informed of their rights to be heard at a meeting of the Appeal Committee and to be accompanied by a friend. The name of such friend will be notified in advance to the secretary to the Appeal Committee.

10.8 The Appeal Committee shall hear the appeal as follows:

- a) The Chair of the Disciplinary Committee, the appellant and any witnesses as the Appeal Committee considers appropriate will present the report of the Student Disciplinary Committee which will include a summary of process, evidence, and conclusions and decisions together with all papers associated with the case;
- b) The appellant (and/or friend) will have the opportunity to address the Appeal Committee in support of the grounds for appeal;
- c) Members of the Appeal Committee will be able to question the Chair of the Disciplinary Committee and the appellant;
- d) In addition, the Appeal Committee may call any member of staff as a witness to clarify or provide advice on an issue.
- e) The Chair of the Disciplinary Committee will then sum up;
- f) The appellant will then sum up;
- g) The Chair of the Disciplinary Committee and the appellant will then leave the room.

10.9 The Committee will require the attendance of the appellant (together with any friend). However, none of the appeal proceedings will be invalidated or postponed by reason of the absence of the appellant provided that the hearing takes place within the published timescale and the appellant has been given five working days' notice of the date and time of the hearing. The Appeal Committee may exercise its discretion to adjourn the hearing at any time.

10.10 The Appeal Committee will deliberate on the appeal and come to a decision. The Appeal Committee may reject the appeal or uphold the appeal. Where the Appeal Committee upholds the appeal, the Committee may order one or more of the following measures:

- (i) modify or reverse the finding of the Disciplinary Committee;
- (ii) modify or reverse the order of the Disciplinary Committee.

The decision of the Appeal Committee shall be final.

10.11 The decision of the Appeal Committee shall be communicated to the appellant, in writing, within three working days of having been made.

10.12 The Appeal Committee shall have absolute discretion to regulate its own procedures, subject to keeping within the spirit of this procedure, with power to vary or adapt its procedures.

10.13 Any decision whether by the School Disciplinary Committee or the Student Disciplinary Appeal Committee which results in suspension or expulsion shall be reported to the next meeting of the Board of Governors.

## **11. Office of the Independent Adjudicator (OIA)**

11.1 If a student is dissatisfied with the outcome of the appeal stage they may take their complaint to the *Office of the Independent Adjudicator (OIA)*. The Secretary & Dean of Students will provide the complainant with a "Completion of Procedures

Letter” and all the necessary information the complainant needs to enable them to pursue their complaint with the OIA, see Section 5, Regulation 3.

## Appendix a:

### Examples of breaches of the Code of Conduct

The following exemplifies the behaviour and conduct which would constitute a breach of the Student Code of Conduct, although not exclusively:

- a) Disruption of the academic, administrative, recreational, social, or other activities of the School.
- b) Obstruction or frustration of the functions, duties or activities of any student, member of staff or other employee of the School or any authorised visitor to the School or of the work of the School in general.
- c) Behaviour which restricts the legitimate freedom of speech, ideas, actions, or inquiry of any other student or member of staff.
- d) Behaviour which is in breach of School regulations on health and safety (including requirements for appropriate clothing and equipment), smoking, or eating and drinking on School premises
- e) Behaviour which brings the School into disrepute – including antisocial behaviour in and around the student residence.
- f) Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on School premises or engaged in any School activity.
- g) Malicious damage to School property which includes *inter alia*, the hall of residence, School managed property, Students' Union property or the property of any student, member of staff or visitor.
- h) Unauthorised access to School information systems or IT networks, or permitting or causing unauthorised access by others.
- i) Conduct, including the possession or use of drugs or other illegal substance, which constitutes a criminal offence, where that conduct:
  - took place on School or School managed property, *or*
  - affected or concerned other members of the School community, individuals or groups in related School organisations or partner institutions and organisations, *or*
  - damages the good name of the School, *or*
  - is an offence of dishonesty, where the student holds an office of responsibility in the School, *or*
  - poses a danger to other members, or to the good order, of the School community.
- j) Any breach of the School's Equal Opportunities Policy including sexist, racist\* or homophobic activity or behaviour.

\* *Note the City of London has adopted the IHRA definition of antisemitism.*

- k) Any form of harassment, including the racial, sexual or religious harassment of any student, member of staff or other employee of the School or any visitor to the School.

- l) Harassment is unwarranted, unwelcome and uninvited behaviour, which is intimidating, offensive or distressing to the recipient/s. Sexual, racial and/or disability harassment occurs when the harassment is motivated by or related to the sex, race, or disability of the recipient. Examples of harassing behaviour are:
- Offensive gestures, language, gossip or jokes.
  - Insulting or abusive behaviour or comments.
  - Physical contact, ranging from an invasion of personal space and/or inappropriate touching, to serious assault.
  - Display of sexually aggressive, pornographic, racist or otherwise offensive pictures or other material, or the transmitting of any such messages or images via electronic mail.
  - Intentional isolation or exclusion.
  - Humiliating or demeaning behaviour and/or persistent criticism.
  - Sexual misconduct, including but is not limited to:
    - Attempting to engage, or engaging in, sexual intercourse or other sexual act without consent
    - Sharing the private sexual material of another person without consent
    - Kissing without consent
    - Touching inappropriately through clothes without consent
    - Inappropriately showing sexual organs to another person directly or indirectly (e.g. through digital means)
    - Making unwanted remarks of a sexual nature.
    - Upskirting (taking a picture under a person's clothes without them knowing with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause victim humiliation)
    - Behaviour which would be likely to cause fear, distress or offence to others, including slander or libel and postings on social media.
- m) Failure to comply with the written policies and directions, including financial regulations, IT, library, attendance, punctuality, tuition and submission of academic work as identified in the relevant programme handbook.
- n) Theft, fraud, deceit, deception or dishonesty in relation to the activities/documents of the School or the property of the School or its staff or other students of the School.
- o) Failure to follow a reasonable instruction from a School officer, including failure to disclose your name and other relevant details in circumstances when it is reasonable to require that such information is given.
- p) Behaviour which is counter to professional codes of practice in programmes which require professional validation.
- q) Failure to comply with a previously imposed penalty under this Code or other School regulation.

## **Appendix b: Policy on referral to the Police or the Disclosure and Barring Service (DBS).**

### **General principles**

It is important to note that anyone may report a matter to the police and it should not be prevented.

The School will encourage and support members of the School community to report criminal conduct to the police, such as conduct which is closely related to the academic or other work of the School; or occurred on School premises; or involved members of the School community; or jeopardises or damages the good name of the School; or raises potential dangers to other members of the School community.

The School will offer support and advice to anybody coming forward to report such matters to the police.

### **Policy**

1. In certain circumstances it is a legal requirement to report incidents to the police, for example, under the Acts of Parliament relating to the prevention of terrorism and where a person has harmed or may harm children or vulnerable adults.
2. The School is also required to refer information to the Disclosure and Barring Service (DBS) in respect of students or other individuals working closely with vulnerable groups (see Regulation 4.4 of Section 5A above).
3. Where a criminal offence is committed against the School, the matter shall normally be reported to the police, whether or not the culprit has been identified.
4. Where the victim of an alleged crime does not wish the matter to be reported to the police, but the matter has come to the School's attention:
  - a) The Principal (or nominee) shall be informed and the final decision to inform the police on behalf of the School will rest with them. Where the victim of an alleged serious offence has decided not to refer the matter to the police, the disciplinary procedures may still be invoked.
  - b) At the discretion of the Principal, the School may report a matter to the police against the wishes of the victim; this will only occur in exceptional circumstances and after careful consideration. Exceptional circumstances may arise when failure to report a matter to the police may be against the public interest or the interest of the School community. For example, when significant violence has been used in an alleged crime which may subsequently put other School members or the public at risk.
5. The School shall seek and maintain informal liaison with the police. Advice may be sought on whether a matter is considered by the police to be serious or not serious and whether there are compelling grounds for reporting a matter formally where the victim is opposed to such action.

6. In a serious matter under police investigation or awaiting trial, the School may consider taking immediate action itself under the Student Disciplinary Code, for example, or suspending or excluding a student until the outcome of police or court action is known (see Section 5C).

## Appendix c: Disciplinary tariff guidelines

These are guidelines only and do not fetter the Student Disciplinary Committee's absolute discretion to order such measures as it deems appropriate:

<b>Disciplinary Action</b>	<b>1<sup>st</sup> Minor offence</b>	<b>2<sup>nd</sup> minor offence</b>	<b>1<sup>st</sup> major offence</b>	<b>2<sup>nd</sup> Major offence</b>
Verbal warning	✓			
Written warning	✓		✓	
Final written warning		✓	✓	✓
A fine (payable to the Guildhall School Trust)	£30-80	£50-100	£80-200	£200-500
Financial restitution	✓	✓	✓	✓
Community service within the School	✓	✓	✓	✓
Suspension where this is defined as a temporary prohibition on attendance.	Up to one month	✓	✓	✓
Exclusion where there is a partial or selective prohibition on access to School facilities.	Up to one month	✓	✓	✓
Expulsion			✓	✓

## **Section 5B: Course Participation policy: attendance monitoring & case consultation & progress review procedures**

### **1. Background**

This document provides guidance for tutors and students on the matter of course participation and progress review for all taught programmes. Reference should also be made to the policies and procedures on the certification of illness (self-certification and formal certification) and departmental procedures for leave of absence for professional engagements.

### **2. School obligations**

The School has a responsibility to the Office for Students, the City of London Corporation, professional accreditation bodies, and the student body to maintain the standards of the programmes of study offered at the School and the quality of the student experience. To this end it is necessary (i) to ensure that students attend the programmes of study for which they are registered and (ii) that students are encouraged to take full advantage of the educational opportunities on offer, so that students can meet the learning outcomes of the programme and achieve success at assessment. The contractual obligations connected with payment of fees, bursaries and loans are increasingly supplemented by quality control initiatives which require the School to monitor a range of activities including student achievement.

### **3. Mutual obligations & responsibilities**

In higher education communities there is an interdependence of staff and student rights and responsibilities; these are set out in detail below.

### **4. The student's responsibilities concerning participation.**

4.1 It is a student's responsibility to ensure that the arrangements of their personal circumstances, including the payment of fees, enable them to participate in all aspects of their programme as required. Their place of term-time residence should be notified to the Registry and updated whenever this changes over the course of their programme.

4.2 Attendance in term-time is required in the following instances:

- Recitals, examinations and assessments scheduled for a particular date and time;
- Placements and other commitments of a professional nature, e.g. outside engagements/orchestral commitments, which are part of term-time activity;
- Activities which involve the individual alone or as part of a group and any preparatory work which must be of a co-operative nature;

- Teaching sessions which contribute to a professional qualification and which cover material required in course approval by professional bodies (e.g. Music Therapy).

4.3 In the case of other classes not covered above, students are expected to attend all sessions under normal circumstances and permitted exceptions to this rule will be specified in the programme handbook. Absences without good cause may be grounds for judging that a student has not made a serious attempt to follow a programme. A student who is absent from their programme of study for three weeks or more without an approved leave of absence will be deemed to be self-withdrawn and will receive a letter to this effect from the Head of Registry Services. A student requesting a review of this decision will be seen by the Progress Review Committee.

4.4 Where a student thinks they may miss a class due to a timetable clash (e.g. due to scheduling of a formal School rehearsal) the student must inform the departmental administrator as soon as possible.

4.5 A student will be required to comply with any and all procedures established by the School and/or department to monitor their attendance. Registry will confirm processes to students and these should be followed accordingly. Deliberate failure to comply, or any other breach against the spirit of this rule (e.g. signing in for another student) will be subject to disciplinary action under the *Student Code of Conduct*.

Absences should be communicated to the relevant Head of Administration (or nominee). The Head of Administration will decide based on the reason for absence what supporting evidence is required in accordance with the leave of absence policy.

4.7 Failure to participate and unjustifiable absences will be recorded and monitored. Any student failing to comply with the agreed procedure for monitoring their attendance may be called to an interview with the relevant Head of Administration and action may be taken under regulation 7 of this policy if a satisfactory explanation for the non-compliance is not supplied. Where an international student requiring a visa to study in the UK misses ten expected consecutive contacts the School has a legal duty to report the student's non-attendance to the UKVI/Home Office. This rule is in addition to any individual class requirements (see 5.4 below).

4.8 Prolonged absence or multiple repeated absences of short duration, even if for good reason, may lead to interruption or termination of studies (see also Regulation 5.4 (i) Section 2). Additionally, the School has specific responsibilities as a Tier 4 sponsor to monitor student absence from the UK during term-time even if that absence is for a short period and fully approved.

## **5. School responsibilities**

5.1 The School will ensure that this policy is applied fairly and equitably.

The above participation requirements and any requirements specific to a module/programme will be made available at the start of each year to each student.

Exceptions to the general requirements will also be specified in the published handbook for the programme.

5.2 At the first session of each module the tutor will communicate participation requirements and check that all students have read and understood the participation criteria as they relate to that module/course, together with details of the module timetable and assessment procedures.

5.3 Unsatisfactory participation in modules and/or performance activities will be dealt with by means of a meeting with the Head of Department, Case Consultation and/or Progress Review meeting.

5.4 Tutors will take reasonable measures to determine whether students are attending their class and will keep records as appropriate. They should inform the relevant Head of Administration after two consecutive absences.

5.5 The School will make every effort to keep the number of timetable clashes to a minimum and, where notified of a clash that affects meeting the minimum requirements for a programme of study the School will make alternative study arrangements for affected students.\*

*\* There is no right to an exact replacement of a missed class; alternative arrangements are designed to support the student in meeting the overall learning outcomes of the programme and may include, but will not be limited to, a short one to one tutorial, additional directed reading, or a recommendation to attend another scheduled class.*

5.6 Participation reports will be a standing item on the Reserved Items agenda of a Programme Board.

## **6. Fit to study policy**

6.1 A student is responsible for their own health and wellbeing and will be expected, and facilitated, to access support services provided by the School (e.g. counselling) and provided externally (e.g. GP services).

6.2 The term 'fitness to study' in this policy relates to the entire student experience; the School expects its students to be able to live independently and in harmony with others, and not conduct themselves in a way which has an adverse impact on those around them. A student's fitness to study may be questioned if health problems or behaviours\* are disrupting their own studies or the studies of others, or result in unreasonable demands being placed on staff or other students. The School has a duty of care to its community and is bound by health and safety legislation, which means it is obliged to take action if a student presents a risk to themselves or to others.

*\* A diagnosis of a health issue (mental or physical) is not a requirement for the fitness to study policy to be activated; observable behaviours are sufficient.*

6.3 Where a student's fitness to study is questioned, the level of risk and/or disruption posed by the student will be measured by the relevant Head of Department/Programme Leader in consultation with the Head of Student Affairs and/or the Senior Health & Welfare Advisor who will determine which of the following procedures should be applied:

- informal action (e.g. encouraging the student to access the support available),
- interruption of studies under Regulation 5.4(i) of section 2 for absences of 25 working days,
- referral to a case consultation meeting under Regulation 7.4 below or referral to Progress Review under Regulations 7.5 below
- referral for consideration under the *Principal's Emergency Powers*,
- investigation under the *Student code of conduct & disciplinary procedure*,
- investigation under the *Fitness to practise procedure* (MA in Music Therapy students only).

## **7. Poor performance and/or poor attendance procedures**

7.1 Poor performance and/or poor attendance may be subject to three stages of action:

- 1) a. for non-compliance under 4.7 above, an interview with the relevant Head of Administration  
b. for other poor performance/participation, an interview with the relevant Head/Deputy Head of Department(s)\*
- 2) a Case Consultation
- 3) a meeting of a Progress Review Committee.

*\* In music this will be the Head of the Principal Study Department or the Head of the Academic Studies Department. In some instances it may be a combined meeting.*

### **7.2 Interview with the Head of Administration**

7.2.1 A student who fails during a term to comply with the agreed procedure for monitoring their attendance may be summoned to a meeting with the relevant Head of Administration (or other nominated senior member of staff). However, for a first offence, depending on the severity of the offence, the Head of Administration may forego this meeting and issue an informal warning, notifying the student of their non-compliance and encouraging future compliance. For serious offences, or where a student has been called for a meeting two terms in a row, the student will always be summoned at the earliest opportunity to a meeting.

7.2.2 The student will be asked to provide evidence of good cause for their non-attendance, with supporting documentation where relevant (e.g. medical certificate), as well as an explanation why the reason for their absence could not be communicated to the School at an earlier date.

7.2.3 Where good cause is demonstrated no further action under this policy will be taken provided the student's attendance improves immediately or their continued absence is covered by a medical certificate or similar. However, if a student is called more than once for an interview under 4.7 above, even though good cause is demonstrated, the Head of Administration has the discretion to issue a written disciplinary warning (a copy of which will be lodged with Registry for the student's file).

7.2.4 Where good cause is not demonstrated the Head of Administration will issue a disciplinary warning.

7.2.5 Where a student has not responded to a summons under 7.2.1, or their lack of compliance with monitoring procedures is jeopardising their studies at the School (e.g. a Tier 4 visa student missing their termly enrolment or consecutive contact points) a case consultation meeting (see 7.4) will be convened. The Registry will be informed and will consider their obligations as a Tier 4 sponsor where the student requires a visa to study in the UK.

### **7.3 Interview with Head of Department**

7.3.1 The Head/Deputy Head of Department will summon to a meeting a student whose performance and/or participation and/or engagement is not satisfactory as a means of drawing the student's attention to potential problems at an early stage. Following the meeting, a short written note will be sent to the student outlining the issues and the action the student has agreed to take to rectify the situation and in what timeframe, this may include seeking help from the Student Affairs Department. A copy of this note should be sent to the Registry for the student file and to the Student Affairs Department where relevant.

7.3.2 If no satisfactory action is taken by the student to rectify their poor performance/participation within the agreed timeframe then the Head of Department will convene a Case Consultation meeting or, for a very serious matter, convene a progress review meeting.

Where the poor performance/participation is likely to jeopardise the student's continuation on the programme, this stage (i.e. interview with Head of Department) may be omitted and the student called for a case consultation.

### **7.4 Case consultation meeting**

7.4.1 A case consultation will include, as a minimum, the Programme Leader(s), the Head/Deputy of Department (or other teaching staff representative of the department) and the student. The student will be invited and may be accompanied by a friend. The student will be contacted by email using the student's School email address, a copy of the communication will be sent to term-time and/or home addresses (with a copy to the Registry).

For case consultations involving the consideration of health matters the Head of Student Affairs or the Senior Health & Welfare Advisor may be invited to attend the meeting.

7.4.2 The case consultation meeting will not be invalidated by the student's absence provided notification of the meeting has been sent.

7.4.3 The case consultation meeting will determine:

- (i) whether the student's poor participation/attendance is wilful and necessitates a formal warning and action plan; and/or
- (ii) whether the student is in need of student services or additional academic support, in which case an action plan will be agreed upon.

A note of the meeting shall be taken and the student will be issued with a formal summary including the action plan(s) with the agreed timescales for improvement. A copy of the note and the summary will be forwarded to the Registry for inclusion in the student's file.

## **7.5 Progress review or disciplinary action**

7.5.1 Where a student's progress on their programme is at serious risk a Progress Review Committee will be convened.

7.5.2 In the case of a breach of an agreed action under 7.3.2 or 7.4.3, or a second notification or warning under any part of the Course participation policy the Programme Leader(s), in consultation with the Quality Assurance Officer (Assessment & Progression), will determine whether this is an academic or a disciplinary matter for referral under the progress review procedures or the *Student Code of Conduct & Disciplinary Procedure* as appropriate. Repeated failure to comply with a procedure to monitor attendance may be considered as "a failure to follow a reasonable instruction", i.e. a disciplinary offence.

7.5.3 The purpose of the Progress Review Committee will be to investigate exceptional shortcomings in a student's performance and instigate or recommend help, remedial measures and/or action. It is not the function of the Progress Review Committee to determine whether a student has reached a specific standard to pass the year or programme; the School Assessment Board has this responsibility. However, the Progress Review Committee may consider the totality of a student's record of engagement, including their assessment results to date.

## **7.6 Progress Review Committee**

7.6.1 A matter referred to the Progress Review Committee will be considered within fifteen days. The meeting will be convened by the Programme Leader(s) in consultation with the Quality Assurance Officer (Assessment & Progression).

7.6.2 The Programme Leader(s) will write to the student concerned informing them of the reasons for convening the meeting and informing them of the date, time and venue.

7.6.3 Notification will always be in writing with at least five working days' notice and will include all documentation to be considered by the Committee. A Progress Review Committee meeting will not be invalidated by the student's absence provided notification of the meeting has been sent.

7.6.4 A student shall always be permitted to bring one supporter who may accompany them. The name of the supporter and their relationship to the student must be given to the Programme Leader(s) in advance of the meeting.

7.6.5 The membership of the Committee shall be:

- Vice-Principal for the area of study in the Chair or other member of the Senior Management Team\* and not the Programme Leader/Pathway/Department)
- Member of teaching staff from the department (but not presenting the case, see 7.6.6 below)
- Senior member of the teaching staff drawn from another department who is completely independent of the case
- Students' Union President or Students' Union Vice-President/Cabinet Officer not from the same department as the student.\*\*

The quorum shall be three and must include the Students' Union member. Where a member of the Committee cannot attend the meeting, a written report may be submitted.

*\* But not the Secretary & Dean of Students or the Head of Registry Services.*

*\*\* Or any student representative on the student representative list in a given year, or a student recommended by the SU President provided not from the same department as the student.*

7.6.6 The following staff members will be in attendance

- Programme Leader/Head of Pathway/Head of Department who will present the case
- Quality Assurance Officer (Assessment & Progression) or other administrative officer
- Head of Student Affairs or Deputy (where relevant)
- Secretary to the Progress Review Committee (provided by the Department).

7.6.7 The Committee shall receive and consider a summary of the student's performance, including a copy of any case consultation meeting notes, copies of any warnings, relevant module reports and regulations relating to academic progression.

7.6.8 The student and their supporter will then be invited to join the meeting to answer any questions of the Committee. The student will be invited to make a statement.

7.6.9 The Committee will endeavour to communicate its recommendations (see 7.7.1) to the student at the meeting.

7.6.10 The deliberations and recommendations of the Progress Review Committee will be recorded.

7.6.11 The student will be informed in writing of the decision of the Committee with its reasons within 5 working days; it will be posted to their home address and/or term-time address. A copy will also be lodged with Registry for the student's file.

## **7.7 Orders of the Progress Review Committee**

7.7.1 The Progress Review Committee may order one or more of the following:

- a) procedures whereby the student may be helped,
- b) close and regular monitoring of work,
- c) requirement to seek help and support from a recognised practitioner, the Committee to specify the nature of that help and support, the timeframe, and the monitoring requirements,
- d) a final written warning,
- e) the student be required to intermit their studies until such time as they are physically, emotionally, and/or academically fit to return to their studies, subject to the maximum period of interruption not being exceeded. The Committee may set a minimum period of intermission and may set conditions for re-enrolment including but not limited to re-entry audition and/or evidence of fitness to study;
- f) the student be required to repeat a year (in whole or in part),
- g) the student is withdrawn from the programme without prejudice and may reapply to the programme at a future date, via the usual method of application, to start again from scratch;
- h) termination of the student's programme of study with no return to the programme.

(The UKVI will be notified of any intermission or termination of programme where the student requires a visa to study in the UK.)

Termination of programme of study may be recommended where the student's lack of attendance and/or engagement has jeopardised their academic performance to such an extent that it could not reasonably be redeemed during the remainder of the academic year of study and a repeat year or re-entry is not appropriate.

## **7.8 Appeal procedures**

7.8.1 The student has the right to appeal against the decision of the Progress Review Committee in respect of e), f), g) or h) above.\* They must lodge that appeal, in writing, with the Head of Registry Services within 10 working days of the issuing of the Committee's decision. The grounds for the appeal must be clearly stated as part of the request and appropriate documentation supplied.

*\* A Completion of Procedures letter will be issued in respect of 7.7.1 a, b, c and/or d.*

7.8.2 The Head of Registry Services will refer the matter to the Principal (or their Deputy), The Principal will allow an Appeal Panel to be established if they are satisfied that either or both of the following criteria might apply:

- i. that there is significant new evidence that could not have been, or for good reason was not, made available at the time of the Progress Review Committee;
- ii. that evidence can be produced of significant procedural error on the part of the School before or during the Progress Review Committee hearing.

7.8.3 In addition to (ii) above, where evidence of significant procedural error in the Progress Review Committee proceedings, the Principal can also determine that the case be sent back to the Progress Review Committee, with a different panel membership, to be reheard.

7.8.4 If the Principal determines that there is no case, the student will be notified and issued with a Completion of Procedures letter (see Section 5, paragraph 3).

7.8.5 An Appeal Panel shall normally be constituted to hear the appeal within 10 working days of the receipt of the appeal.

7.8.6 The Appeal Panel will normally be chaired by the Principal and will consist of:

- A senior member of the School not so far involved with the complaint or its investigation
- A representative of the Students' Union independent of the case and not from the appellant's department
- A governor of the School who is not a member of School staff.

A secretary to the Panel will be appointed by the Head of Registry Services.

7.8.7 The proceedings of the Panel will follow the regulations for a Disciplinary Appeal Panel (see Section 5A, Regulation 10).

## **Section 5C: The Principal's emergency powers**

### **1. General**

1.1 The Principal, or their nominee (usually the Secretary & Dena of Students), shall have the power to suspend or exclude a student from attendance at the School for good and urgent cause as outlined in regulations 2 and 3 below and for a limited period.

1.2 Suspension involves a total prohibition on attendance at or access to the School and participation in School activities; but it may be subject to qualification, such as permission to attend for the purpose of an examination, or support from the Student Affairs Department.

1.3 Exclusion involves selective restriction on attendance at or access to the School and selective prohibition on exercising the functions or duties of any office or committee membership in the School or the Students' Union, the exact details to be specified in writing.

1.4 Suspension or exclusion under this procedure will not be used as a penalty. The power to suspend or exclude under this provision is to protect the members of the School community in general or a particular member or members (and includes protecting the School's reputation), and the power shall be used only where the Principal is of the opinion that it is urgent and necessary to take such action. Written reasons for the decision shall be recorded and made available to the student.

1.5 Every effort will be made to minimise the effect of exclusion/suspension on the student's capacity to engage in the learning experience and to access student services.

1.6 Suspension of access to facilities under the tuition fee policy is unaffected by this policy.

### **2. Suspension/exclusion to protect the health & safety of an individual student or the School community**

2.1 A student who is considered a danger to themselves or others may be excluded or suspended by the Principal. Failure to comply with the terms of the suspension or order may result in action under the Student Disciplinary procedure.

2.2 A student who is considered unfit to study, where their health problems or behaviours are disrupting their own studies, or the studies of others, or result in unreasonable demands being placed on staff or other students (see Regulation 6 of Section 5B), may be excluded or suspended by the Principal.

2.3 Suspension will be used only where exclusion from specified activities or facilities is deemed to be inadequate.

2.4 An order of suspension or exclusion may include a requirement that the student should have no contact of any kind with a named person or persons.

2.5 No student shall be suspended or excluded under this section unless they have been given an opportunity to make representations in person or in writing to the Principal (or their nominee).

2.6 In cases of great urgency, the Principal shall be empowered to suspend a student with immediate effect, provided that the opportunities mentioned in 2.5 above are given and the matter is reviewed within five working weekdays.

2.7 The Principal (or nominee) will determine the length of the suspension or exclusion giving consideration to the point in the academic year. However, the period of suspension or exclusion will never be more than 12 weeks in the first instance. The Principal (or nominee) will specify any conditions, e.g. a fit to study assessment, that will need to be met for reinstatement at the end of the suspension or exclusion period.

2.8 Where a second period of suspension, or exclusion, from teaching activities is ordered a Progress Review Committee will be convened and the student will be invited to make representations in person and/or in writing. The Progress Review Committee will determine either

- i. a period of interruption should be enforced, or
- ii. the maximum period of suspension or exclusion before a period of interruption should be enforced.

The Committee will consider the impact of the suspension or exclusion on the student's learning and the possibilities of the student catching up on their work following the second period of suspension/exclusion.

### **3. Suspension pending disciplinary action**

3.1 Where a student is subject to a criminal charge or police investigation, or other very serious alleged breach of the Student Code of Conduct, the School may suspend or exclude the student or limit their interaction with the School community pending investigation under the School's disciplinary procedures and/or until such time as the police and/or courts have completed their investigations and proceedings.

3.2 Where a suspension is ordered under 3.1 above, the suspension shall be reported to the Chairman of the Board of Governors (or their deputy), and to the President of the Students' Union.

3.3 The Principal shall have the sole discretion to determine whether the nature of the alleged offence is such that the School's disciplinary proceeding should be adjourned pending police and court proceedings. Where there is an adjournment the decision to suspend or exclude shall be reviewed at least every 28 days in the light of any developments and/or representations made by the student.

3.4 Where there is no adjournment a Disciplinary Hearing will take place as soon as possible and the decision to suspend or excluded will be reviewed at least every

28 days in the light of any developments and/or representations made by the student until the Disciplinary Hearing has taken place.

## Section 5D: Student complaints procedure

### Equal Opportunities Statement

The Guildhall School of Music & Drama is a department of the City of London which has a comprehensive equal opportunities policy to which the School is fully committed. Its aim is to ensure that everyone receives fair treatment regardless of gender, sexual orientation, race, nationality, ethnic origins, religious beliefs and non-beliefs, colour, disability, marital status, age, trade union affiliations or political beliefs. The School is committed to fostering an environment for students and staff free from discrimination, prejudice or harassment and to pursuing equality of opportunity in the delivery of its services and facilities.

#### 1. Scope

1.1 The scope of this procedure relates to any complaint made against the School by a registered student on an academic programme, course or modules offered as part of the senior School academic offer except those covered by separate procedures for appeals against academic judgements. The complaints procedure relates to student and staff disciplinary procedures but is separate from them. Complaints may relate to:

- Dissatisfaction with School academic provision or the student experience;
- Dissatisfaction with quality of corporate services;
- Dissatisfaction with actions or lack of action on the part of members of staff of the School (excluding assessment decisions);
- Failure to maintain student confidentiality.

1.2 The following scenarios will not be considered under the Student Complaints Procedure:

- Complaints concerning the actions of other students. Such matters must be considered in accordance with either the *Student Code of Conduct & Disciplinary Procedure* or the *Academic Misconduct Regulations*, as appropriate.
- Complaints concerning a decision or outcome taken under the Code of Conduct & Disciplinary Procedure or the Academic Misconduct Regulations
- Complaints replicating an appeal that has already been heard under a different procedure.

1.3 The procedure will apply to complaints initiated by one or more students of the School. Complaints can be made by students who have withdrawn or graduated from the School if a complaint is initiated within three months of departure.

1.4 Unless the student complainant is under 18 years of age or is medically incapacitated, the complaint must be initiated by the student or students concerned. This procedure is not intended to be used by a third party making a complaint on behalf of a student.

## **2. Principles**

2.1 In seeking to resolve a complaint, the School will:

- Make its procedures clear to students;
- Seek to resolve the issue as promptly as possible consonant with the circumstances of the case;
- Seek to resolve the issue as closely as possible to the point of occurrence, but with the provision of increasingly formal procedures where necessary;
- Observe appropriate confidentiality;
- Investigate the matter as impartially as possible, involving staff who are not directly implicated to investigate a complaint;
- Attempt to resolve a complaint as fairly as possible with due consideration both to the complainant and those against whom the complaint is made (while the School will ensure that legitimate complaints are investigated responsively, it will also seek to protect its staff from vexatious or malicious complaints);
- Provide written feedback to a complainant on the outcome of the investigation.

## **3. Advice**

3.1 Students who think that they have a complaint against the School should familiarise themselves with the procedures set out below.

3.2 They must first seek to have the matter resolved informally at the point at which the incident which is the source of the complaint arose. Many matters can be resolved satisfactorily at this stage. If they believe that they have not received a satisfactory response, they should seek advice on how to proceed further. Advice can be obtained from members of staff such as Heads of Programme, the Registry or from the Students' Union. In considering whether to pursue a complaint, students should assure themselves that a complaint is not of a malicious or vexatious kind and that they have the evidence to support the complaint which they are making.

3.3 A student making a complaint against the School may be accompanied by a friend at any interview or hearing conducted in connection with the investigation of the complaint provided that the name of the friend and their relationship to the student is made known prior to the meeting.

## **4. Timescales**

4.1 Timescales set out in this procedure are advisory and refer to *working* days. Complicated matters can take longer to investigate. The School will acknowledge complaints and seek to keep a complainant informed of the progress of the investigations.

## **5. Stage One**

5.1 STAGE ONE of the School's complaints procedure should be invoked if it has not been possible to resolve a matter brought informally to the attention of those concerned at the point at which the incident occurred.

5.2 The complainant should address the complaint, in writing, to the appropriate person for the service or department concerned (normally the head of department or service, see appendix a for examples). The complaint should be lodged within 10 working days of the incident or of the informal discussions relating to it. In exceptional circumstances and at the discretion of the appropriate person, complaints may be accepted after 10 working days.

5.3 The appropriate person will investigate and respond, normally within 10 working days of receiving the complaint, copying the complaint and the written response, or record of action, to the Head of Registry Services.

5.4 Where a complaint is made against a fellow student and the nature of the allegation indicates a substantive breach of the School's regulations, the matter shall be referred by the appropriate person to the Head of Registry Services for report to the Principal and investigation under the Student *Disciplinary procedure*. Action arising from this investigation shall be reported to the complainant and shall constitute the conclusion of this procedure at STAGE TWO.

## **6. Stage Two**

6.1 STAGE TWO of the process will normally only be invoked after STAGE ONE has been exhausted. In exceptional circumstances, a complainant may move directly to STAGE TWO, possibly where the appropriate person is seen as part of the problem or where the substance of complaint is exceptionally serious.

6.2 The complaint, in writing and dated, should be addressed to the Head of Registry Services,\* who will reserve the right to refer the matter in the first instance back to STAGE ONE if it is considered that STAGE ONE has not been appropriately completed. The complaint should indicate the perceived deficiencies in the response made locally under STAGE ONE. The complainant should lodge the complaint within 10 working days of the incident or the receipt of a response from STAGE ONE. In exceptional circumstances and at the discretion of the Head of Registry Services, a complaint may be accepted after 10 working days.

*\* Where the 'appropriate person' at STAGE ONE was the Head of Registry Services, a STAGE TWO complaint should be referred to the Secretary & Dean of Students.*

6.3 Complaints relating to the conduct of a member of staff will be referred to the Human Resources Department and subsequent action, including investigation, will be carried out in accordance with the School's staff disciplinary procedures.

6.4 For complaints other than complaints about individual members of staff, the Head of Registry Services will within five working days of receiving the complaint:

- Identify an appropriate member of the staff independent of the case to investigate the complaint (the investigating officer) and to propose a resolution where appropriate. The investigating officer will normally be a senior member of staff and in determining the choice of investigating officer due regard to impartiality and equal opportunities will be given;

- Acknowledge the complaint and communicate the process and time scale for the investigation to the complainant;
- Copy the letter of complaint, STAGE ONE response and letter setting out the process and time scale to the senior member of the School staff who will investigate the complaint, the person against whom the complaint is made and the head of the department or service concerned;
- Invite the person against whom the complaint is made or the head of department concerned to respond to the complaint in writing within 15 working days to the investigating officer.

6.5 The investigating officer, having received the written response and conducted any other investigations or interviews which they deem necessary, will prepare a report.

The report will:

- Either indicate that reconciliation has been effected.
- Or uphold the complaint, all or in part, and if appropriate propose remedial action.
- Or dismiss the complaint if it is deemed vexatious, invalid or to lack substance.
- Or recommend that the complaint should be referred to a School Complaints Panel.

In addition, the investigating officer may include in the report recommendations to amend policies or processes.

6.6 The report will be sent to the Head of Registry Services within 25 days of the receipt of the letter of complaint and will be communicated by the Head of Registry Services to the complainant and the party against whom the complaint is made.

6.7 The Head of Registry Services will communicate to the complainant further options for the pursuit of their complaint.

## **7. Stage three**

7.1 If the complainant is not satisfied with the response of the investigating officer, they may appeal against the finding and/or the remedy. The appeal should be sent, in writing, to the Secretary & Dean of Students within 10 days of receipt of the report of the investigating officer.

7.2 The Secretary & Dean of Students will refer the appeal to the School Principal. The Principal will either uphold the decision, which will conclude the investigation into the complaint, or will refer the matter to a School Complaints Panel.

Referral to the School Complaints Panel will be dependent upon the complainant demonstrating to the satisfaction of the Principal one or more of the following:

- i. that the report arising from STAGE TWO does not provide a detailed and clear explanation of the reason for the decision taken;

- ii. that there is clear evidence of a significant administrative error in the conduct of STAGE TWO;
- iii. that sufficient evidence remains that the complaint warrants further consideration.

7.3 The School Complaints Panel will normally be chaired by the Principal and will consist of:

- A senior member of the School not so far involved with the complaint or its investigation
- A representative of the Students' Union
- A governor of the School who is not a member of School staff.

The quorum shall be three.

A secretary to the Panel will be appointed by the Secretary & Dean of Students.

7.4 The composition of the Panel will be determined by the Principal in consultation with the Secretary & Dean of Students with regard to the nature of the complaint and the principle of impartiality.

7.5 If a complaint is lodged against the Principal directly, the Secretary & Dean of Students will refer the matter to the Chair of the Board of Governors who will either uphold the decision, which will conclude the School's investigatory processes, or will refer the matter to the School's Complaints Panel if the grounds for appeal in 7.2 are demonstrated. The Chair of the Board of Governors will then Chair the School's Complaints Panel, according to the principles outlined in 7.3 and 7.4 above.

7.6 The Secretary & Dean of Students will arrange a date for the hearing of the Complaints Panel as soon as convenient, giving at least 10 working days' notice of the hearing.

7.7 The Secretary & Dean of Students will supply the Panel with all documentation so far assembled in connection with the investigation of the case. This will be circulated at least five working days before the meeting.

7.8 The complainant and the person\* against whom the complaint is made will have the right to appear before the Panel and to supply additional information or to call witnesses. Additional information and a list of witnesses should be supplied to the Secretary & Dean of Students in time for circulation to the Panel at least five working days in advance of the hearing. Any information supplied after such time may be accepted only at the discretion of the Panel.

*\* Where the complaint is against a department rather than a named individual, 'person' in this instance shall refer to the Head of Department or their nominee.*

7.9 All information available to the Panel will also be made available to the complainant and person against whom the complaint is made.

7.10 The Panel will determine its way of operating (including calling witnesses) with the proviso that both the complainant and the person against whom the complaint is made will both have an opportunity to make their case in person to the Panel. If either party does not choose to appear before the Panel, the Panel may make whatever inference it sees fit.

7.11 The complainant and the person against whom the complaint is made may be accompanied by a friend provided that the name of the supporter and their relationship to the complainant, or the person against whom the complaint is made, is made known to the Secretary & Dean of Students prior to the meeting.

7.12 The Panel will reach a decision and propose a remedy, if appropriate, and communicate its decision to the Secretary & Dean of Students within 3 working days of the hearing. The Secretary & Dean of Students will communicate the outcome of the complaint to all parties and will also ensure that the complainant is informed that the School's investigation of the complaint is now completed. The Secretary & Dean of Students will advise the complainant that if they are dissatisfied with the final outcome they may take their complaint to the *Office of the Independent Adjudicator (OIA)*: they will provide the complainant with the "Completion of Procedures Letter" and all the necessary information the complainant needs to enable them to pursue their complaint with the OIA (see Section 5, Regulation 3).

## **8. Record of Complaints**

8.1 The Head of Registry Services or the Secretary & Dean of Students will make a record of all complaints investigated by the School at STAGE 2 or beyond and will make an annual summary report of such complaints and their outcomes to the Academic Board.

8.2 The Secretary & Dean of Students will consider the annual summary of complaints and make any recommendations for amendments of School procedures to the Academic Board, as part of the annual report.

## **9. Malicious Accusations**

9.1 The School will reserve the right to take disciplinary action against any student who is found to have initiated a malicious complaint against the School, a member of its staff or another student. A complaint will be deemed to be malicious if it is found to be baseless.

## Appendix a: List of relevant contacts

The Secretary & Dean of Students is Katharine Lewis.

Guildhall School of Music & Drama  
 Silk Street  
 London EC2Y 8DT  
 Telephone: 020 7382 7143  
 E mail: [katharine.lewis@gsmd.ac.uk](mailto:katharine.lewis@gsmd.ac.uk)

A list of appropriate persons to contact in relation to complaints made under STAGE ONE of the procedure follows. (The list is not exhaustive. If you are in doubt as to where you should address a complaint, please ask). Contact details can be found at the School main reception.

Department	Contact
Registry	Stacey Balsdon Head of Registry Services
Finance	Nikki Cornwell Head of Finance
Student Accommodation (facilities related); Domestic Services & Client Service Managers	Sheree Miller Barbican
Student Accommodation (community related)	Julia Oliver Student Life Officer
Library	Kate Eaton Head of Library
IT Services	Dominic Smith Head of IT
Student Affairs	Sue Cowan Head of Student Affairs
Production Arts	Andy Lavender VP & Director of Production Arts or Relevant Head of Pathway
Acting	Orla O'Loughlin VP & Director of Drama Or Brodie Ross, Head of Acting
Music (programmes)	Alessandro Timossi Head of Music Programmes
Music (other)	Relevant Head of Department or Jonathan Vaughan VP & Director of Music
BA PACE	Gilly Roche Head of Interdisciplinary Practice

## Section 5E: Fitness to practise procedure

### 1. Introduction

The MA in Music Therapy programme is a Health & Care Professions Council (HCPC) approved programme. Successful completion of the programme confers eligibility to apply to the HCPC register. The register lists the professionals who meet the HCPC standards for training, professional skills, behaviour and health.\*

The School has a duty of care to the public to ensure that MA in Music Therapy students will be safe and suitable entrants to the profession and are fit to practise. All Music Therapy graduates must meet the HCPC's "Standards of Proficiency". In certain circumstances a student's health or conduct during training can raise concerns about their fitness to practise. In such cases the programme has a responsibility to investigate and take any necessary action.

\* *The HCPC's booklets "Standards of Proficiency (Arts Therapists)", "Standards of Conduct, Performance and Ethics", "Guidance on conduct and ethics for students" and "Guidance on health and character" are available on their: [website](#).*

### 2. Possible issues which could cause concern

- criminal convictions;
- information previously not declared which raises questions of suitability;
- untrustworthiness/dishonesty;
- allegations of inappropriate behaviour;
- psychiatric illness; and
- conduct which might affect public confidence in Music Therapy as a profession.

This is not an exhaustive list.

### 3. Procedure for dealing with a concern

3.1 If there is, for whatever reason, concern about a student's fitness to practise, this must be reported to the Head of the Music Therapy Department (or deputy in their absence) who will investigate the concern.

3.2 If, as a result of the investigation, the Head of Department considers that there are reasons for calling a meeting of the Fitness to Practise Committee, they will pass, to the committee secretary\*, a written statement with the reason for concern.

\* *The Secretary shall be the Secretary & Dean of Students or their nominee*

3.3 Except as indicated in 3.4.1 below, once the Head of Department has lodged a concern with the committee secretary, the student may continue with their studies, without affecting the outcome of the hearing, as long as the student is not considered a risk to themselves or others. Any student considered to be a risk will be suspended or excluded under the Principal's emergency powers.\*

*\* Section 5C of the School's Academic Regulatory framework*

### **3.4 Concerns by clinical placement provider**

3.4.1 Where a concern has been raised by a placement provider, the placement provider may ask that the student be removed from the placement without notice.

In the event that the Head of Department considers this a matter for the Fitness to Practise Committee, the allocation of a new placement to the student will be held in abeyance pending the outcome of the Fitness to Practice Committee's deliberations.

3.4.2 Where the Head of Department does not consider the concern a matter for the Fitness to Practise Committee, the student will be allocated a new placement.\*

*\* It should be noted that a new placement may not be available at short notice, and completion of the module may be delayed.*

## **4. Procedure when concern for a student is referred to the Fitness to Practise Committee**

4.1 The committee secretary will refer the concern to the Fitness to Practise Committee. The student will be advised in writing\* that the matter has been referred and will be provided with a copy of the Head of Department's written statement.

*\* To the student's known term-time and home addressees and to their School email account.*

4.2 The Fitness to Practise Committee will comprise:

- The Director of Music or their nominee (in the Chair)
- The Students' Union President (or member of the SU Cabinet)
- A member of the Music Therapy profession (who may be a member of staff if unconnected to the case being heard)
- An independent member who is not a current member of staff or a current student.
- The quorum for the Committee will be three.
- The Secretary to the Committee and the Head of Registry Services will be in attendance.

4.3 The Committee will meet to consider the case within 25 working days of referral and the student will be given at least ten days' notice of the Committee hearing.

4.4 The student will be informed of their rights to be heard at the Committee hearing and that they may be accompanied by a friend provided that the Committee Secretary has been notified of the friend's name (and their relationship to the student) at least three days in advance of the hearing. [See also Regulation 2.3 of Section 5]

4.5 The student will be advised of the procedures of the Committee including the calling of witnesses and the consideration of any written statements/documentation. Where the student provides a written statement/documentation this must be submitted to the Committee Secretary at least three days before the meeting to enable proper consideration. Similarly, where the student intends to call witnesses the student is responsible for ensuring the witnesses know about the hearing and that they attend. The Committee Secretary shall be provided with the names of any witnesses at least three days before the meeting.

4.6 The Committee will require the attendance of the student at the hearing (together with any friend) and the Head of the Department along with any witnesses as necessary. However, none of the proceedings outlined in this procedure will be invalidated or postponed by reason of the absence of the student provided that the student has been given written notice of the interview or hearing within the timescales laid down.

4.7 A formal record will be kept of the hearing.

## **5. The hearing**

5.1 The Head of Department and the student (and their friend) shall be present throughout the presentation of evidence.

5.2 Evidence will be taken in the following order:

- a) from the Head of Department
- b) from witnesses called by the Director of Studies
- c) from the student
- d) from the student's witnesses.

5.3 The committee can put questions to anyone at the hearing. Questions from the Head of Department or the student may be put to any witness via the Chair.

5.4 The Head of Department will be invited to make a final statement. The student will be asked to make a final statement.

5.5 The Committee will reach a decision in private and will notify the student in writing within three working days, giving reasons for its decisions.

5.6 The Committee will, by majority vote, have the power to decide either

- i. that there is no cause for concern, or
- ii. that there is cause for concern.

In respect of ii the Committee will also determine:

- i. whether the student's registration on the programme be terminated;
- ii. whether the student's registration on the programme be suspended pending medical treatment or other appropriate remedial action. In such cases a time-limit will be specified and re-admission will be at the discretion of the

Chair of the Fitness to Practice Committee. Where the student is not readmitted, the student's registration on the programme will be terminated;  
*or*

- iii. whether the student's continued participation in the programme be subject to specific limitations or additional requirements. If these are likely to involve the student in additional commitment of time or money this will be made clear.
- iv. that whilst there are reasons for concern, these are not serious enough to recommend that the student is not fit to practice. In this case, the committee may recommend to the Principal a course of action to take including a formal warning.

5.7 If the Committee has determined (ii) (a), i.e. termination of registration, where that exclusion related to harm or potential harm to another person, in addition to reporting the student to the relevant professional/regulatory body (i.e. HCPC), the School has a duty to report the student to the DBS (Disclosure and Barring Service).

## **6. Appeal procedures**

6.1 The student has the right to appeal against the decision of the Fitness to Practice Committee. They must lodge that appeal, in writing, with the Secretary & Dean of Students within 10 working days of the issuing of the Committee's decision. The grounds for the appeal must be clearly stated as part of the request and appropriate documentation supplied.

6.2 The Secretary & Dean of Students will refer the matter to the Principal (or their Deputy), The Principal will allow an Appeal Panel to be established if they are satisfied that either or both of the following criteria might apply:

- i. that there is significant new evidence that could not have been, or for good reason was not, made available at the time of the Fitness to Practice Committee;
- ii. that evidence can be produced of significant procedural error on the part of the School before or during the Fitness to Practice Committee hearing.

6.3 If the Principal determines that there is no case, the student will be notified and issued with a Completion of Procedures letter (see Section 5, paragraph 3).

6.4 An Appeal Panel shall normally be constituted to hear the appeal within 10 working days of the receipt of the appeal.

6.5 The Appeal Panel will normally be chaired by the Principal and will consist of:

- A senior member of the School not so far involved with the complaint or its investigation
- A representative of the Students' Union independent of the case and not from the appellant's department
- A governor of the School who is not a member of School staff.

A secretary to the Panel will be appointed by the Secretary & Dean of Students.

The proceedings of the Panel will follow the regulations for a Disciplinary Appeal Panel (see Section 5a, Regulation 9.6 to 9.13).