



Academic Regulatory Framework

Revised by the Academic Board for September 2020

Contents

Section 1: General Provisions	7
1. Authority	7
2. Delegations	7
3. Academic year	8
4. Programme approval, amendment & review	8
5. Emergency provisions	10
Section 2: Admission, enrolment & registration	11
1. Admission of students	11
2. Entrance qualifications & requirements	11
3. Non-standard entry	12
4. Enrolment & registration of students	13
5. Attendance	14
6. Withdrawal	16
7. Termination of studies	16
Section 3: General assessment regulations for taught programmes	18
1. Authority	18
2. Principles of assessment	19
3. School Board of Examiners terms of reference and membership	19
4. Programme Assessment Boards: terms of reference & membership	21
5. Programme Assessment Board: conduct of meetings	22
6. Appointment of External Examiners & Specialist External Assessors	23
7. Setting of assessment	24
8. Attendance at examinations & submission of coursework	24

9.	Marking	27
10.	Reassessment	28
11.	Consideration of results	28
12.	Academic misconduct (including plagiarism).....	29
13.	Publication of results & transcripts	32
14.	Academic Appeals	32
15.	Submission of Appeals.....	33
16.	Academic Appeal Process	35
17.	Stage One: Initial consideration	35
18.	Stage Two: Referral to Academic Appeals Panel.....	36
19.	Stage Two: Referral to Extenuating Circumstances Panel (ECP)	37
20.	Conclusion of Stage Two	38
21.	Stage Three: Formal review	38
22.	Student Status.....	39
23.	Reporting requirements.....	39
Section 4: Research degree regulations		40
1.	Research degrees: scope	40
2.	Registration & submission deadlines	40
3.	Attendance & programme of study.....	42
4.	Revision of research proposal.....	44
5.	Upgrade procedure	44
6.	Transfer to 'writing-up' status	48
7.	Submission & examination	49
8.	Allegations of plagiarism or other research misconduct during the programme of study.....	52

Section 5: The Student Experience and Office of the Independent Adjudicator (OIA)	53
1. Jurisdiction	53
2. General principles	53
3. Completion of procedures	54
Section 5A: Student Code of Conduct & Disciplinary Procedure	55
1. Introduction	55
2. General conduct	55
3. Misconduct	57
4. Misconduct which may constitute a criminal offence & related matters	57
5. Disciplinary procedure overview	58
6. Action & investigation	59
7. Informal Procedures	60
8. Formal procedures	61
9. Student Disciplinary Committee	61
10. Student Disciplinary Appeal Committee	64
11. Office of the Independent Adjudicator (OIA)	65
Appendix a:	67
Examples of breaches of the Code of Conduct	67
Appendix b: Policy on referral to the Police or the Disclosure and Barring Service (DBS).	69
General principles	69
Policy	69
Appendix c: Disciplinary tariff guidelines	71
Section 5B: Course Participation policy: attendance monitoring & case consultation & progress review procedures	72

1.	Background	72
2.	School obligations	72
3.	Mutual obligations & responsibilities	72
4.	The student’s responsibilities concerning participation.	72
5.	School responsibilities.....	73
6.	Fit to study policy	74
7.	Poor performance and/or poor attendance procedures.....	75
Section 5C: The Principal’s emergency powers		81
1.	General	81
2.	Suspension/exclusion to protect the health & safety of an individual student or the School community	81
3.	Suspension pending disciplinary action	82
Section 5D: Student complaints procedure		84
Equal Opportunities Statement.....		84
1.	Scope.....	84
2.	Principles	85
3.	Advice	85
4.	Timescales.....	85
5.	Stage One	85
6.	Stage Two	86
7.	Stage three.....	87
8.	Record of Complaints.....	89
9.	Malicious Accusations.....	89
Appendix a: List of relevant contacts.....		90
Section 5E: Fitness to practise procedure.....		91
1.	Introduction	91

2.	Possible issues which could cause concern	91
3.	Procedure for dealing with a concern.....	91
4.	Procedure when concern for a student is referred to the Fitness to Practise Committee	92
5.	The hearing	93
6.	Appeal procedures	94

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.