

## SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

All students who are in receipt of US Financial Aid whilst studying at the Royal College of Music are required to make satisfactory progress on their course of study. Students register at the beginning of each academic year and undertake to abide by RCM Student Code and Procedures, and to be bound by the programme requirements as defined in the Course Handbook for each programme.

Federal Aid students must maintain the same satisfactory standards as other students. In addition, the US Department of Education requires the RCM to check each student's progress at intervals, to ensure that they are meeting both the Quantitative (multiple regular assessments) and Qualitative requirements (constantly be at or above the average minimum grade C which is also measured cumulatively) and progressing at such pace as to successfully complete the required credits throughout each year and complete the entire course within the timeframe.

### Vocabulary

**Component of assessment:** An individual part of assessment for the programme, such as a repertoire examination, written work or recital. Each component of assessment is all or part of the assessment of a given module. There may be more than one component of assessment in a given module. Passing the component(s) of assessment means that the number of credit points associated with the module will be awarded, contributing to the credits required for the final award.

**Course Handbook:** A handbook which sets out an individual student's approved selection of modules within a programme which is sufficient to satisfy the programme requirements on successful completion. This specifies the pace such as the number of modules which must be taken at each stage of the programme and in some cases will specify the order in which the modules must be taken.

**ECTS credits:** The European Credit Transfer Scheme (ECTS) is becoming widely adopted across European institutions, making it easier to compare a student's achievement in one institution with another institution's requirements for entry, transfer etc. The credit system used by the RCM (which is the national UK system) is compatible with the ECTS system. One ECTS credit point corresponds to 2 credit points within the UK system.

**Grade:** A number assigned by the examiners representing the quality of a student's performance in the assessment of a module.

**Level:** The level of challenge, both quantitative and qualitative of the work involved in a particular module. The National Credit Framework for the UK ascribes credits at HE Levels 4, 5 and 6 to Honours degrees with a minimum of 120 credits at Level 6 being required for successful graduation at Bachelor level.

**Module:** The standard component into which a programme is divided and from which students build up their chosen pattern of study. Each module has its own specified learning outcomes, content and assessment scheme. Each module is assigned to a level, which corresponds to The National Credit Framework for the UK. Modules range in size from 10 to 80 credits. The Principal Study modules are the core of the degree and allocated a higher proportion of the credits in all years of study. The individual programme handbook specifies any modules which must be taken prior to study on other modules.

**Programme of studies:** An individual student's approved selection of modules within a programme which is sufficient to satisfy the programme requirements on successful completion. This may specify the order in which modules must be taken as part of the programme

**Student transcript:** The annual document which details the modules and the results achieved in each of them for that year.

## ALLOWABLE TIMEFRAMES

DMus and PhD students may have an additional year's writing-up period after three years of full-time study or after six years of part-time study making the maximum duration of seven years assuming 35 hours per week full-time or 18 hours per week part-time. The following table

<b>Table of Normal Course Length at Minimum Pace and Maximum Allowed Timeframe</b>					
<b>Course</b>	<b>Normal Length</b>	<b>Minimum Pace/Credits</b>	<b>Overall Minimum Credits</b>	<b>Maximum Length</b>	<b>Maximum Credits Allowed</b>
<b>Bachelor</b>	4 years	120 credits per year	480		

Each year of any programme is based on three terms. Modules range in size from 10 to 80 credits. The Principal Study modules are the core of the degree and allocated a higher proportion of the credits in all years of study. The Components of Assessments of Modules are assessed as they are completed within each term.

Masters courses may have additional points where students must submit proposals concerning specific modules of the programme for approval.

Level 4 (Bachelor) modules may be assessed on a pass/fail basis only. Other components are assessed as

Bachelor Marks	Standard	Grade	Master marks	Standard
70% and above	First Class Honours	A	70–100%	Distinction
60—69%	Upper Second Class Honours	B		
50—59%	Lower Second Class Honours	B	50–69%	Pass
40—49%	Third Class Honours	C		
40%	Capped Pass Mark	C	50%	Pass
39% below	Fail	D E	49% and below	Fail

### **Capped Assessment**

Academic written work submitted late will capped at the pass-mark of 40% for Bachelor and 50% for Masters' courses. Academic written work submitted later than one week after the published deadline will receive a mark of 0%.

Although monitoring occurs throughout the year with inconsistencies or concerns reported to the Academic Registrar,

Disbursements for the Spring and Summer terms are contingent upon students maintaining satisfactory progress and engagement with their courses.

prior to each disbursement, the grade average will be checked for Federal Aid students.

The cumulative grade is calculated by dividing the marks by the number of (credit) assessments

The resulting at grade point average must still be at least C as in the above table RCM does not allow incomplete or withdrawn classes, whatever is completed or not will be assessed as though completed

Repeated classes are included, both the failed and repeated marks, in the Grade Point Average.

## **ACADEMIC PROGRESSION**

The module Bachelor



key items of discussion and agreed action points  
agenda for the next meeting

These reports form the basis for surgeries with the Head of Programme.

Prior to each disbursement, the Record of Supervision will be checked to ensure that the supervisors' remarks indicate that the quality of research and writing are such that they are of sufficient quality to gain a Doctorate, and that the volume of work still to be done (milestones set) is estimated to be within the maximum timeframe.

## **FAILING TO MEET SATISFACTORY ACADEMIC PROGRESS**

If the RCM cannot satisfy itself that the student is attending at least 50%, or time put into the research is felt by the RCM not to be equal to 50% or above, Financial Aid will be suspended. Once the student meets the requirements for progression on the course of study he or she will be placed in good standing for financial aid.

### Financial Aid Warning

Students that fail to make Satisfactory Academic Progress will firstly be issued with a 'Financial Aid Warning'. This warning will last for 1 payment period (i.e. until the next disbursement), during which time a student can still receive Financial Aid. Students that fail to regain Satisfactory Academic Progress by the next disbursement will no longer be eligible for Aid, unless they are successful in an appeal.

### Loan Suspension

occurs when a student is not permitted by the Board of Examiners to continue but has demonstrated such a commitment to the programme as a means of becoming a musician or has justifiable mitigating circumstances which have been reported to the Board, then study may be interrupted for a term or two or a for a year, during which failed modules will be reassessed according to a scheme approved by the Board of Examiners. During this period, federal loan funding is suspended.

Any challenge to a decision of the Board of Examiners or the provisional result of an Examination Panel must be in writing to the Academic Registrar within 10 working days of the issue of the results.

There are two grounds on which an appeal may be considered:

1. Procedural irregularity in the conduct of the examinations
2. Mitigating circumstances

Students with mitigating circumstances which have affected their performance or caused them to miss deadlines must submit mitigating circumstances either in writing to the Registry Administrator, or by discussing their circumstances confidentially with the Counsellor. These will be considered by a sub-committee of the Board of Examiners, which will decide whether they affect the marks for any components of assessment and or whether to recommend

### **Reassessment**

Students who fail in their first attempt to satisfy the Board of Examiners in the assessment for a module may normally be reassessed once only, and reassessment must be completed successfully prior to progression to any subsequent year of study. Reassessment in practical examinations will normally take place during the next practical examination period. Masters courses reassessment for any Component of Assessment or for the module may be capped at the 50% pass-mark.

### **Failure**

that The work left to do within the time allowed will take the course over the 150%  
length allowed  
ngth allowed