

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 Dean of Students (or nominee) by the relevant Vice-Principal or their nominee. 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 intermission, 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 Each programme will have a Programme Leader who will be responsible for the day to day delivery of the programme with the relevant Vice-Principal taking overarching responsibility across all programmes in their area and their interoperability both within the faculty and across faculties.

4.12 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. These would include (but not exhaustive): industrial action; pandemic; quarantine; civil unrest; terrorism; natural disasters; failure of infrastructure

The School will aim to communicate with students as soon as is reasonably possible and wherever possible, students will be consulted and the External Examiner will be invited to comment on changes to delivery with a long-term impact. Students will always be notified of the changes and their impact.