

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 the Guildhall Young Artists division, summer schools or other courses that fall outside of the senior school offer.

1.3 Updates to these regulations may be made from time to time to reflect sector best practice and will not affect courses of study.

1.4 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 (see 4.10 below for further information).

1.5 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 student cohort (see 4.10-4.11 below) affected by the amendment and details of the consultation with students must be included in the reasoned argument.

1.6 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.

1.7 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 Academic Registrar (or nominee) by the relevant Vice-Principal or their nominee. Suspension of the requirements for award will not be considered.

1.8 Any suspension of regulation relating to a named student will only be applicable to that student and will not set a precedent.

1.9 These regulations will take precedence in the event of any discrepancy with other policies within the School.

1.10 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, suspension, or closure of 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 Programme Boards and will specify the validation and periodic review (revalidation) procedure. A programme of study must have financial approval from the School Executive as well as academic approval in principle before it may be marketed to potential students as subject to validation.

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 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 programme specification or module specification 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 4.9-4.12 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. All amendments must be conducted with due regard to relevant external regulatory, statutory, and legal requirements, with offer-holders and registered students consulted appropriately, including as detailed below. **Criteria for a major amendment will be as given in 4.9.1-5:**

4.9.1 Programme changes requiring Major Amendment:

- 4.9.1.1. Changing the award to which a programme leads – including variation to an exit award;
- 4.9.1.2. Changing the award classification boundaries or award classification algorithm
- 4.9.1.3. Changing the overall programme aims and/or intended learning outcomes;
- 4.9.1.4. Deleting or introducing (including replacement) 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;
- 4.9.1.5. the approved length and/or mode(s) of study of the overall programme;
- 4.9.1.6. Changing the name of a programme pathway (Principal Study route)
- 4.9.1.7. Introducing a new programme pathway (Principal Study route)
- 4.9.1.8. Closing a programme pathway (Principal Study route)

- 4.9.1.9. the available modes of study of a programme pathway (Principal Study route)
- 4.9.1.10. a significant change to the resources required to deliver the programme
- 4.9.1.11. a combination of minor changes that, when aggregated, is deemed to constitute a major change.

4.9.2 Module changes requiring Major Amendment:

- a significant change to the resources required to deliver the module.
- a significant reduction by either ≥ 5 hours or $\geq 10\%$ (whichever is higher), in the overall 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 significant alteration of module learning outcomes
- a combination of minor changes that, when aggregated, is deemed to constitute a major change.

4.9.3 any other change not set out in these criteria (4.9.1-2) which alters information that a reasonable student could rely on when deciding to apply to, accept their offer on, or continue with a programme of study will be assessed by the Academic Registrar and may be defined as a Major amendment.

4.9.4 Amendments to electives will not normally be considered a major amendment unless there is a reason to do so on an exceptional and discretionary basis. Changes involving electives may be considered major amendments if they would substantially alter the available learning opportunities, or if changes made to optional content affected a majority of the programme of study. As part of validating and delivering a programme with electives, students will be made aware that there could be reasonable variations in elective details and availability, and the terms under which this might happen.

4.10 The School is committed to delivering all programmes to its students in accordance with the description set out at the point they accepted their offer. Therefore, the School will not make major amendments to a programme of study and/or module specification or assessment criteria for current students in normal circumstances. These will only be approved for new students.

4.11 In exceptional circumstances, where major amendments or in-year amendments are proposed that will affect current students, all students in a cohort affected will be invited to a meeting (with at least five term time days' notice). A formal record of the meeting will need to be taken and preserved. If students are not present, they will receive the written record and still be able to engage with the process. We will take into consideration any feedback and where possible incorporate this into proposed changes. Where appropriate, we will seek students' consent to the amendments and/or provide students with the opportunity to withdraw from their programme, or, where possible, switch to a different programme, without penalty.

4.11 This will be followed by the normal programme/module amendment procedures through Programme Board and Academic Board, which will also be used for minor amendments to ensure student consultation.

4.12 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.

4.13 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 School Executive team will need to confirm the continuing financial viability of the programme before revalidation is confirmed.

4.14 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.

4.15 The decision to suspend or 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/or School Executive. 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 the [Programme Suspension and Closure Policy](#) for more information.

5. Emergency provisions

5.1 The School reserves the right in an emergency and/or during a local, national or global crisis outside of its reasonable 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): a pandemic, an epidemic or a local health emergency necessitating measures to reduce risk of infection or illness; certain acts of industrial action; natural disasters; acts of terrorism; government order or law; action by any governmental authority; the unanticipated departure or absence of key members of School staff; failure or delay by third party suppliers and subcontractors; civil unrest; failure of infrastructure.

See also the [Tuition Fee and Debt Collection policy](#) for the potential entitlement to reimbursement of certain fees in particular circumstances where the School cannot honour its commitment to students to complete their programme.

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.