



**Royal Conservatoire
of Scotland**

School of Music

Advanced Postgraduate Diploma in Music

Programme Document

September 2021

Contents

1	Welcome	4
1.1	Context	4
1.2	Your responsibilities as a student.....	4
1.3	COVID-19 Pandemic.....	4
2	Programme Summary Details	5
3	Programme Specification	5
3.1	Curriculum Principles and Graduate Attributes	5
3.2	Programme Aims.....	6
3.3	Programme Learning Outcomes.....	6
3.4	Admission Criteria	7
3.5	Programme Structure.....	7
3.6	Programme Content.....	7
3.7	Programme Learning Outcomes by Module.....	8
3.8	Benchmarks.....	8
3.9	Areas of Study	9
3.10	Learning and Teaching Methods	9
3.11	Assessment	10
3.12	Assessment Modes.....	11
3.13	Feedback on Assessment.....	11
3.14	Assessment Scale.....	12
3.15	Assessment Regulations.....	12
4	Learning Environment	13
4.1	Student Support	13
4.2	Improving the Programme	14
4.3	Internationalisation	14
4.4	Work-based Learning.....	15
4.5	Health and Safety, Safe Space.....	15
4.6	Equality, Diversity and Inclusion	16
4.7	Learning Resources	17
4.8	Staff.....	18
4.9	Copyright	18
4.10	Insurance.....	19
4.11	Student Contract	19
4.12	Transitions	20
4.13	Communication.....	20
4.14	Calendar	20
4.15	Independent Learning, Autonomy and Resilience	21
5	Graduate Destinations	22
6	Module Descriptors	23
	Advanced Principal Study	24
	Advanced Supporting Studies 30 Credits.....	27
	Advanced Supporting Studies 20 Credits.....	29
	Advanced Supporting Studies 10 Credits.....	29
	Professional Development.....	30

7	Grading Matrix	32
8	Appendices	33
8.1	Attendance, Extensions to Deadlines.....	34
8.2	Performance Opportunities and Commitments Policy	38
8.3	Plagiarism and Academic Misconduct.....	40

1 Welcome

1.1 Context

The Advanced Postgraduate Diploma in Music (AdvPGDip) is designed to allow students with an existing Masters qualification to progress further within their discipline. You will have the opportunity to extend and deepen your skills, knowledge and understanding in-and-through performance within a rich conservatoire environment.

1.2 Your responsibilities as a student

The AdvPGDip is built on the assumption that you the student are largely responsible for the design and shape of your learning. Why have you chosen further study at Masters level? Which areas of your practice do you wish to expand and deepen this year: what repertoires, genres, techniques? What sources of information can you draw on to support your practice? What professional pathways and opportunities do you intend to explore? How can you document and reflect upon your progress through the year?

We also expect you to contribute actively and generously to the ecology of the Conservatoire: to both support and be supported by your peers. Your responsibility radiates out from your own individual practice to your colleagues within your department, school, the institution as a whole, and the wider world. As a postgraduate student, you will be challenged to preserve and consolidate your autonomy alongside collaborative relationships with multiple networks:

- The intra-disciplinary: engagement with others working in the same discipline
- The inter-disciplinary: engagement with others working in other disciplines
- The historical: interrogation of past theories and practices which inform current work
- The transactional: engagement with a wider population which acts as spectator, learner, co-participant or constructive challenger
- The professional: engagement with professional partners and environments, including the capacity to be agents of change
- The cultural: engagement with diverse communities of practice
- The ecological: engagement with the environment, and others in it
- The digital: engagement with the technological, and virtual, environments

1.3 COVID-19 Pandemic

The operations of the Conservatoire during Academic Year 2021/2022 will continue to be affected to a greater or lesser extent by the Coronavirus pandemic. Therefore please be aware that references in this handbook to activity that would normally be carried out face-to-face may in fact be delivered online during AY 21/22. However, your Learning Outcomes, total study hours and assessments are as detailed.

Specific information on the blend of in-person and online learning will be communicated to you by your Head of Programme (and Head of Department in the School of Music). Please work proactively within the safety protocols of your programme.

Throughout the year, if the pandemic and associated governmental guidance require further adjustments to be made to your learning, these will be communicated to you.

As a learning community, we will all be working together to support a positive and stimulating experience for you.

2 Programme Summary Details

Programme Title

Advanced Postgraduate Diploma in Music

Duration and Modes of Study

One year (three terms) full-time. Part-time study is not available.

Awards by Level

The Advanced Postgraduate Diploma is at SCQF Level 11

No exit award is available to students who do not complete the full programme.

Credit Framework

AdvPGDip – 120 credits with a minimum of 100 at level 11

Date of Validation

March 2020

Start Date

September 2020

Next Review Date

2025

3 Programme Specification

3.1 Curriculum Principles and Graduate Attributes

The Conservatoire curriculum:

- Develops excellence alongside high levels of reflection in all of our disciplines.
- Fosters the creative attitudes and skills needed for collaborative learning in and through practice.
- Enables students to take responsibility for managing and evaluating their own learning.
- Provides students with insight into a diversity of artistic fields and experience of what is required to succeed in their individual arts practice.
- Develops the ability to use theoretical understanding to inform practice and practice to inform theory.
- Enables students to make a contribution in the world as artists, educators, advocates and active citizens.

The Conservatoire Graduate:

Is an excellent and reflective arts practitioner...	... and leads, creates, achieves and innovates. Conservatoire Graduates understand that the highest level of risk and daring offers the greatest potential for achievement and fulfilment.
Has the creative attitudes and skills needed for collaborative learning...	... and has sophisticated skills in leading, building and working in teams. As adaptable and confident people, Conservatoire graduates are used to taking risks and working positively with ambiguity and unpredictability.
Takes responsibility for managing and evaluating their own learning...	... and is resourceful, independent and effective in their approach to managing their life and work.
Has insight into a diversity of artistic fields and experience of what is required to succeed in their individual arts practice...	... and can respond quickly to a fast changing and dynamic world. Conservatoire graduates have a professionally-orientated, entrepreneurial outlook and respond positively to new opportunities and challenges.
Uses theoretical understanding to inform practice and practice to inform theory...	... and combines sophisticated aesthetic and emotional intelligence, integrity and insight with an ability to think analytically and critically.
Makes a contribution in the world, as an artist, educator, advocate and active citizen...	... and uses highly developed skills to communicate a profound appreciation of how their artistic discipline connects with the real world.

3.2 Programme Aims

The Advanced Postgraduate Diploma in Music is designed to:

- Enable the deepening of an established musical practice at the forefront of the discipline
- Provide opportunities to present solo and/or collaborative performances within a proto-professional musical environment
- Foster the ability to develop as a performer by integrating new skills and perspectives
- Stimulate a critical and reflective musicianship that will prepare the student for the challenges of the profession

3.3 Programme Learning Outcomes

On completion of the AdvPGDip you are expected to be able to:

LO1	Demonstrate comprehensive technical and expressive mastery of your discipline
LO2	Project a secure and distinctive musical personality
LO3	Demonstrate professional attitudes and the ability to engage effectively and creatively with professionals and peers
LO4	Critically evaluate current ideas, debates and issues within your chosen field

3.4 Admission Criteria

Academic Entry Requirements

Candidates are normally expected to hold an existing Masters degree or its overseas equivalent in a subject area relevant to the demands of the programme.

Language of Study

The language of study is English. Applicants whose first language is not English will be required to provide evidence of proficiency in English. We accept the International English Language Testing System (IELTS). Level 6.0 (with a minimum score of 5.5 in each component) is required of applicants to the School of Music.

Target Numbers

Minimum cohort	Maximum cohort
0	16

3.5 Programme Structure

Module	Level	Credits	Credits	Credits
Advanced Principal Study 1	11	80	80	80
Advanced Supporting Studies 1	11	30	20	10
Professional Development	11	10	10	10
Options	7-11	0	10	20
Total		120	120	120

3.6 Programme Content

Advanced Principal Study 1

- 80 credits, 800 hours
- 27 weeks one-to-one tuition @ 1.5 hours per week = 40.5 hours
- independent study (over 30 weeks) ~25 hours per week

Advanced Supporting Studies 1 30 credits

- 30 credits, 300 hours
- 22 weeks @ ~7 hours per week = ~154 hours
- independent study (over 30 weeks) ~5 hours per week

Advanced Supporting Studies 1 20 credits

- 20 credits, 200 hours
- 22 weeks @ ~5 hours per week = ~110 hours
- independent study (over 30 weeks) ~3 hours per week

Advanced Supporting Studies 1 10 credits

- 10 credits, 100 hours
- 22 weeks @ ~2 hours per week = ~44 hours
- independent study (over 30 weeks) ~2 hours per week

Professional Development

- 10 credits, 100 hours
- 22 weeks, 12 hours total contact
- independent study (over 22 weeks) ~4 hours per week

Options

- 0-20 credits, 0-200 hours
- delivery patterns and contact time variable, see individual module descriptors

3.7 Programme Learning Outcomes by Module

Module	Programme Learning Outcomes			
	1	2	3	4
Advanced Principal Study 1	•	•		
Advanced Supporting Studies 1	•	•	•	
Professional Development			•	•
Options			•	

3.8 Benchmarks

The learning outcomes of your programme are aligned with a number of local, national and international standards. The *UK Quality Code for Higher Education* (UKQCHQ, QAA 2018) lays out a series of formal 'expectations', including that 'the academic standards of courses meet the requirements of the relevant national qualifications framework'. In Scotland, these comprise the *Scottish Credit and Qualifications Framework* (SCQF 2019) and *The Framework for Qualifications of Higher Education Institutions in Scotland* (FQHEIS, QAA 2018).

In accordance with the SCQF/FQHEIS, the Advanced Postgraduate Diploma meets the requirement that a Postgraduate Diploma in Scotland allocate a minimum of 120 credit

points, of which at least 100 are at SCQF Level 11. The programme and module learning outcomes have been benchmarked against the *SCQF Level Descriptors* (SCQF 2015), while the programme as a whole meets the requirements of the *UKQCHQ Descriptor for a higher education qualification at level 7 on the FHEQ and SCQF level 11 on the FQHEIS: master's degree* (QAA 2018).

In addition to these fundamental standards, the programme aims and learning outcomes also take account of:

- the relevant sections of the Conservatoire's Postgraduate Academic Framework, that are themselves based upon FQHEIS
- the Characteristics Statement: Master's Degree (QAA 2015)
- the Dublin descriptors for second cycle awards (EHAA 2005)
- the 'Polifonia'/Dublin Descriptors for second cycle awards in higher music education (AEC 2007)
- the AEC Learning Outcomes 2017 (AEC 2017)

The Conservatoire – then the RSAMD – became in 1993/4 the first UK institution of its kind to be granted degree-awarding powers. We take pride in the care and rigour with which we design our degrees: you can be fully confident in the academic standing of the Advanced Postgraduate Diploma.

3.9 Areas of Study

The AdvPGDip is available to performers in the following disciplines:

- All string, woodwind and brass instruments, solo, chamber or orchestral
- Guitar and harp
- Timpani and percussion, including marimba
- Piano solo and ensemble, harpsichord, organ, accordion
- Vocal performance
- Traditional performance
- Jazz performance

It is not available for Conducting, Composition, Historically Informed Performance Practice and Piano for Dance, and Repetiteurship.

Singers accepted onto this programme will normally work within the Department of Vocal Performance: any work with the Opera department will be exceptional and by negotiation.

3.10 Learning and Teaching Methods

Advanced Principal Study

This core module includes 27 weeks of 90 minutes one-to-one tuition in your discipline, which may be split between a number of tutors as appropriate, and offers a range of assessment options including public performances, recordings, practice research, and individual or collaborative negotiated projects. Your learning in this module will be informed by the choices you articulate within the Professional Development module, which will help you identify the areas of your practice you wish to expand and deepen: the repertoires, genres, techniques that you wish to pursue to further your individual artistic aims.

The choice of principal study teacher is made by negotiation with your Head of Department, who will seek to match your individual needs with the expertise of particular teachers. A student may if necessary be re-assigned to an alternative teacher: it may also be appropriate for your principal study to be shared between a number of teachers.

Advanced Supporting Studies

In this module, you will have the opportunity to take part in a range of negotiated activities in support both of your individual discipline and your development as an emerging professional. This may include: performance classes; seminars, workshops and masterclasses; attendance at concerts; rehearsals; performances, solo or group, where not assessed as part of the principal study; additional study of a related instrument or instruments; and taught classes specific to the discipline/department.

What all of these learning opportunities have in common is that they look beyond your individual development as a musician. This module will give you the opportunity to work collaboratively in a widening circle of peers, potentially encompassing your colleagues within your own discipline, other musicians within the School of Music, fellow students from the Undergraduate and Research cohorts, staff and students from other Schools within the Conservatoire, and professionals from a range of disciplines both close to and far from the discipline of music.

Professional Development

The Professional Development module invites you to articulate a critical and reflective position on your continuing studies in relation to your transition into the profession:

- Why have you chosen further study at Masters level?
- Which areas of your practice do you wish to expand and deepen this year: what repertoires, genres, techniques?
- What sources of information can you draw on to support your practice?
- What professional pathways and opportunities do you intend to explore?
- How can you document and reflect upon your progress through the year?

Options

Options give space within the curriculum for you to engage in studies which enhance professional versatility, by pursuing areas of interest either close to or far away from your core discipline. The range of modules available is very wide, including options drawn from the undergraduate programmes in both the School of Music and the School of Drama, Dance, Production and Film. The design of the programme puts no restrictions on the level of the options/s chosen.

3.11 Assessment

Assessment is an integral part of teaching and learning, forming part of the cycle of performance, evaluation, and reflection that underpins your artistic development. It is also the mechanism which allows for a judgement as to whether you have completed the requirements of the programme, and, in the case of modules which carry a grade, to what standard. Assessment involves gathering, measuring and judging information about your progress.

Each module in the programme states learning outcomes, describing the knowledge, skills and understanding that must be demonstrated in order to pass the module. Each learning outcome is accompanied by assessment criteria, that indicate the factors which examiners will look for in order to determine whether a learning outcome has been met. The quality of the work is judged against an assessment matrix, which, in conjunction with the professional experience of the examiner, is used to determine whether the work is a pass or a fail and, in the case of assessments that carry a grade, to calibrate the level of the achievement according to the common assessment scale.

The module descriptor states the types of assessment that will be used. In cases where there is more than one graded assessment a weighting is assigned to each in order to calculate an overall module grade. All learning outcomes must be met in order to pass a module, and all summative assessments must be passed in order to pass a module.

Although the overall award carries no classification, grades for the Advanced Principal Study module will appear on your transcript, offering evidence to other educational institutions and potential employers of the level of your achievement.

3.12 Assessment Modes

Module	Mode of Assessment	Outcome
Advanced Principal Study	Negotiated (eg Performance, Portfolio, Dissertation)	Graded
Advanced Supporting Studies	Observation of Working Practice	Pass/Fail
Professional Development	Portfolio	Pass/Fail
Options	Variable	Variable

3.13 Feedback on Assessment

Feedback is central to learning: its nature and purpose is related to the two main types of assessment, formative and summative:

- **Formative** assessment is concerned with your development during the course of learning: it informs you about your progress. In the Advanced Postgraduate Diploma, particular emphasis is placed on written formative assessment within the Advanced Supporting Studies module.
- **Summative** assessment usually takes place at the end of a programme of work and, in the Advanced Postgraduate Diploma, often takes the form of a performance, portfolio, or other culmination of learning. It sums up your achievement, providing a clear statement of success or failure in meeting the learning outcomes of the module.

Feedback is inherent to both types of assessment. It may take many forms:

- **Verbal**, on an instantaneous basis, such as the informal feedback you receive every week in the Principal Study lesson or in a tutorial with your Head of Department.
- **Written**, as a comment on a performance, portfolio submission, or other summative outcome: you can expect detailed written feedback on all major summative assessments.

- **Mutually Constructed**, where feedback is written collaboratively by the tutor and student: this is used in many departments as an element of Supporting Studies.
- **Grades** are also a form of feedback, including the formative process grades given for Advanced Supporting Studies and the summative grades with which modules culminate.

For practical reasons, summative written feedback on assessments may be returned to students either through the student contract, through moodle or by email. Final ratified grades do not appear on the student contract until after the relevant exam board.

3.14 Assessment Scale

Assessment is recorded using the Conservatoire's Common Assessment Scale. The outcome of a module may either be noted as Pass/Fail, or graded alphanumerically:

Common Assessment Scale	Descriptor
A1	Excellent
A2	
A3	
A4	
A5	
B1	Very Good
B2	
B3	
C1	Good
C2	
C3	
D1	Satisfactory
D2	
D3	Adequate
PASS	
FAIL	
E1	Inadequate/Fail
E2	
F	Serious fail
NS	Non-submission/Non-appearance

3.15 Assessment Regulations

Please read this section in conjunction with the Conservatoire *Regulations, Codes of Procedures and General Rules*.

You are required to attend all lessons, classes, rehearsals and performances as specified in this handbook or negotiated and recorded on your Student Contract. Unauthorised absence is not permitted.

Normally you may progress on the programme of study provided that:

- You have attended classes in accordance with the requirements of programme regulations and have completed all of the work of the programme of study;
- You have met the appropriate assessment requirements to the satisfaction of the appropriate Progress Committee or Board of Examiners.

To obtain a pass in a module you must normally complete all prescribed assessments to the satisfaction of the Board of Examiners. Where a module has a final assessment, you shall be permitted to take that assessment only if there is evidence that you have attended classes in accordance with the requirements of the module and have completed the work of the module.

Non-submission

Resits due to non-submission or non-attendance will be subject to a fee of £125 per component per resit within a module. Resits due to cheating or plagiarism shall also be subject to a fee of £125 per component per resit within a module.

4 Learning Environment

4.1 Student Support

The main hub of student support is the Academic Administration and Support (AAS) team, managed by the Academic Registrar Suzanne Daly. Suzanne also administers the Appeals and Complaints procedures and can be contacted for advice in either of these areas. If you have a complaint about the service or information provided by the Royal Conservatoire you should consult the Complaints Handling Procedure, which is included in the Royal Conservatoire's Regulations, Codes of Procedure and General Rules. Suzanne can be contacted on 0141 270 8206 and is based in Academic Administration and Support office on the ground floor of the Royal Conservatoire. Her e-mail address is s.daly@rcs.ac.uk.

You can access a wide range of support services via the Portal:

- portal.rcs.ac.uk/student-support
- portal.rcs.ac.uk/counselling
- portal.rcs.ac.uk/funding-finance
- portal.rcs.ac.uk/health-services
- portal.rcs.ac.uk/disability-support
- portal.rcs.ac.uk/accommodation
- portal.rcs.ac.uk/international-students
- portal.rcs.ac.uk/erasmus-and-international-exchange
- portal.rcs.ac.uk/academic-support
- portal.rcs.ac.uk/equality-diversity
- portal.rcs.ac.uk/av (audiovisual services)
- portal.rcs.ac.uk/it (information technology)

- portal.rcs.ac.uk/spaceplanning (rooms, asimut)
- portal.rcs.ac.uk/rcssu (student union)
- portal.rcs.ac.uk/key-documents
- portal.rcs.ac.uk/health-safety
- portal.rcs.ac.uk/library
- portal.rcs.ac.uk/learningtechnology
- portal.rcs.ac.uk/strings (string department)
- portal.rcs.ac.uk/guitarharp (guitar and harp department)
- portal.rcs.ac.uk/brass (brass department)
- portal.rcs.ac.uk/opportunities
- portal.rcs.ac.uk/prog-comms (programme committees)

4.2 Improving the Programme

We value your opinions, and have put in place a number of systems that allow us to both gather feedback and ensure that it is acted on appropriately.

Each year at least two student representatives are elected as members of the Postgraduate Music Programmes Committee, which is responsible for monitoring, evaluation and reviewing how the Programme is being delivered. The Committee meets three times a year, with the third meeting being an Open Forum to which all students on the programme are invited.

- portal.rcs.ac.uk/prog-comms

Anonymous feedback on the programme can be made via the online Postgraduate Music Student Suggestion Box.

Beyond the programme itself, all of the Departments within the School of Music have their own feedback mechanisms, and there are also Conservatoire-wide mechanisms, such as the Student Experience Forum chaired by the Student Union President and the Assistant Principal.

4.3 Internationalisation

As musicians we are fortunate to inhabit a discipline that has the potential to transcend linguistic and cultural barriers while at the same time representing our various identities at the deepest level. The postgraduate programmes in the School of Music attract a diverse population of international students from many different countries across the world: in a typical year, roughly one third of the total cohort may be from outside the UK. The programme also offers a range of opportunities for students to take part in international exchange programmes.

As an institution, the Conservatoire is strongly committed to maintaining an international outlook. More information can be found on the portal sites noted below, or you can contact international@rcs.ac.uk.

- portal.rcs.ac.uk/international-students/
- portal.rcs.ac.uk/erasmus-and-international-exchange/

4.4 Work-based Learning

The programme has practice at its core and is delivered in a proto-professional environment. In a very real sense, therefore, all learning will be predicated upon (near) professional experience. Nevertheless, and in that context, external placements may also provide a valuable learning experience.

Placements connected with your core discipline will typically be available on a competitive basis through audition. Such placements may on occasion offer opportunities for assessment within the Advanced Principal Study: in other cases, they may sit within Advanced Supporting Studies.

4.5 Health and Safety, Safe Space

The policies and procedures governing the health, safety and wellbeing of staff and students are comprehensive and thorough:

- portal.rcs.ac.uk/health-safety/

Within the School of Music we take particular care over the risks to hearing. All students are given free personal protection equipment in the form of high-quality earplugs suitable for musical use, as well as specific teaching and learning in this area as part of the programme of study.

School of Music Health, Safety and Wellbeing Action Group is convened by Alistair MacDonald, who will be happy to listen to any concerns raised by students.
A.MacDonald@rcs.ac.uk

Under the Conservatoire's Dignity at Work and Study Policy, we offer the following Safe Space Statement:

'Everyone working and learning together in this room is entitled to do so in a safe space: a space free of bullying and harassment of any kind.

We will honour our differences and collaborate in the true spirit of ensemble, promoting creative challenge whilst retaining the utmost respect for each other.

We will treat one another with courtesy and respect at all times, and if we are subjected to or witness bullying or harassment we will speak out knowing that our voices will be heard and we will be taken seriously.

We will actively promote a positive, optimistic and mutually supportive approach to work and study.

Together we can create a Safe Space.

4.6 Equality, Diversity and Inclusion

Statement

“The Royal Conservatoire of Scotland embraces a diverse population of students and staff. We believe that excellence can be achieved through recognising and celebrating the value of every individual, and are committed to promoting equality, diversity and inclusion in all of our activities.

We are committed to developing and upholding a culture based on respect, inclusiveness, transparency and open-mindedness. We will proactively advance equity and inclusive practice in our activities and through effective and collaborative action, ensure that we all have the right to be seen, heard and celebrated.”

Anti-Racism Statement

“In May 2020, the shocking death of George Floyd and the global response that has followed has highlighted the devastating impact of racism and racial inequality on our society and communities.

The Royal Conservatoire of Scotland is committed to being an anti-racist organisation. These events have challenged us to develop our work further, and we recognise we must do more to address racism and inequalities within our community. The [Anti-Racism Action Plan](#) and the [Anti-Racism Action Plan Appendix](#) were published in August 2020 and will be updated on a quarterly basis.

The Conservatoire has a zero-tolerance approach to racism and condemns all racist and discriminatory behaviour. We are committed to challenging and dismantling structural racism within our practices, policies, procedures and community.

It is unacceptable that anyone at the Conservatoire experiences racism or discrimination. We stand with our Black and Global Majority staff and students and those from all under-represented ethnic groups in pledging to take action. We are committed to ensuring that The Royal Conservatoire of Scotland is an anti-racist environment within which all our staff and students can work, train, study and progress.”

A distinctive feature of the programme is the degree of flexibility and choice offered. Rather than a fixed curriculum, the programme is designed to empower a diverse range of students to explore their own artistic personality, and through this to make a real difference in the fields in which they choose to work.

The School of Music has established an Anti-Racism Action Plan: a working document developed collaboratively by students and staff in response to the wider Conservatoire Anti-Racism Action Plan. The School’s plan sets out actions specific to the discipline of music across a wide range of activities, including: Outreach, Recruitment, Communications, Partnerships; Policy; Learning, Teaching, Assessment and Feedback; Programming; Staffing and Training; Student Support; Data; and Monitoring.

More information about the work of the School and the Conservatoire in these areas may be found on both the main RCS website and the Portal:

- www.rcs.ac.uk/why-rcs/vision-and-governance/equalityanddiversity/
- portal.rcs.ac.uk/equality-diversity/

4.7 Learning Resources

The School of Music has access to a large number of purpose-built practice rooms and other rehearsal spaces that are available to students on the programme. You will have a personal quota of practice time that you can book through the Asimut timetable: larger rehearsal rooms may be booked through your Department.

There are three recording studios: studio A is staffed by a professional recording engineer, while studios B and C may be booked for student use following a short induction.

The Whitaker Library offers a comprehensive collection of material in support of the studying musician, including books, scores and audio and video recordings. The School of Music is supported by a dedicated music librarian, who will be able to assist with scores and parts for a wide range of works in the standard repertoire. A very large number of online study resources are also available through the library catalogue.

The AV store has a wide range of equipment available for students to borrow, including audio and video cameras, sound reinforcement equipment, and similar items.

Each of the instrumental Departments within the School of Music also maintains a stock of instruments of professional quality that may be borrowed and used by students.

Digital technology is not something that is bolted on to learning and teaching, but rather a part of the contemporary landscape that we all inhabit. During the first weeks of the programme you will be introduced to a number of online tools that are in daily use at the Conservatoire for communication, collaboration, and the sharing of information. These include:

- your conservatoire email
- the password self-service facility
- OneDrive for Business
- the Asimut timetabling system
- moodle
- the Student Contract
- the Portal
- eduroam wifi
- your ePortfolio
- the library catalogue

Of particular interest to music students are the state-of-the-art camera systems that have been installed in the Stevenson Hall and Ledger Recital room. These can be used by students after a short period of training that can be organised on request.

The Conservatoire is also piloting the use low-latency (LoLa) audiovisual streaming in instrumental music teaching: more information on this technology is available from PhD student Ben Redman B.Redman@rcs.ac.uk.

4.8 Staff

Heads of Department

The principal responsibility for creating an individual learning journey through the programme rests with you the student, working closely with your Head of Department. In their capacity as Module Coordinators for the Advanced Principal Study and Advanced Supporting Studies modules they will negotiate with you your one-to-one tuition, your choice of Advanced Principal Study assessments, and the range of Advanced Supporting Studies activities to be undertaken. They work together with Artistic Planning to create the wide range of performance opportunities that are central to the programme, and are responsible for allocating students to these opportunities in a fair and transparent way.

As well as taking a close interest in your musical and professional development, your Head of Department will be at hand to offer support on any difficulties that may arise during the course of the programme, either directly, by offering information and advice themselves, or by referring you on to one of the support mechanisms offered by the Conservatoire as a whole. In some large Departments there is an Associate Head and/or a Coordinator, who will also work to support you through the programme. You will also be in regular contact with your department's Programme Support Administrator who will, among other duties, manage your Asimut timetable.

Principal Study Tutors

Your one-to-one lessons with your Advanced Principal Study Tutor are of course at the heart of your programme. Your Head of Department will discuss and agree with you the best person for you to study with: in some cases, this may involve dividing your time between a number of tutors.

Head of Programme

The Head of Programme has overall responsibility for academic leadership across the MMus/MA, AdvPGDip and ArtDip programmes. They work in liaison with the Heads of Department to negotiate the structure and content of your programme and offer general support and advice on your progress through the programme. You are encouraged to speak to the Head of Programme at any time, particularly if there is a matter that cannot be dealt with by your Head of Department. The Heads of Department and Head of Programme report to the Director of the School of Music, who will take up any issues that cannot be resolved by the Department or the Programme.

4.9 Copyright

The rights and obligations of students with regard to intellectual property and copyright are laid out in the Conservatoire's *Regulations, Codes of Procedure and General Rules*. Practical guidance for students may be found at portal.rcs.ac.uk/library/copyright.

4.10 Insurance

It is your responsibility to ensure that your musical instrument/s are fully insured against loss or damage whilst on the RCS premises. The Conservatoire is unable to recommend a particular insurance provider. Check first whether your instrument/s are insured through a family home contents insurance policy, and compare premiums from multiple providers before arranging a new policy.

4.11 Student Contract

The Student Contract is a mechanism that allows you to plan your personal, educational and professional development. It is a dynamic online tool to help you navigate through the programme and record the choices agreed with your Head of Department and other members of the programme team.

In specific terms the Student Contract will:

- Detail module and option choices within the programme
- Detail, where appropriate, assessment modes, placements, and work based learning
- Detail performance opportunities and other commitments that may be undertaken as part of the programme

The Student Contract will encourage you to:

- Review, plan and take responsibility for your own learning
- Articulate your personal goals and evaluate progress towards their achievement
- Articulate personal choice and context
- Gain an holistic overview of your learning and its relationship to extra-curricular pursuits and career development
- Improve study and career management skills

You can access your Student Contract through the Portal – you should familiarise yourself with this online tool at the start of your programme, and make regular reference to it throughout the period of your studies.

Negotiation

This programme handbook and module descriptors make reference to matters which are ‘negotiated’ or ‘discussed and agreed’. In the context of this programme, these phrases have important implications. One of the underlying principles of the programme – and one of the defining characteristics of ‘mastersness’ – is that you should take responsibility for your own learning: the starting point for decisions around such matters as assessment pathways and options is a consideration of your individual needs as a student.

This does not mean, of course, that you have a completely free choice as to how to structure your programme. Both students and teachers are constrained on the one hand by both the need on the one to meet the learning outcomes of the programme, and the practicalities of delivery on the other.

In practice, the choices available to you will be made on the basis of an open and two-way discussion between you and your Head of Department.

If you are unhappy with the outcome of a discussion of your options with your Head of Department or other member of staff, then you should discuss the matter with the Head of Programme. If you are still not satisfied, you can approach the Director of Music. In all cases, whatever has been negotiated should be recorded on the Student Contract. It is the responsibility of the both the student and the Personal Supervisor to make sure that this is kept up to date.

4.12 Transitions

'Transitions' is a term used to represent two phases of your studies: firstly, when you move into your studies, also known as 'induction'; secondly, when you leave the programme and move into either further study or the wider world.

In the induction phase you will meet your Head of Department and Head of Programme, and begin to negotiate your individual programme of study through the Student Contract.

As you approach the end of the programme, you will have the opportunity to meet with your Head of Department to discuss your future plans, either for moving into the profession or further study.

4.13 Communication

After face-to-face communication, the most widely used mode of communication is email, which is used for all official correspondence. While in other spheres you may be used to communicating via chat platforms, direct messaging, or social media, it is important that you recognise that, during your studies on the programme, all of your electronic communication with your tutors will come via your Conservatoire email address. Neither staff nor students should use their private email address for matters relating to Conservatoire business.

There are a number of useful email addresses that you might wish to be aware of:

- pianotuner@rcs.ac.uk
- maintenance@rcs.ac.uk
- international@rcs.ac.uk
- domesticservices@rcs.ac.uk
- c.client1@rcs.ac.uk – Client Services
- library@rcs.ac.uk
- spaceplanning@rcs.ac.uk
- ithelpdesk@rcs.ac.uk
- printerquestions@rcs.ac.uk
- studentpractice@rcs.ac.uk

4.14 Calendar

Welcome and Transitions week (beginning Mon 20 Sep 2021)

During this week you will be involved in induction activities, with normal teaching beginning in week 2.

Undergraduate Independent Learning Week (w/b Mon 01 Nov 2021)

For undergraduate students only, this is a week in which no classes or rehearsals are timetabled: it is also used as an auditions week by the School of Music. For this reason, some classes and many option modules will not run during this week. You should check your Asimut calendar for that week on to confirm your schedule. If you are still not sure, please check with your Head of Department, Head of Programme, or, in the case of an option module, the Module Coordinator.

Mid-Session Examinations (w/b Mon 17 Jan - w/b Mon 24 Jan 2022)

All undergraduate mid-session examinations take place during these two weeks. Postgraduate students *may* have assessments during this week: however, for masters students, the timing of these can be flexibly negotiated, and they may well take place at a different time of year entirely. Many regular classes will not run during this week: please check your schedule.

School of Music Performance Week (w/b Mon 07 Feb 2022)

Symphony 2 takes place in this week, alongside student-led performance projects. Monday afternoon Option modules continue, but other regular classes may cease this week: please check your schedule.

Intensive Options Week (w/b Mon 21 Mar 2022)

Regular weekly undergraduate teaching and performance ceases. Many option modules will not run. Some options will run on an 'intensive' one-week pattern, including, for example, Introduction to Opera Directing (Intensive) and Introduction to Gamelan (Intensive).

Final Examinations (w/b Mon 16 May - w/b Mon 06 Jun 2022)

The majority of recitals for both undergraduate and postgraduate programmes will take place during these weeks. This is a busy time of year: some examinations may also be scheduled in the previous and following weeks, and over weekends.

Transitions and Bridge Week (w/b Mon 13 Jun 2022)

In this final week of term 3 there is unlikely to be teaching or performance activity: some examinations may still be taking place, however. During this week, all students have the opportunity to pitch for self-directed collaborative projects, with successful pitches being resourced by the Conservatoire.

Resit Week (w/b Mon 15 Aug 2022)

Your programme will normally finish in June, however this week is available for postponed 'first-sit' examinations, resit examinations, and resubmissions of failed modules.

4.15 Independent Learning, Autonomy and Resilience

The Advanced Postgraduate Diploma programme is built on the assumption that you the student are largely responsible for the design and shape of your learning. Why have you chosen further study at masters level? Which areas of your practice do you wish to expand and deepen this year: what repertoires, genres, techniques? What sources of information

can you draw on to support your practice? What professional pathways and opportunities to you intend to explore? How can you document and reflect upon your progress through the year?

This individual focus is counterbalanced by the musician's engagement with an art form which is by its nature highly collaborative. With the possible exception of the concert pianist or solo guitarist, very few musicians build an entire career playing on their own: most are entirely dependent on collaboration with other musicians to pursue their art. At one end of the spectrum, even such a simple matter as a pianist performing with a violinist constitutes an interdisciplinary collaboration: at the other extreme, curious and creative musicians may find themselves drawn to collaborating across the full spectrum of the performing arts and beyond.

We have purposely designed the Advanced Postgraduate Diploma to be flexible, giving you a great deal of autonomy in the design and shape of your studies. With this flexibility comes challenge: we will expect you to take a great deal of responsibility for self-organisation, for setting your own goals and finding the means to achieve them. Our hope is that as well as enabling you to work towards artistic mastery in your chosen field, that you will also develop the resilience to deal with challenges as they arise, both during the course of the programme and after you graduate.

5 Graduate Destinations

You will graduate from the programme as a highly skilled and well rounded musician. Whether as a performer, composer or conductor, the programme will have equipped you with the skills and abilities needed to take on professional work. You will have developed a critical and autonomous approach to your principal study, which will enable you to continue to develop your musicianship as your career unfolds. Statistically, the prospects are good, with the great majority of graduates from postgraduate programmes in music progressing either to employment or further study.

It is important to remember, however, that the profession of music is continually changing and evolving. For classically trained instrumentalists in particular, the outlook is challenging, with large numbers of extremely well-qualified musicians from around the world chasing a dwindling number of traditional positions.

The Portfolio Career

'There is no such thing as a typical musician. The blend of roles, patterns of paid and creative work, employment status and working hours vary across musicians and across different periods in their careers. Developing a portfolio career, made up of a number of different jobs, is a necessary characteristic of many musicians' careers; this invariably involves developing non-music skills such as business, marketing, teaching and community engagement.'

The Working Musician Musician's Union 2012

The quote above is one of the key findings of an extensive research project recently undertaken by the Musicians' Union. It accords well with the experience reported to us by our recent graduates, and is a realistic picture of the lives of many of the part-time staff who teach on the programme.

The **Professional Development** module is specifically designed to help you plan your transition into the profession. The **options** which form part of the programme also offer a very significant opportunity to develop complementary skills which will make you more employable. Areas which you might choose to develop include:

- **Writing and arranging music** is a useful source of income for many musicians. These skills are addressed by a number of modules in arranging, orchestrating and composing across a range of styles.
- **Community music and teaching** constitute regular and reliable employment for many contemporary musicians. Modules which you might consider include The Teaching Musician, Composing & Creative Music Making with Drake Music Scotland, Kodály Musicianship, and Teaching Musics of the World.
- Students interested in **music administration, media and marketing** should consider the Arts Leadership and Fundraising modules, which also incorporate industry placements.
- Skills in **music technology** and **sound recording** can be a valuable addition to a musician's portfolio, and are supported by a number of modules catering to students with differing existing levels of knowledge.

Further Study

After completing our programme you may decide to proceed to further study, either here or at another institution. Many students choose to deepen and enrich their artistic practice by further study at a higher level, perhaps through the DPerf offered by the Conservatoire in association with the University of St Andrews, or through a variety of advanced diplomas offered by other institutions.

You may also be interested in pursuing research at PhD level, perhaps as a route to an academic career.

6 Module Descriptors

Module Title	Advanced Principal Study		
Module Co-ordinator	Head of Department		
Module Content	<p>This core module includes 27 weeks of 90 minutes one-to-one tuition in your discipline, which may be split between a number of tutors as appropriate, and offers a range of assessment options including public performances, recordings, practice research, and individual or collaborative negotiated projects. Your learning in this module will be informed by the choices you articulate within the Professional Development module, which will help you identify the areas of your practice do you wish to expand and deepen: the repertoires, genres, techniques that you wish to pursue to further your individual artistic aims.</p>		
Level	11		
Credit Rating	80 SCQF Credits / 40 ECTS credits		
Status (Core/Option/CRSC)	Core		
Pre-requisites	Entry to course		
Co-requisites	Professional Development, Advanced Supporting Studies		
Anti-requisites	None		
Maximum number of students	16	Minimum number of students	1
Learning Modes	Indicative Total (hours)		
1:1 Lessons	40.5		
Independent Study	759.5		
Total Notional Student Effort	800		
Module Aims	<p>This module is designed to:</p> <ul style="list-style-type: none"> • Enable the deepening of an established musical practice at the forefront of the discipline • Provide opportunities to present solo and/or collaborative performances within a proto-professional musical environment 		
Learning Outcomes	On successful completion of this module you will be able to:		
LO1	Demonstrate comprehensive technical and expressive mastery of your discipline		
LO2	Project a secure and distinctive musical personality		
Assessments 1 and 2, Type and Weighting	<p>You will be assessed through:</p> <ul style="list-style-type: none"> • Two negotiated assessments (50% + 50%) <p>The negotiated assessments for this module are usually performances, but may also be live or studio recordings on audio or video, compositions, substantial practice research/educational projects, for example, role studies, outreach projects or written dissertations. The output would be agreed upon at the start of the academic year.</p> <p>We normally expect at least one of these outputs to be arranged independently by the student outside the Conservatoire. In many cases, you will be able to take advantage of an existing opportunity, such as an engagement by an existing performing organisation or from connections established with the profession through your own practice.</p>		

We will offer advice and information to support you in planning such an event; however, we expect you to take responsibility for matters such as venue hire, marketing, travel, music hire, sets, costumes, risk assessment and technical support. Please note that the Conservatoire is not able to offer direct financial support for such projects but we may be able to provide some support in kind, such as a loan of equipment.

One of the assessments will normally be internal to Conservatoire.

At least one of these assessments will be assessed by an external panel, comprising a Specialist External Examiner, an internal specialist, and a generalist convener: the other assessment will usually be assessed by a panel comprising two internal specialists.

Examples of suitable assessable projects include, but are not limited to:

- A substantial recital, solo, collaborative or mixed
- A study of a number of roles from an opera or operas
- A freelance engagement or series of engagements with an existing professional company, such as an orchestra, opera company, new music ensemble, or theatre company
- A collaborative interdisciplinary devised performance
- A professional CD-length audio recording with associated marketing material
- A practice research project on a specific area of technique or repertoire

Assessment Criteria for Assessments 1 and 2

Assessors will look for:

LO1 – Demonstrate comprehensive technical and expressive mastery of your discipline

- technical control and freedom to fully realise musical intent
- fine understanding of style and idiom
- confident leading and sympathetic support in collaborative and ensemble contexts
- textual accuracy
- consistency and concentration in performance

LO2 – Project a secure and distinctive musical personality

- performances which can challenge both the artist and audience
- effective communication
- committed and engaging response to the music
- awareness of context and trend
- knowledge of the repertoire
- originality and creative imagination
- confidence, stage presence and rapport with the audience

Alignment of Assessment and Learning Outcomes

	Assessment 1	Assessment 2
LO1	x	x
LO2	x	x

Feedback

You will receive immediate verbal feedback in the course of your one-to-one lessons. You will be given written feedback by your tutor twice a year, which will be recorded as part of your Supporting Studies profile. You will receive timely written feedback on each of your negotiated assessments.

Recommended Resources
Other Relevant Details
Next Steps

Module Title	Advanced Supporting Studies 30 Credits		
Module Co-ordinator	Head of Department		
Module Content	In Advanced Supporting Studies you have the opportunity to take part in a wide range of both Departmental and Conservatoire activities that will broaden or complement your studies.		
Level	11		
Credit Rating	30 SCQF Credits / 15 ECTS credits		
Status (Core/Option/CRSC)	Core		
Pre-requisites	Entry to course		
Co-requisites	Professional Development, Advanced Principal Study		
Anti-requisites	None		
Maximum number of students	16	Minimum number of students	1
Learning Modes	Indicative Total (hours)		
Supervised/Taught Group Activity	150		
Independent Study	150		
Total Notional Student Effort	300		
Module Aims	<p>This module is designed to:</p> <ul style="list-style-type: none"> • Develop of a range of skills that support your artistic development • Foster professional attitudes and the skills cooperation and collaboration • Encourage the integration of new skills and perspectives 		
Learning Outcomes	On successful completion of this module you will be able to:		
LO1	In a range of contexts, demonstrate comprehensive technical and expressive mastery of your discipline		
LO2	In a range of contexts, project a secure and distinctive musical personality		
LO3	Demonstrate professional attitudes and the ability to engage effectively and creatively with professionals and peers		
Assessment 1, Type and Weighting	<p>You will be assessed through:</p> <ul style="list-style-type: none"> • Observation of Working Practice 100% – Pass/Fail <p>Feedback relating to all supporting studies activities will be given to students, along with indicative grades, which will be recorded on the Student Contract.</p> <p>Prior to the exam board, the indicative grades – and, where necessary, the feedback itself – will be scrutinised by an internal examination board chaired by the Director of Music, leading to an overall module result of Pass or Fail.</p>		
Assessment Criteria for Assessments 1	Assessors will look for:		

LO1 – In a range of contexts, demonstrate comprehensive technical and expressive mastery of your discipline

- technical control and freedom to fully realise musical intent
- fine understanding of style and idiom
- confident leading and sympathetic support in collaborative and ensemble contexts
- textual accuracy
- consistency and concentration in performance

LO2 – In a range of contexts, project a secure and distinctive musical personality

- performances which can challenge both the artist and audience
- effective communication
- committed and engaging response to the music
- awareness of context and trend
- knowledge of the repertoire
- originality and creative imagination
- confidence, stage presence and rapport with the audience

LO3 – Demonstrate professional attitudes and the ability to engage effectively and creatively with professionals and peers performances

- maintenance of a professional standard of attendance and timekeeping
- active and generous collaboration with professionals and peers
- an understanding of the shared responsibilities of supporting and leading
- appropriate levels of focus
- discipline and reliability
- openness and sensitivity
- an ability to assimilate advice and criticism

Alignment of Assessment and Learning Outcomes

	Assessment 1
LO1	x
LO2	x
LO3	x

Feedback

Written feedback and indicative grades will be attached to the module profile on the Student Contract.

Recommended Resources

Other Relevant Details

Next Steps

Module Title	Advanced Supporting Studies 20 Credits
Module Content	This module duplicates the Advanced Supporting Studies module at a lower credit value, and is in all other respects identical. An appropriate level of activity will be negotiated and agreed with the Head of Department, and recorded on the Student Contract.
Credit Rating	20 SCQF Credits / 10 ECTS credits
Learning Modes	Indicative Total (hours)
Supervised/Taught Group Activity	100
Independent Study	100
Total Notional Student Effort	200

Module Title	Advanced Supporting Studies 10 Credits
Module Content	This module duplicates the Advanced Supporting Studies module at a lower credit value, and is in all other respects identical. An appropriate level of activity will be negotiated and agreed with the Head of Department, and recorded on the Student Contract.
Credit Rating	10 SCQF Credits / 5 ECTS credits
Learning Modes	Indicative Total (hours)
Supervised/Taught Group Activity	50
Independent Study	50
Total Notional Student Effort	100

Module Title	Professional Development		
Module Co-ordinator	Head of Programme		
Module Content			
The Professional Development module invites you to articulate a critical and reflective position on your continuing studies in relation to your transition into the profession:			
<ul style="list-style-type: none"> • Why have you chosen further study at masters level? • Which areas of your practice do you wish to expand and deepen this year: what repertoires, genres, techniques? • What sources of information can you draw on to support your practice? • What professional pathways and opportunities to you intend to explore? • How can you document and reflect upon your progress through the year? 			
The module is supported by individual tutorials with your Head of Department, together with a series of seminars bringing together all students on the Advanced Postgraduate Diploma.			
Level	11		
Credit Rating	10 SCQF Credits / 5 ECTS credits		
Status (Core/Option/CRSC)	Core		
Pre-requisites	Entry to course		
Co-requisites	None		
Anti-requisites	None		
Maximum number of students	16	Minimum number of students	1
Learning Modes	Indicative Total (hours)		
Tutorials	2		
Seminars	10		
Independent Study	88		
Total Notional Student Effort	100		
Module Aims			
This module is designed to:			
<ul style="list-style-type: none"> • Enhance your professional development as a musician • Offer a range of opportunities in support of your overall artistic development • Foster skills in critical reflection 			
Learning Outcomes	On successful completion of this module you will be able to:		
LO1	Evidence strategies for developing self-identified professional pathways and opportunities		
LO2	Articulate a critical account of your professional development in relation to your chosen field		
Assessment 1, Type and Weighting			
You will be assessed through:			
<ul style="list-style-type: none"> • Reflective Journal 100% – Pass/Fail 			

Your reflective journal will track your progress through the programme, making particular reference to the tutorials with your Head of Department and discussions with your peers in the group seminars. The final submission will comprise a summative critical account of your work throughout the year, making particular reference to your Advanced Principal Study assessment outputs, and include contextualised documentation in the form of, for example, video, audio, or annotated scores.

Assessment Criteria for Assessment 1

Assessors will look for:

- clarity and depth of critical thinking
- a scholarly approach to reflection and documentation
- effective communication

Alignment of Assessment and Learning Outcomes

	Assessment 1
LO1	x
LO2	x

Feedback

You will receive verbal formative feedback on your reflective journal through the course of the module, and written summative feedback on the final submission.

Recommended Resources

Moon, J.A., 2006. Learning journals: a handbook for reflective practice and professional development, 2nd ed. ed. Routledge, Abingdon, Oxon.

Other Relevant Details

Next Steps

7 Grading Matrix

For the postgraduate programmes in music the descriptors used in the Common Assessment Scale are supported by a Grading Matrix that outlines what is meant at this level by 'excellent', 'very good' and so on.

	Performance	Creativity	Collaboration	Research
A – Excellent	Technically assured, highly expressive, fully focused, highly detailed, articulate, effective, imaginative, original	Boldly original, creative and intelligent work drawing on a well-founded practical and theoretical perspective	Generous, imaginative, decisive and original contribution to the ensemble, project or class; sensitive collaboration with other disciplines	A thorough command of the research area providing insights into complex issues. Original in its synthesis and an identifiable contribution to scholarship in the field
B – Very Good	Technically skilful, very expressive, well focused, detailed, articulate, effective and imaginative	Creative, original, and intelligent work, securely rooted in practice and theory	Active, co-operative, sustained contribution to the ensemble, project or class; openness in collaboration with other disciplines	A deep understanding of the research area with evidence of originality in a clearly focussed argument, supported by detailed reference to appropriate scholarship
C – Good	Technically sound, consistently expressively focused, coherent, some imagination	Imaginative work with some originality, supported by a practical and theoretical understanding	Clear contribution maintained, co-operative relationship with other disciplines	A clear understanding of the research area with evidence of independent thinking rooted in appropriate scholarship
D – Satisfactory	Technically sound, expressive, mainly consistent focus	Evidence of originality, drawing on practical experience and basic principles	An identifiable contribution, minimal interaction with other disciplines	An understanding of the research area, with insights mostly drawn from existing scholarship
E – Unsatisfactory, Fail	Technically insecure, limited expression, inconsistent focus	Limited evidence of originality and lack of insight into basic principles	Unsatisfactory interaction with little contribution	Limited insight into research area and lack of awareness of existing scholarship
F – Serious Fail	Technically inadequate, inexpressive, unfocussed	Unoriginal, lacking in basic understanding	No useful contribution	No understanding of research area and existing scholarship

8 Appendices

8.1 Attendance, Extensions to Deadlines

Timetabling

Your schedule of class activities is provided by the online timetabling system Asimut rcs.asimut.net. As well as checking your schedule, you can search for people, activities and locations, and book rehearsal or practice rooms up to 48 hours in advance.

You will receive training in Asimut during your IT induction. Complete guides to the system are available in the Asimut Student Guide and Asimut Student Booking Rules, both available via the online portal.

If you find an anomaly or clash on your timetable, you should in the first instance check with the Programme Support Administrator for your Department. If you have a more general problem with Asimut, or would like more information, then please contact spaceplanning@rcs.ac.uk.

Attendance

You are expected to attend all classes and rehearsals. Poor attendance and/or poor time-keeping will have a detrimental impact on your learning and the learning of other students. It can also lead to disciplinary action in line with the Conservatoire's Rules and Regulations.

Illness

Unforeseen absence due to illness should be logged on Asimut no later than 9:30am. You must not declare illness unless you are actually ill.

If you are involved in a large ensemble activity that day then you should:

- declare illness on Asimut and
- contact the Orchestral Manager, Gemma Carlin, by email (g.carlin@rcs.ac.uk) or telephone (0141 270 8240) and
- inform your Head of Department

If you are absent from classes due to illness for five consecutive weekdays then on your return you must submit a medical certificate to the AAS Office.

If you are absent from an assessment or unable to submit coursework on time due to illness then you should email the relevant Programme or Departmental PSA. In addition, to avoid a penalty you should submit a PMC (Personal Mitigating Circumstances) form with a medical certificate. The PMC form can be found on the landing page when you sign in to your Student Contract.

Absence Requests

Pre-arranged absence for attending external activities, for instance a scheduled medical appointment or external concert engagement, should be requested at least seven days in advance using the absence request form on your Student Contract. You must use this system to request absence: it is not sufficient to speak informally to a member of staff about the request.

We strongly advise that you apply for authorised absence for all term-time external engagements, even if you have no Conservatoire activities listed in your Asimut timetable at the time of checking. Classes and rehearsals may change, and practical assessments may not be confirmed until three weeks before the exam. If your absence request has been approved, then we will not schedule any activities or assessments during that time.

It is your responsibility to list all affected classes, activities and assessments on the absence request form. Once the request is reviewed, your Head of Programme and Head of Department will make a decision on the outcome (approved, conditionally approved or rejected), which is then posted on your Student Contract. Not all requests will be approved, especially if assessments would be affected by the absence. For this reason, you should not make any travel plans until you have received written notification that your request has been approved.

Unauthorised Absence

Continued unauthorised absence, including unexplained illness, will have a detrimental impact on your learning and may result in investigation and disciplinary action.

In line with the Conservatoire's Rules and Regulations, students who fail to meet attendance requirements and who fail to respond positively to written warnings on the matter may lose the right to present for examination. In this case you will not be permitted to submit work or attend the examination and the outcome will be recorded as a fail.

Timetabling of Music Ensembles

Many of the ensemble activities within the School of Music are too complex to be captured in detail using Asimut. These are instead timetabled by the Music Ensembles Manager, including:

- Symphony Orchestra
- Chamber Orchestra
- Wind Orchestra
- Concert Orchestra
- Opera Orchestra
- Concerto Orchestra
- MusicLab
- Contemporary Ensembles involved in the Plug Festival
- Jazz Orchestra
- Ballet Orchestra
- Musical Theatre Pit Orchestras and Pit Bands
- Conductors Ensemble
- Repertoire Orchestra

Asimut should only be used as a guide with regards to these rehearsals. The main point of reference is the Orchestra/Ensembles Noticeboard on Level 1 next to Stevenson Hall. Here you will find schedule and personnel information for all of the ensembles above. If you are involved in any of these, you should carefully take down all rehearsal and performance details in your diary. It is compulsory that you attend all rehearsals. If you do not come to a rehearsal because it isn't on Asimut, but is on the noticeboard, that will not be accepted as an authorised absence.

The up-to-date schedule may also be viewed online through your OneDrive account: you will receive an email giving a link to the shared folder where these are kept, allowing you to check the noticeboard without coming into the building.

Music Ensembles Manager

Gemma Carlin

Room: 2.23

Email: g.carlin@rcs.ac.uk

Office Phone: 0141 270 8240

Mobile: 07376 563 860

Appendix 2 – Extensions to Deadlines

It is expected that you will manage your time to ensure that all assessment deadlines are met. Work submitted late will not be accepted, resulting in the assessment being failed due to non-submission. You will also incur the associated financial penalty of £125 per assessment.

The following are examples of circumstances which the Conservatoire would expect you to manage:

- minor illness or ailment (unless they resulted in you being unable to perform);
- personal/domestic events that could have been planned for;
- choices in personal life (eg attending weddings, holidays etc);
- transport or travel problems (unless caused by a recorded local/national crisis or a natural disaster);
- failure or theft of your computer or other equipment being used to produce the work to be assessed, including work not being backed-up;
- programme demands or misunderstanding of deadlines/dates (including failure of
- others to submit group assignments).

However, we recognise that sometimes unexpected, serious circumstances can arise which result in a student requiring extra time. There are two routes to facilitate this:

Extension Requests

If you know in advance that you will be unable to meet the submission deadline through good cause, you may apply for an extension to the deadline, using an Extension Request Form. Extensions should normally be requested a minimum of 48 hours in advance of the deadline. Extensions are usually only granted for 1 or 2 working days, exceptionally for a maximum of 7 calendar days.

Personal Mitigating Circumstances

Where a significant and unexpected circumstance beyond your control has affected your studies and temporarily prevents you from undertaking an assessment or significantly impairs your performance in an assessment, you may submit a Personal Mitigating Circumstances Form. The following are examples of circumstances that would be considered as mitigating circumstances:

- serious or incapacitating injury, illness or medical condition or emergency operation.
- a significant family or personal crisis (eg bereavement or a serious illness affecting a close family member).
- unforeseen, unpreventable events (eg being a victim of a criminal act, natural disaster, including severe weather affecting travel).

The Extension Request form and Personal Mitigating Circumstances form can be found on the Student Portal.

8.2 Performance Opportunities and Commitments Policy

Productions and performances are central to your learning as a musician, and a vital part of the learning experience offered by the School of Music. This document is a comprehensive statement of the School's policy on the allocation of such opportunities and commitments, the principles that underpin the allocation process, the relationship between such performances and your work towards the award you are registered for, and the contribution of staff across all departments towards creating for you a balanced and individual learning journey.

It also sets out the School's expectations of you as a student and the means whereby you may appeal allocation decisions.

This policy covers a wide range of activities including, but not limited to:

- the role of singers in opera
- orchestral performances
- composing for visiting ensembles
- chamber groups
- masterclasses

The School's expectations of you

It is a basic expectation that all students will contribute to the musical life of the School by participating in Conservatoire performances and productions. As a student you are expected, from the outset, to show comprehensive professionalism in your approach to these opportunities and commitments by being:

- present
- on time
- prepared
- focussed
- courteous of colleagues
- active and generous in collaboration

Conservatoire performances and productions represent both an opportunity for you to learn, and a commitment that comes with becoming a member of the Conservatoire's community of artists. You are therefore expected to contribute to Conservatoire performances and productions as agreed with your Head of Department.

Principles underpinning the allocation of experiences

Two principles underpin the allocation of performance opportunities and commitments. Opportunities are allocated in such a way as:

- to enhance your own learning
- to maintain the vibrancy of the Conservatoire's musical community and therefore, by extension, enhance the learning of the community

Heads of Department, working in collaboration, will reach a decision on the allocation of roles for Conservatoire performances. Taking into account the diversity of opportunity that resides across both Schools, they will consider:

- Your individual learning journey, including assessment requirements
- Your readiness to learn from the experience
- The best role for you within an individual performance or production, given the personnel required
- The needs of other students
- The placing of the performance or production within your wider studies
- Equity of experience across departments and programmes.

The same considerations will apply for performance experiences outwith the Conservatoire, whenever Conservatoire staff are involved in the selection of student performers.

Resolving Concerns

If you feel that a particular allocation of a performance experience is disadvantaging your learning, you should, within 48 hours of receiving the allocation, contact your Head of Department explaining why, in your view, the particular allocation is inappropriate. Similarly, if you feel that you are being disadvantaged by a lack of opportunities you should, in the first instance, raise this with your Head of Department. The Head of Department, mindful of the principles and considerations set out above, will re-evaluate the situation and, if possible, resolve your concern.

If, after discussion with the Head of Department, you do not feel that your concern has been satisfactorily resolved, you may appeal the allocation by writing to the Head of Programme (Undergraduate or Postgraduate), who will liaise with the Head of Department and the appropriate Programme Board to seek a resolution. The result of this discussion, and a rationale for the resulting decision, will be given to you in writing. If, at this stage, you feel that this decision does not provide a satisfactory resolution, you may appeal in writing directly to the Director of Music according to the process set out in Conservatoire's *Regulations, Codes of Procedure and General Rules*.

8.3 Plagiarism and Academic Misconduct

Plagiarism in assessed work can be defined as passing off someone else's work, whether intentionally or unintentionally, as your own for your own benefit. This may occur in a number of ways where you fail to acknowledge the source of material:

- copied and pasted from the internet
- copied out of books or journals
- adapted via paraphrase
- written by someone else (whether from an essay-writing service; from another student, past or present; or copied from course materials or textbooks)

Other forms of academic misconduct include:

- fabricating data (for example, inventing references and citations, or anything done in an attempt to deceive the marker)
- collusion (two or more people completing an assignment together that should be done individually). This does not include permitted collaboration as part of group work.
- copying (using another student's work without their knowledge)
- self plagiarism or duplication (submitting work in whole or in part for an assessment that has already been submitted for assessment in another module or another year of study. This includes repertoire previously assessed in a performance assessment).
- Impersonation (sending someone else to take an exam, give a presentation or give a performance in your place)

Plagiarism and other forms of academic misconduct are serious disciplinary matters that will incur a £125 financial penalty. Further strictures may include:

- having to resit an assessment
- having to resit the module
- having to retake a year of study
- having to leave the Conservatoire

Further information, including the mechanism for appeal, may be found in the Conservatoire's *Regulations, Codes of Procedure and General Rules*.