



General Regulations
for Faculty of Education Programmes of Study



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Introduction

1. All students registered with the Faculty of Education of the Royal Academy of Dance are subject to rules and regulations, which may be changed from time to time following approval by the relevant committee/s. These General Regulations are published on the website of the Royal Academy of Dance [<http://www.rad.org.uk/study/higher-education/study-with-us/regulations>].
 2. The Royal Academy of Dance reserves the right to amend Regulations, but no Regulation may be amended other than by approval of the Faculty of Education's Policy and Strategy Committee on behalf of the Education Subcommittee of the Royal Academy of Dance. New or amended Regulations and policies may be prompted by our university validating partner or through external bodies such as government legislation. Normally changes to regulations and/or policies will be amended as part of an annual review process and will be implemented for use at the start of the following academic year.
 3. The General Regulations should be read in conjunction with the Programme Regulations or Stand-Alone Module Regulations, which will define the particular requirements for that programme or module. The General Regulations apply to university-validated programmes of study, RAD-validated programmes of study, Stand-Alone Modules and the credit-rated Continuing Professional Development (CPD) provision in the form of CPD Professional Awards or CPD stand-alone modules.
 4. The Faculty of Education of the Royal Academy of Dance follows best practice as stipulated in guidelines, policies, codes of practice, regulations and procedures by bodies such as:
 - 4.1. Office for Students (OfS)
 - 4.2. Quality Assurance Agency for Higher Education (QAA)
 - 4.3.
 - 4.4. Teacher Regulation Agency (TRA) Office for Standards in Education, Children's Services and Skills (Ofsted)
 - 4.5. Department for Education (DfE)
 - 4.6. Higher Education Statistics Agency (HESA)
 - 4.7. Higher Education Funding Council for Wales (HEFCW)
 - 4.8. Office of the Independent Adjudicator (OIA)
 - 4.9. UK Home Office
 - 4.10. and validating partners.
 5. **Force majeure**
Neither student nor the Royal Academy of Dance shall be liable for inability or delay in performing any of their obligations if caused by circumstances beyond
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their reasonable control including, but not limited to, industrial actions, strikes, lockouts, bad weather conditions, earthquake, flood, fire, explosion, war, terrorist attack, major technical failure or prolonged power failure.

Definitions

In these General Regulations of the Faculty of Education, the following definitions apply:

6. A *student* is defined as any person admitted to the Faculty of Education of the Royal Academy of Dance under the Admissions Section of these General Regulations for the purpose of full-time, part-time or occasional study.
7. A *Programme of Study* is a set of modules satisfying the requirements for a particular programme.
8. *Credits* are gained when a student has satisfied the Board of Examiners in respect of study requirements for the module concerned. All modules are rated at multiples of 15 or 20 credits (*single, double, triple* and *quadruple* modules) as specified in the Programme Regulations and Programme Specifications. One credit equates to 10 hours of notional student workload, which includes, as appropriate, lectures, practical classes, practical teaching, tutorials, reading, research and written work.
9. A *Module* is a defined course of study, which is self-contained (and which receives a specified number of credits). The level of university-validated modules equates with Levels of the Framework for Higher Education Qualification, England, Wales and Northern Ireland (FHEQ) and is indicated as follows: FHEQ Level 4 equates with Certificate of Higher Education work, FHEQ Level 5 with Diploma of Higher Education work, FHEQ Level 6 equates with Undergraduate work and FHEQ Level 7 equates with Postgraduate work.
10. A *double, triple* or *quadruple* module cannot be divided into single modules and must be taken and assessed as a whole, during one academic year.
11. The modules that comprise each programme are set out in the relevant Programme Specification and Programme Regulations, which stipulates whether modules are 'core', 'compulsory', or 'optional':
 - 11.1. *Compulsory* module is a module that a student is required to study which may include some units of assessment that must be passed. Compensation may be applied to failure of a compulsory module;
 - 11.2. *Optional* module is a module that is not compulsory and is chosen by a student with academic advice. Compensation may be applied to failure of an optional module.

12. The *academic year* for the university-validated programmes of study is taken to be the period from August to July, for RAD-validated programmes of study and CPD credit-rated provision the period is normally from January to November. The academic year for university-validated programmes of study is usually divided into two semesters of equal length.
13. A *Level* is a stage of study, completion of which permits progression to the next stage.
14. Programmes are studied either *full-time* or *part-time*. Programme duration and whether the programme is studied full-time or part-time are set out for each programme and for CPD credit-rated provision in the Programme Regulations, Module Regulations and Programme Specifications.
15. The *Assessment* of a module may be by examination alone and/or by other forms of summative assessment such as written assignments, portfolios, practical teaching and performance demonstration for instance. Throughout these Regulations all references to 'assessments' are to be read as references to summative assessments that contribute marks and credits to modules unless otherwise specified. All students taking a module will normally be assessed on the same basis at the first attempt. The results of the assessment at the end of each module will be the basis for allowing students to progress from one module to the next, one academic year to the next and from one Level to the next. The Programme Regulations specify the results of which modules contribute to the award.
16. An *exit award* is an award available at a defined stage within a programme of study which leads to a more substantive full award. For instance, if a student leaves the Master's programme after having successfully gained 60 credits, rather than the 180 credits of the full award, the student leaves with the exit award of Postgraduate Certificate. An exit award would normally not be made to a student who has attained or is pursuing the more substantive award as part of the same programme.
17. You can enter onto a programme of study through *Advanced Standing*. This entry route gives academic credit for your current qualification taken with the Royal Academy of Dance towards entry at a higher level on the same, or another Royal Academy of Dance programme of study, In each case the decision on the level of exemption to be allowed is an academic judgement made after reviewing the student's transcript or its equivalent and considering the studies they have previously completed and the programme they have applied to join,

Admissions

Admissions Policy statement

18. In assessing applicants for admission to programmes of study the Royal Academy of Dance Faculty of Education will give consideration to the potential of the applicant to be successful in that programme of study. Teaching qualifications offered by the Faculty of Education are of UK Higher Education standard. Students who have followed the UK route to a Higher Education qualification will therefore normally be 18 years of age on admission. Where programmes of study involve a teaching placement, consideration will be given to the legal requirements on individuals charged with the supervision of children.
19. The Faculty of Education will consider each application in a fair, efficient and transparent manner. Offers will be made to applicants with the highest academic and/or professional potential.
20. The [Admissions Policy](#) should be read in conjunction with the published [Selection Criteria](#) for each programme of study. All applicants must meet the prescribed programme entry requirements, and will be selected on the basis of demonstration of an acceptable level of ability within the programme-specific Selection Criteria.

Disability statement

21. The Faculty of Education welcomes applications from prospective students who may have a disability as detailed in the UK Equality Act 2010. The Faculty of Education undertakes, where possible, to make reasonable and appropriate adjustments to the selection process, to ensure that all applicants receive the same opportunity to be successful in their application where an applicant chooses to disclose a disability.

Programmes of study delivered in English

22. The language of study for most programmes and stand-alone modules is normally English.
 - 22.1. If a programme of study or stand-alone module is not delivered in English, the first language of the Teaching Centre will normally be the language of study.
 - 22.2. If more than one language is spoken, the Faculty of Education retains the right to determine the language of delivery.
23. An applicant whose first language is not English and who has not been educated wholly or mainly in English will be expected to reach a suitable minimum level of competence in the English language before the start of the programme. It is essential that a student is able to understand and to communicate in both written and spoken English to a sufficient standard to follow the chosen programme of study.

Programmes of study not delivered in English

24. Students enrolled on programmes of study or stand-alone modules that are not delivered in English are responsible for ensuring that they have a level of competence in the language of study that is the equivalent to entry to higher education.

Entry Requirements

25. Applicants shall normally be admitted to a programme of study leading to an award of the Royal Academy of Dance, or validating university, or to a stand-alone module when they have satisfied the prescribed Entry Requirements for admission.
26. The requirements for entry are listed on the Royal Academy of Dance website, in the Programme Regulations for each programme of study and in the Module Regulations for stand-alone modules.
27. For programmes of study delivered and assessed in English, applicants for whom English is a second language will be required to provide evidence of a competent use of the English language. This evidence may be in the form of a recently achieved, recognised English language proficiency test, such as the International English Language Testing System (IELTS).
- 27.1. For study at undergraduate level, a minimum of an overall IELTS result of 6.5 in the academic test is required (or the equivalent), with a minimum of 6.0 in each of the subtests.
- 27.2. For study at postgraduate level, a minimum of an overall IELTS result of 7.0 in the academic test is required (or the equivalent), with a minimum of 6.5 in each of the subtests.
- 27.3. The IELTS or equivalent test must normally have been taken no earlier than two years before the programme start.
28. Applicants who require a Tier 4 visa to enter the UK need to meet both the UK Home Office requirements for visas and immigration and the specific entry requirements of the programme of study they have made application to.

Foundation Module

29. For certain countries, the qualifications that normally give access to Higher Education in those countries do not meet UK minimum entry standards. Applicants from such countries who have achieved the relevant local qualification may undertake the Faculty of Education Foundation Module. Upon successful completion of the Faculty of Education Foundation Module, the applicant will be deemed to have met the academic entry requirement of their chosen undergraduate programme of study.

University-validated programmes of study: Mature students

30. Applicants to university-validated programmes of study who are 21 years of age or over on application and who do not otherwise satisfy the entry academic requirements may be eligible for admission if they can provide satisfactory evidence of their ability to pursue successfully the programme for

which they are applying. The evidence can take the form of a concessionary entry task and/or the successful completion of a Foundation or Access Module.

31. One of the entry requirements for most Faculty of Education is to provide a satisfactory police check. Details on which checks are acceptable can be found in the Faculty of Education's *Criminal Records Check Guidelines*.
32. Applicants to university-validated programmes of study who are under 21 years of age and who do not satisfy the executant entry requirements of an individual programme of study, may be eligible for admission if they can provide satisfactory evidence of their ability to pursue successfully the programme for which they are applying.

Accreditation of Prior (Experiential) Learning and Advanced Standing

33. Applicants may apply for exemption from part or parts of the programme of study they wish to pursue based on prior learning or experience. The award of academic credit may be considered in respect of Prior Certificated or Prior Experiential Learning.
 34. Exemption from part or parts of a programme of study may be given only when the Faculty of Education is satisfied that the nature, volume and level of the applicant's achieved prior learning are broadly equivalent to the part(s) of the programme for which exemption is being considered. The decision to grant exemption from part(s) of a programme and to award academic credit shall rest with the Faculty of Education.
 35. Academic credit can be awarded either as exemptions or as Advanced Standing.
 - 35.1. Exemptions are credits awarded following a successful application for the Accreditation of Prior Learning (APL). On transcripts, the mark for each exempted module will be recorded as EXM.
 - 35.2. Applicants who achieved a qualification of comparable level/content prior to enrolment may enter the programme of study with Advanced Standing. Credits of Advanced Standing are awarded as part of the Admissions process. Advanced Standing cannot be used for a programme for which termination or completion of registration has occurred. No application for APL is required, and no individual exempted modules will be identified on the transcript.
 36. All applications for APL need to be made prior to the start of the programme and in line with the processes set out in the Faculty of Education's [Accreditation of Prior Learning Policy and Procedure](#).
 37. The marks used to calculate the classification or division of the award shall be those derived from modules undertaken with the Faculty of Education.
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Registration

38. Every student must normally register at the start of their programme and stand-alone module and shall undertake to comply with the rules and regulations of the Royal Academy of Dance and the validating university. Students are also required to re-register at the beginning of each successive level of study that the programme of study is pursued.
- 38.1. For university-validated programmes of study, the date by which a student must register is no later than the end of the second semester week after the programme start.
- 38.2. For RAD-validated programmes of study, the date by which a student must register is no later than the end of the fourth week after the programme start.
39. Where a student fails to register or re-register or whose fees have not been paid according to the relevant Terms and Conditions, the registration of that student may be deemed to have lapsed and may be terminated at the next available Student Progress and Assessment Board or Board of Examiners.
40. A student's registration ends under the following circumstances:
- 40.1. When a student takes the final award for their programme of study and leaves with the full award, or with or without an exit award, or receives a transcript of the credits gained for the stand-alone module;
- 40.2. When a student withdraws from the programme or stand-alone module and leaves with or without an exit award;
- 40.3. When a student's registration on the programme or stand-alone module is terminated by the Student Progress and Assessment Board or Board of Examiners.
41. The name recorded on any transcript or parchment issued by the Faculty of Education shall be the name in which a student was last registered.

Option modules

42. For programmes of study that offer option modules, each student must submit the Module Option Choice form by the date given on the Module Option Choice form. It is the responsibility of students to ensure that they have selected the required number of option modules as set out in the Programme Specifications and Programme Regulations.
43. The Faculty of Education reserves the right to allocate option modules to students should the Module Option Choice form not be received in good time or a student's first choice not attract sufficient interest. Any revision to a student's module choices beyond the module start may be made only with the approval of the Programme Manager.

Stand-alone modules

44. Students enrolled on stand-alone modules who wish to register on the full programme of study linked to the stand-alone module must comply with the conditions as set out in the relevant Programme or Module Regulations.

Simultaneous registration

45. A student pursuing a part-time programme of study with the Faculty of Education may not simultaneously register for another full-time award with any other institution.
46. A student pursuing a full-time programme of study with the Faculty of Education may not simultaneously register for another full-time or part-time award with any other institution, with the following exception:
- 46.1. If a student has completed a programme of study for another award but the award has not been made, the student may register with the Faculty of Education.

Exit award

47. When the Programme Regulations specify that exit awards are available at an earlier stage within the programme, a student who is enrolled for the full award shall be deemed also to be a student for the exit award.
48. In cases where a student's registration has been terminated by the Faculty of Education or the student has withdrawn permanently from the programme of study, the relevant Board of Examiners will offer the student an exit award for which the student has accrued the necessary credits if the student is not in breach of the Faculty of Education's Financial Terms and Conditions or rules and regulations, nor the validating university's rules and regulations.

Maximum length of registration

49. The Faculty of Education assumes that full-time and part-time students will normally complete their studies within a reasonable period. Therefore, maximum periods of registration are specified in the Programme Regulations for each programme of study or in the Module Regulations for stand-alone modules.
50. In exceptional circumstances, where there are confirmed extenuating circumstances the Director of Education may extend the period of registration for an individual student, normally by no more than one year.
51. Where a student fails to qualify for an award in the maximum period specified in the Programme Regulations or after an extension has been granted, the registration of that student shall be deemed to have lapsed and be terminated at the next available Student Progress and Assessment Board or Board of Examiners. An exit award may be made in accordance with Regulation 45.

Minimum length of registration

52. Programme Regulations specify minimum/maximum limits on the number of modules which may be taken in a given semester or academic year. Additionally, Programme Regulations may specify a minimum period of registration that applies unless a student is exempted from part of a programme.

Part-time, and full-time study

53. Programmes will be studied either full-time or part-time as stated in the Programme Regulations, Module Regulations and Programme Specifications. There may be exceptions to this.
- 53.1. Full-time study would normally require students to complete modules to a total value of 120 credits per academic year.
- 53.2. Part-time study would normally require students to complete modules to a total value of up to 60 credits per academic year.
54. Where the particular Programme Specifications and Programme Regulations permit both full-time and part-time study, applicants must choose one or the other prior to the start of the programme. Students can apply to the Programme Manager with the request to change from full-time to part-time study and vice versa at intervals as specified in the Programme Regulations. Requests must normally be received by 31 May. Between 31 May and the programme start, any changes from full-time to part-time study and vice versa may be made only with the approval of the Director of Education and only if there is evidence of extenuating circumstances.
55. For programmes of study whose duration is less than one full academic year, full-time denotes the intensity of the specified study period.

Transfer between programmes of study

56. A student may transfer registration from one programme of study to another with the approval of the Director of Education. Such a transfer will be permitted where, in consultation with the Programme Manager, the Director of Education considers there is sufficient commonality between the two programmes for the student to effect a seamless transfer that will not jeopardise their academic progress.
57. Students transferring their registrations from one programme of study to another under the terms of Regulation 54 will be considered to have followed a continuing programme of study and continue to accrue credits. In such a case, the credits already obtained and marks for assessments already completed by the student will remain unchanged and be transferred to their record for the second programme of study.

Re-admission to programme of study

58. A student who withdrew voluntarily from a programme of study may make application for re-admission to the same or admission to another programme of study. If the student received an exit award upon withdrawal, he/she may

re-enrol for the next stage of the programme. The exit award will be rescinded and the student will be required to return the award parchment to the Faculty of Education before re-admission to the programme of study.

59. A student whose registration on the programme of study was terminated due to lack of academic progress may make application for re-admission to the same or admission to another programme of study provided at least two years have elapsed since the termination of registration.
60. The Faculty of Education will not admit former students whose registration was terminated due to academic misconduct to programmes or modules that lead to its or the validating university's awards.
61. All debts to the Royal Academy of Dance incurred from previous registrations must be fully paid before admission or re-admission.
62. A student shall be regarded as a new entrant and the credits obtained, or other consequences of the assessment of any modules already undertaken, shall not contribute to the programme of study. The student may, however, be considered to have Advanced Standing or be awarded exemption from part of the programme in line with the *Accreditation of Prior Learning Policy and Procedure* (Regulations 31 to 35).
63. A student registered for a stand-alone award that is the exit award of a higher qualification, who wishes to pursue the next stage of the programme may extend the registration to the higher award. The request must be made to Registry by 31 May of the final year of the original registration. For instance, a student registered part-time on the Certificate of Higher Education: Dance Education who wishes to continue to the Diploma of Higher Education: Dance Education will need to request the extension of the registration by 31 May of their second year of study. If the deadline is not met, the student will normally need to make application for re-admission to the programme in the next Admissions cycle. The Director of Education may allow a student to continue if there is evidence of extenuating circumstances. If an award was made, the student will need to rescind the qualification and return the award parchment to Registry without delay.

Student Records

64. Students studying with the Faculty of Education are responsible for ensuring that it has their current postal address, email address and contact telephone number(s) while they are registered on a programme of study or a stand-alone module. This information is initially gathered on application and verified through registration and re-registration. Students are required to identify term-time contact details where they are different to their home contact details.
65. Registry or the CPD Department, as applicable, must be notified by students of any changes to the students' contact details, while they are registered on a programme of study or stand-alone module, as soon as the changes occur.

Suspension

66. A student who wishes to suspend studies temporarily on a programme of study or stand-alone module shall give notice as specified in the [Withdrawal and Suspension Policy](#) and the relevant Terms and Conditions.
67. The period for which the Faculty of Education is prepared to allow suspension of registration for a student following a taught programme or stand-alone module will not normally be longer than one academic year.
68. Where the Faculty of Education has agreed to the request of a student to suspend their registration for a period, the Faculty of Education will use the contact details with which the student was last registered for all communication with the student.
69. Where a student is unable to return to their studies at the end of a period of temporary suspension, his/her registration will be terminated. Students have the option to withdraw from programme prior to the end of their suspension period.
70. Exceptionally, a decision to suspend the registration of a student temporarily on health grounds may be taken by the Director of Education on the recommendation of the relevant Programme Manager in accordance with the policies on *Grounds for Concern Guidelines*. Again, exceptionally, the Faculty of Education may suspend the registration of a student for a defined period where they are alleged to have acted in a manner that contravenes the Faculty of Education's [Disciplinary Arrangements: Academic Misconduct and other Offences, Fitness to Practice Policy](#) and/or the Royal Academy of Dance's [Code of Professional Practice](#).
71. Where a student's registration has been suspended, they are not eligible to participate in their programme (including assessments and reassessments) before returning to their studies and resuming their registration.
72. Where a student has been permitted by the Faculty of Education to suspend their registration, or where the Faculty of Education has required a student to suspend their registration, the maximum periods of registration set out in the Programme Regulations will be extended by a period equivalent to the period of the suspension.

Withdrawal

73. A student who wishes to withdraw permanently from the programme of study or stand-alone module before the normal time of completion shall give notice as specified in the [Withdrawal and Suspension Policy](#) and the relevant Terms and Conditions.
74. Where a student has withdrawn from the programme of study and has accrued sufficient credits and/or marks to achieve an exit award, the relevant

Board of Examiners will recommend the exit award to which they are entitled in accordance with Regulation 45.

Programmes of Study

75. Programme Regulations and Programme Specifications shall specify the modules which comprise the programme, the level of each module and its credit value.

Attendance

76. All students engaged in full or part-time study are required to fulfil their academic commitments and keep term as explained in the [Attendance Policy](#). Students are required to fulfil all academic engagements to a satisfactory standard as set out in the *Attendance Policy* and Programme or Module Regulations.
77. The *Attendance Policy* should be read in conjunction with the relevant Programme Handbook.
78. A student who, because of illness or other extenuating circumstances, is unable to fulfil his or her academic commitments should refer to guidance in the Programme Handbook and the [Extenuating Circumstances Policy](#).

Participation by students in the work of their programme

79. The Faculty of Education requires that students participate fully in the work of their programme and complete the required assessments by the due date as set out in the Programme Regulations and Programme Specifications. For students learning at a distance, participation involves making full use of the virtual and other learning opportunities provided for them by the Faculty of Education and completing the required assessments by the due date. Where a student does not submit assessments by the due date Regulation 92 on late submissions applies.
80. Where students fail to participate in the learning opportunities available to them, decline to do so and/or fail to submit the required assessments, the Programme Manager will investigate their participation and attendance. Where evidence of extenuating circumstances is confirmed (see [Extenuating Circumstances Policy](#)), the students' registration continues and their performance is dealt with by the Programme Manager and through the relevant Board of Examiners. Where there are no confirmed extenuating circumstances, the procedures set out in Regulations 80 to 82 below will apply.

Academic progression and completion

81. Student progression is defined by the Faculty of Education as taking place when a student meets the requirements to move from one level or stage of a programme to the next level or stage. In order to proceed from one level or stage of a programme to the next or to qualify for an award, a student must

satisfactorily complete such modules and fulfil such other requirements as specified in the Programme Regulations and Programme Specifications.

82. Students who experience difficulties and require support during their studies can refer to the relevant Programme Handbook, the Faculty of Education's *Student Support Policy*, *Extenuating Circumstances Policy*, *Grounds for Concern Guidelines*.

Failure to progress: termination of registration

83. Where students prove unable to progress with their studies and/or cease to participate in their programme of study, it is not normally in their interest that they should continue. Where failure to progress is through failing assessments, Regulations 106 to 107 apply.
- 83.1. If there are no confirmed extenuating circumstances and following the offer of academic advice, the Director of Education, in consultation with the Programme Manager and relevant tutors, writes to the student stating the specific grounds for concern, such as poor academic performance and/or poor participation.
- 83.2. The Director of Education may impose conditions under which a student may be allowed to continue the programme of study.
- 83.3. The student must demonstrate measurable improvement in his/her performance and meet any conditions outlined by the Director of Education by the date specified in the letter and normally within four weeks of receipt of the letter.
84. Where there has been no measurable improvement by the specified date, the Director of Education informs the student that his/her registration is to be terminated for lack of academic progress. The student has recourse to the Faculty of Education's [Academic Appeals Policy and Procedures](#).
85. Where a student's registration is terminated for failure to progress with his/her studies and the student has accrued sufficient credits and/or marks to achieve an exit award, the relevant Board of Examiners will recommend the exit award to which he/she is entitled in accordance with Regulation 46.

Academic integrity and disciplinary arrangements

86. For matters of academic integrity and for disciplinary arrangements, please refer to the Faculty of Education's [Disciplinary Arrangements: Academic Misconduct and other Offences](#).
87. The Faculty of Education provides training in matters of Academic Integrity. A recording of a training session may be accessed via the student section of the Faculty of Education VLE. Students can therefore be expected to be sufficiently familiar with and to comply with the concepts of academic integrity as outlined in the *Disciplinary Arrangements: Academic Misconduct and other Offences*. Failure to comply is likely to lead to investigations into academic misconduct or disciplinary procedures as set out in the policy.

Credit requirements for completion of programme

88. Subject to Programme Regulations and except when a student has been awarded academic credit for part of the programme in accordance with Regulations 31 to 35, the minimum number of credits required for an award of the validating university and of the Royal Academy of Dance shall be:

Table 1

Award Title	Credits required for university-validated awards
Certificate of Higher Education	120 credits at FHEQ Level 4
Diploma of Higher Education	240 credits at FHEQ Level 5, of which 120 must be at FHEQ Level 5
Bachelor's Degree (with Honours)	360 credits, of which 120 must be at FHEQ Level 5 and 120 must be at FHEQ Level 6
Postgraduate Certificate	60 credits at FHEQ Level 7
Postgraduate Diploma	120 credits at FHEQ Level 7
Postgraduate Certificate in Education with Qualified Teacher Status*	60 credits at FHEQ Level 7 (and 60 credits of professional application)
Master's	180 credits at FHEQ Level 7

Table 2

Award Title	Credits required for RAD-validated awards
Certificate	120 credits at Level 4
Diploma	120 credits at Level 5
CPD Professional Award	60 credits at Level 5
Licentiate	20 credits at Level 4, 20 credits at Level 5 and 20 credits at Level 6
Teaching Diploma	60 credits at Level 6

Postgraduate Teaching Certificate	60 credits at Level 7
Postgraduate Certificate in Education with Qualified Teacher Status*	60 credits of professional application (and 60 credits at FHEQ Level 7)

*The Postgraduate Certificate in Education: Dance Teaching with Qualified Teacher Status leads to two awards: the Postgraduate Certificate in Education: Dance Teaching is awarded by the validating university and Qualified Teacher Status is awarded by the Royal Academy of Dance.

89. Programme Regulations and Programme Specifications shall specify the number and level of credits required for each programme of study.

Assessment and Progression

90. These General Regulations should be read in conjunction with the [Code of Practice for the Assessment of Students' Work within Taught Programmes](#) and the *Arrangements for the Conduct of Practical and Written Faculty of Education Examinations*.
91. Summative assessments provide marks or grades that are recorded and will contribute to the requirements for progression and in specified cases will contribute to a student's award. Students shall normally complete the assessment elements of each module within the same academic year.
92. Students will not be permitted to retake any module in which they gain a mark of at least the pass mark at the first attempt and may not repeat the assessment of a module for which credits have been awarded.
93. In accordance with Regulation 78, students must satisfactorily complete such modules and fulfil such other requirements as specified in the Programme Regulations in order to proceed from one level or stage of a programme to the next or to qualify for an award.

Submission of assignments for summative assessment

94. Students are required to submit units of work for summative assessment on time and in accordance with the arrangements published in the Assessment and Examinations Booklet for the relevant programme or stand-alone module. Where a unit of assessment has not been submitted and there are no confirmed extenuating circumstances, a mark of zero (0) will be given. Compensation will not be available for that module.
95. A student who, because of illness or other extenuating circumstances, is unable to submit the units of work for summative assessment on time or is unable to participate in examinations at the scheduled time should refer to guidance in the Programme Handbook and the [Extenuating Circumstances Policy](#).

Module pass mark

96. The pass mark for the assessment of a module, resulting in the award of credits, shall be 40% at undergraduate level and 50% at postgraduate level.
97. The final module mark for a module that is taught and assessed in more than one semester can only be determined when all elements of assessment have been undertaken.
98. In calculations, aggregate marks of 0.01-0.49 are rounded down and marks of 0.50-0.99 are rounded up in order to arrive at a whole integer for the final module mark.

Assessment language

99. All examinations and assessments will be conducted in English, with the exception of the Certificate in Ballet Teaching Studies programme and the Professional Dancers' Teaching Diploma (China) where the language set for each Teaching Centre is also the language used in examinations and assessments.

Marking and moderating process

100. Assessments are marked and moderated according to the processes and procedures as set out in the *Code of Practice for the Assessment of Students' Work within Taught Programmes*.
101. Marks for summative assessments remain provisional until ratified by the Student Progress and Assessment Board or Board of Examiners.

Failure and reassessment

102. A student who has failed a module is reassessed on a single occasion in the units of assessment they have failed in order to pass the module and progress to the next academic level or stage of their programme, or to take their award. The maximum number of credits students may retake is set out in the Programme Regulations.
103. Where a student passes the reassessment, the mark for the reassessed unit of assessment shall be capped at the pass mark. The mark awarded for the reassessed module shall be capped at the pass mark.
104. In all cases, where a student is reassessed, the mark recorded for the unit of assessment is the better of the two marks achieved by the student (assessment and reassessment).
105. A tuition fee for reassessment (re-sit fee) is applicable per failed module. Students are entitled to one hour of reassessment tutoring per failed module. The Programme Regulations and Module Regulations specify the timing of reassessments. See Regulation 123 regarding payment of tuition fees.

Compensation

106. Compensation is a procedure through which strong performance by a student in the greater part of the current level or stage of their programme entitles them to compensation of limited failures following reassessment in circumstances specified in the Programme Regulations. Where a failed module is compensated, the student is awarded the credits for the module but the actual module mark remains and contributes to the calculation of averages.
107. Final-year honours students may receive compensation without the requirement for reassessment.

Termination of registration

108. If a student fails to achieve all the credits, either through assessment or compensation, and other conditions required for a level or stage of a programme as specified in the Programme Regulations, the student is deemed to have failed to satisfy the criteria for progression. If there are no confirmed extenuating circumstances, the student's registration on the programme of study is terminated. The procedures for the termination of a student's registration due to lack of participation in the programme of study are set out in Regulations 81 to 83.
109. Where a student's registration is terminated and the student has accrued sufficient credits and/or marks to achieve an exit award, the relevant Board of Examiners will recommend an exit award to which they are entitled in accordance with Regulation 46. The student has recourse to the Faculty of Education's [Academic Appeals Policy and Procedures](#).

Ratification of marks

110. Marks are ratified by the relevant Faculty of Education's Student Progress and Assessment Board or Board of Examiners appointed annually for the purpose. The remit and membership of the Boards are set out in detail in their Terms of Reference. References to Boards of Examiners in these General Regulations shall also refer to Student Progress and Assessment Boards.
111. A Board of Examiners will be responsible for determining award classifications and divisions and for considering the progression of students registered on programmes of study under its academic authority, taking account of individual extenuating circumstances as it deems appropriate. The Board's recommendations will be based on the impartial application of the General Regulations, Programme Regulations, Stand-Alone Module Regulations and other Faculty of Education policies and procedures. External examiners will be involved in reaching decisions relating to the conferment of awards and the determination of award classifications and divisions.
112. Registry will be responsible for informing students of the recommendations made by a Board of Examiners as soon as practical after the Board's meeting.

The notification of the Board will not be sent to students in debt for tuition fees to the Faculty of Education.

113. After having received notification of the Board's recommendation, students have recourse to the Faculty of Education's [Academic Appeals Policy and Procedures](#).
114. The names of those who have been awarded Certificates, Diplomas, and Degrees are published by the Royal Academy of Dance in the *Dance Gazette* and may be published elsewhere.

Correction of marks

115. If students find the marks they have received to have been recorded incorrectly due to a failure in administrative processes, the Registrar undertakes the procedure of correcting marks as set out in the [Code of Practice for the Assessment of Students' Work within Taught Programmes](#). If students find the process of arriving at the academic judgement that informs the mark to be flawed, they should refer to the Faculty of Education's [Academic Appeals Policy and Procedures](#).

Award

116. Students may not receive more than one award for a given programme of study with the exception of the Postgraduate Certificate of Education: Dance Teaching with Qualified Teacher Status.
117. A student who has completed successfully the programme for which he/she is registered and to whom an award is approved by the Board of Examiners may not register for further modules in order to improve the classification or division of that award.
118. When a student has been awarded credits in excess of the number required for the award, the overall average mark shall be calculated for modules attracting sufficient total credits and being the highest marks, except where Programme Regulations and Programme Specifications require that the marks for specific modules must be included in the calculation of the overall average mark.
119. In accordance with Regulation 35, the marks used to calculate the classification or division of the award shall be those derived from modules undertaken with the Faculty of Education.
120. Where a student has transferred his/her registration from one Faculty of Education programme of study to another with the approval of the Director of Education the name of the award will be determined by the programme of study which contributed the last programme level or stage to the award.

Classification of awards

121. The overall average mark is normally calculated from the final module marks obtained by a student in those modules that contribute to the award as set out in the Programme Regulations and Programme Specifications.
122. The overall average mark is the final mark used in determining the award classification or division and is required to be a whole integer. The same rounding conventions apply for the final mark as for final module marks (see Regulation 96).
123. The mark thresholds for award classifications or divisions are specified in the Programme Regulations.

Date of award

124. The date of the award shall be the date on which the award-making meeting of the Royal Academy of Dance or the validating university approves the award.

Students in debt

125. Academic awards of students who are in debt to the Royal Academy of Dance in respect of tuition fees will be withheld until the student has paid their tuition fee debts to the University.
126. Students will be ultimately liable for all tuition fees even if a third party is paying a part or the full amount. Students who have not paid their tuition fees by the due dates will be subject to sanctions and debt management procedures.

Aegrotat Degree, Diploma or Certificate

127. A student prevented by illness or other circumstance from sitting the whole or part of the assessment may be considered for an aegrotat award. Programme Regulations specify the conditions for the awarding of an aegrotat degree, diploma or certificate. For university-validated programmes of study, the Regulations and Ordinances of the validating university must also be adhered to.

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