

Policy name: Academic Programmes: Responsibilities of Students

Approved: 25th November 2016

Revision 1 approved 10th March 2017

Revision 2 approved 9th November 2018

Revision 3 approved by Trinity Academic Council 13th May 2020

1. Context

- 1.1 All undergraduate and postgraduate programmes offered by the Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, are delivered by RIAM and validated by the Designated Awarding Body, Trinity College Dublin, the University of Dublin, hereinafter referred to as Trinity. The Academy is committed to the highest of academic standards, and inherent in this is the acknowledgement that requirements for students in relation to their academic programmes of study must be clearly stated, readily available, and consistently applied in order to achieve fair and proportionate treatment across all programmes.

2. Purpose

- 2.1 The Academy will act with integrity towards its students and demands high standards of application from its staff and the student body. These requirements set out what is expected from students in terms of demonstrating an acceptable degree of application and diligence towards their academic studies.
- 2.2 In particular, the Academy recognises the investment that students make when they choose to study music and has a duty of care to monitor attendance, act on non-attendance and support students to complete their programme of study. The monitoring of attendance is also important in supporting the health and wellbeing of students as non-attendance can be an indicator of a student experiencing difficulties.

3. Scope

- 3.1 This policy applies to all RIAM full-time and part-time undergraduate and postgraduate students.

4. Benefits

- 4.1 This policy sets out the parameters for good practice in students' attention to studies.
- 4.2 This policy sets out the disciplinary framework in a fair and transparent manner for occasions where student application to their studies fails to meet the required standards.
- 4.3 This policy ensures that all students receive fair and equitable treatment which results in a fulfilling and rewarding experience at the Academy.

5. Principles

- 5.1 This Policy is in the spirit of the Academy's commitment to provide a supportive learning environment which seeks to enable all students to achieve their full potential.
- 5.2 Requirements are not intended to be punitive but, rather, they support and protect students in their studies.

- 5.3 In extreme cases of non-compliance, the Academy Regulations permit the termination of a student's registration in the Academy, when required, for the protection of students and staff.

6. Regulations

6.1 Conduct

- 6.1.1 Students are expected to read and follow the published Student Code of Conduct.
- 6.1.2 Students are expected to read and engage with published regulations and to check their emails for Academy correspondence on a frequent basis. Students are required to respond in writing (including email) to such communications within the timeframe specified.

6.2 Registration

- 6.2.1 Students may apply to study in any one or more of the Faculties of Music and are permitted to express a preference for specified teacher(s) though it cannot be guaranteed that a student will be assigned to the teacher of their preference.
- (i) A student wishing to transfer to another teacher should fill out the application form available from the General Office. The student may be requested to attend a transfer audition and engage in a short interview. (Please refer to the transfer form for full details). Transfers will not be considered later than 15th April for the following academic year
 - (ii) Students may not attend another teacher in the same subject unless they have prior written permission from their allocated Academy teacher.
- 6.2.2 All undergraduates and postgraduates are liable to pay an annual registration fee each academic year that must be paid by the given deadline. [See also the Refund Policy.]
- (i) Students who do not qualify under the HEA free tuition scheme must ensure payment is made by the given deadlines.
 - (ii) Student Universal Support Ireland (SUSI) is the single awarding authority for all grant applications. Students should apply to SUSI through the website [HEA Student Finance](#) and must state Trinity College Dublin as the awarding university.
- 6.2.3 Failure to complete the required registration process and pay applicable fees on time will jeopardise a student's place at the Academy.
- (i) The Academy reserves the right to suspend or expel a student for non-payment of fees.
 - (ii) The Academy has the right to claim full payment of fees directly from a student should they fail to complete the registration process as denoted by Trinity which may result in grants not being paid.

6.3 Attendance

- 6.3.1 Students must be punctual in attendance at their classes, orchestra, RIAM Chorale, ensembles or other Academy activities. Attendance records are kept for each subject. Students who do not meet the minimum attendance requirements outlined by their teacher, ensemble director or Course Handbook risk failing the component, resulting in the deduction of marks, as detailed in the aforementioned Handbook. Such deductions could result in an overall fail for that subject, and the year.

- 6.3.2 Teachers are not obliged to make up lessons lost through the unauthorised absence of a student.
- 6.3.3 All students are required, when called upon, to take part as members of the RIAM Podium Ensembles in rehearsals and public performances. Students who are not required for their designated ensemble are obliged, when called upon, to take part as members of other ensembles in rehearsals and public performances. All full-time singing and non-orchestral instrument students must attend RIAM Chorale unless required in another ensemble. Please refer to the course handbook for details.

6.4 Assessment

- 6.4.1 Students are expected to comply with the Academy's Academic Assessment Regulations and Progression Policy.
- 6.4.2 Appeals against marks for examinations must in the first instance be directed to the Administrative Officer [Registry] who will refer it to the relevant appeals panel. Please refer to Appeals Procedure for full details.
- 6.4.3 Complaints must in the first instance be directed to Administrative Officer [Registry]. Please refer to the Student Complaints Procedure for full details.

6.5 Review of Regulations and Penalties

- 6.5.1 The Board of Studies will review its regulations on a regular basis and reserves the right to amend and enhance these regulations, taking whatever action it may deem advisable, including the potential amendment of penalties.
- 6.5.2 Failure by students to meet their responsibilities with respect to academic programmes may result in disciplinary action taken under the Student Code of Conduct. Such disciplinary action may range from minor sanctions through to expulsion of the student from the Academy. Please refer to the Student Code of Conduct Policy for full details.

7. Responsibility

- 7.1 The Chair of Board of Studies is responsible for overseeing this policy and its three year cyclical review. Head of the Administrative Office (Registry) is responsible for its operating procedures in relation to all undergraduate and postgraduate programmes.

8. Legislation and Regulation

- 8.1 [Qualifications and Quality Assurance \(Education and Training\) Act 2012.](#)
- 8.2 [Standards and Guidelines for Quality Assurance in the European Higher Education Area \(2005\).](#)
- 8.3 [Code of Practice for Provision of Education and Training to International Learners \(2015\).](#)
- 8.4 [National Framework of Qualifications \(NFQ\).](#)
- 8.5 [QQI Access Transfer and Progression - QQI Policy Restatement 2015.](#)
- 8.6 [QQI Green Paper on the Recognition of Prior Learning.](#)

9. Related Documents

- 9.1 Academic Assessment and Progression Policy.
- 9.2 Admissions and Transfer Policy and Procedure.
- 9.3 Student Code of Conduct.
- 9.4 Academic Appeals Policy and Procedure.
- 9.5 Student Complaints Policy and Procedure.

10. Document Control

Approved by Board of Studies 25th November 2016 (as *Full-Time and Part-Time Students' Regulations*).
Revision 1 approved by Board of Studies 10th March 2017 (as *Full-Time and Part-Time Students' Regulations*).
Revision 2 approved by Board of Studies 9th November 2018 (as current title).
Revision 3 approved by Trinity Academic Council 13th May 2020.
Next review: Academic year 2020/21.