

# ADVANCED DIPLOMA IN PERFORMANCE HANDBOOK 2024-25

The Royal Academy of Music moves music forward by inspiring successive generations of musicians to connect, collaborate and create.  
Charity number 310007  
Company registration number RC000438

MARYLEBONE ROAD, LONDON NW1 5HT  
RAM.AC.UK



**UNIVERSITY  
OF LONDON**

## TABLE OF CONTENTS

Introduction .....	3
Key Staff.....	3
Programme Aims .....	4
Intended Learning Outcomes .....	4
Course Content.....	4
Assessment.....	5
Public Performance Event or Recording Submission .....	5
Portfolio.....	5
Viva Voce Examination .....	6
Final Report.....	6
Institutional Information .....	7
Communication.....	7
Concerts.....	7
Student Recordings.....	7
Academy Recordings.....	7
Student Support.....	8
Disability .....	8
Extension or deferral procedure.....	8
Student Route Visas .....	9
Student Engagement.....	9
Student Feedback.....	10
Student Representation.....	10

# INTRODUCTION

The one-year Advanced Diploma in Performance is designed for students who have achieved a distinction at Masters level to undertake a further year of intensive study with a higher level of autonomy than our other Masters programmes and with an emphasis on innovative practice. In shaping the specific content of your studies, you will be expected to reflect on your artistic development within the ethos and traditions of the Academy.

## KEY STAFF

Please refer to your Department Handbook for the contact details of your Head of Principal Study and other instrumental teaching and support staff.

### Senior Postgraduate Tutor: Dr Sarah Callis

Room 178, ext 347, [s.callis@ram.ac.uk](mailto:s.callis@ram.ac.uk)

Sarah has an overview of research degree programmes and advanced diplomas and is Tutor for jazz, harp, conducting, advanced diploma students in opera and performance, and research degree students.

### Head of Postgraduate Programmes: Professor Neil Heyde

Room G81, ext 452, [n.heyde@ram.ac.uk](mailto:n.heyde@ram.ac.uk)

Neil is responsible for all of the postgraduate programmes.

### Postgraduate Programmes and Research Administrator: Tom Reid

Room 511, ext 316 [TReid@ram.ac.uk](mailto:TReid@ram.ac.uk)

Tom provides administrative support for the postgraduate and research degree programmes, and manages some of the public research events.

## PROGRAMME AIMS

- To provide high-level professional training in performance skills
- To enhance students' employability by developing professional standards in attitude, work patterns, preparation and performance
- To enable students to develop as interpreters capable of synthesising complex musical concepts
- To broaden students' experience of professional musical practice, and to enable them to reflect on their own developing practice
- To develop students' knowledge and understanding of their chosen field through professional contacts and through careers advice and guidance

## INTENDED LEARNING OUTCOMES

On successful completion of the programme students should be able to demonstrate:

- ability to perform with highly developed artistry
- ability to identify and pursue a clear set of performance goals
- ability to reflect innovatively about their own professional practice, as evidenced in their delivery of a sustained body of performance work at the highest standards
- evidence of the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and initiative in complex and unpredictable professional situations

## COURSE CONTENT

The programme of study is highly flexible so that it can meet the specific and individual needs of students at this advanced stage of development. You will be expected to pursue a series of goals identified at the beginning of the year which might include a range of concerts, recordings, competitions and/or other projects. You will be encouraged to think innovatively about your work, and will be required to self-manage the implementation of your plans.

Your studies will be supported by regular one-to-one tuition with those who can best help you to develop your artistic and professional goals; this might include regular teaching from within your instrumental department, and/or sessions with teachers/coaches from other departments. Provision will be individually discussed and agreed in consultation with your Head of Department and the Course Tutor at the beginning of the year. You will be given the opportunity to meet and discuss your work with other Advanced Diploma students and also (where appropriate) offered the chance to take part in masterclasses with international visitors.

# ASSESSMENT

The Advanced Diploma is set at level 8 of the Framework for Higher Education Qualifications in order to recognize the stage at which students usually enter the programme and to provide an appropriate framework for assessment (Masters courses are at level 7). In keeping with other programmes at FHEQ level 8 the course is pass/fail only. The course will be formally assessed through:

## PUBLIC PERFORMANCE EVENT OR RECORDING SUBMISSION

This is formally assessed and provides a focal point for the programme, enabling students to demonstrate their achievements during the year.

*The Public Performance Event* will normally comprise a lunchtime recital as part of the Academy's concert series. Students present a 50-minute programme designed to reflect the work undertaken over the year. Programme notes are not required, but the student may speak to the audience if they wish.

*The Recording Submission* is expected to be c.30 minutes in duration. The submission must be accompanied by text of c. 250 words explaining the primary aim of the recording and the strategies adopted. The recording should be submitted on Blackboard, along with five minutes of video from one of the unattended sessions (see below) as evidence that this is your work and that it has been undertaken during the year.

Students choosing this format of assessment will normally be expected to take the Self-Recording and Self-Editing Elective, which provides training, two hours of supervised recording time in one of the Academy's venues, and tutorial assistance with editing the material from that session. Students will be permitted to book a further 6 hours of unattended recording time to complete the submission. The recorded sound quality and editing are not the primary focus of the assessment, but the panel will take these elements into account and students are expected to have a developed understanding of appropriate professional expectations in relation to the submission.

## PORTFOLIO

The portfolio is designed to enable students to submit evidence that is supplementary and complementary to their Performance Event or Recording Submission and to provide assessors with a context for the viva voce. It should include:

- A short statement describing the context and goals for the Performance Event/Recording Submission (Performance Event c.150 words; Recording Submission c.250 words – see above)
- an up-to-date CV and biography, including a website link where available
- a list of key activities undertaken during the year (one side of A4 is sufficient)

## VIVA VOCE EXAMINATION

The viva voce examination provides a forum for reflecting on the Performance Event or the Portfolio, as well as an opportunity for assessors to offer advice on future plans.

## FINAL REPORT

Following the viva voce examination, each student will receive a report that summarises the viva voce discussion and which is the final acknowledgement that all of the ILOs have been met.

The assessment panel should comprise a panel chair (The Senior Postgraduate Tutor, Head of Programme, or other senior member of staff), the relevant Head of Department or their nominated representative, and an external specialist examiner.

The Advanced Diploma in Performance is a nine-month full-time programme of study. There is no provision for part-time study. The course has no credit structure. The main Postgraduate Examination Board will confirm your result in June at the end of your studies, and the Graduation Ceremony will be at the end of the summer term.

# INSTITUTIONAL INFORMATION

## COMMUNICATION

The Academy will communicate with you via your @ram email address only, so you will need to check this account every day. This will ensure that you receive all the information you need to undertake the programme. It is easy to ensure that you can access your Academy emails on your own phone/laptop/tablet – visit the IT helpdesk to set this up. Advanced Diploma students are not required to apply for Leave of Absence, but they should inform the course Tutor (Sarah Callis) if they are going to be absent for more than a week.

**Please regularly update your contact details via Quercus.**

<https://eu-quercus.elluciancloud.com/app/ram/f?p=1202:LOGIN:.....>

## CONCERTS

Students are able to arrange their own concerts within the Academy, as well as become involved in external bookings. Details of these are available from the concerts department.

## STUDENT RECORDINGS

For information about making recordings please see the Recordings Department information page at <https://royalacademyofmusic.sharepoint.com/sites/TheRecordingDepartment>

## ACADEMY RECORDINGS

You can access recordings or large-scale public performances from the Library for educational purposes. The Academy cannot provide you with your own copies of these performances for copyright and resource reasons. Exceptions may be made in the case of performances with rarity value such as concertos, but requests must be submitted to the Performance Department at least **one calendar month** in advance of the performance. This will allow the Performance Department time to consider any copyright clearance issues/licences/costs involved and for the Recording Studio staff to allocate time in their schedule and recording equipment.

If the Academy is not planning to record a performance that you are involved in (e.g. Tuesday lunchtime concerts), requests may be made by students to record it but in audio format. In order to request this, you will need to ensure that all relevant consent forms and copyright clearance are completed at least one calendar month in advance of the performance. You are allowed to record yourselves on Academy premises (in practice rooms and concert venues) either using your own or loaned equipment (in this case you would retain the copyright on the recordings and accept all responsibility for any necessary copyright clearance required). You are advised to check the Academy's guidelines '**Recording Academy concerts and students' private performances; IPR considerations**' on the Copyright and Intellectual Property page on the RAM SharePoint for more information.

<https://royalacademyofmusic.sharepoint.com/sites/copyrightandipr>

## STUDENT SUPPORT

Students receive an enrolment programme which includes: an induction for library and IT facilities; guidance on health and safety (including audiometric testing); registration; international student meetings; introduction to senior staff with programme responsibilities, and a tutorial meeting. Students are supported in all aspects of their subsequent life and work at the Academy throughout the duration of the programme.

Further information, including our Equality and Diversity Policy is available at <https://www.ram.ac.uk/student-life/belonging>

## DISABILITY

The Academy offers a wide range of support for students who have disabilities and specific learning difficulties, including exam arrangements and specialist tuition, so that all students can participate fully in the life of the Academy.

The term 'disability' covers a wide range of conditions and impairments. These include specific learning difficulties, sensory impairments, mobility impairments, certain ongoing medical conditions, and long-term mental health conditions. Further details about disability and the support available to students are available on our website at <https://www.ram.ac.uk/student-life/access-and-disability> or by request from the Disability Advisor (see below).

If you would like to discuss any issues relating to disability, please contact the Disability Advisor (email [disability@ram.ac.uk](mailto:disability@ram.ac.uk)) and, once enrolled, your Programme Tutor. Please contact us as early as possible in order that appropriate support can be agreed and coordinated. Information disclosed to the Academy by students is treated in confidence.

## EXTENSION OR DEFERRAL PROCEDURE

Requests for an extension or deferral are considered according to the *Extension and Deferral Process Regulations*. You may make an application for one of the following reasons:

- extenuating circumstances which may have affected your performance in an assessment
- to request an extension to the deadline for submission of assessment work
- to defer an assessment
- to appeal against penalty marks where the reasons were beyond your control.

Your application will be reviewed by the Registrar and Director of Student Operations (Chair), Head of Undergraduate Programmes, the Head of Postgraduate Programmes and the Senior Tutor in Undergraduate Pastoral Support & Head of Year, B2.

1. You must make your application as soon as possible via the online form, which can be found on the [Student Information Hub](#). If you are applying shortly before or after the assessment deadline, you must detail the reasons why it was not possible to apply in advance.
2. Applications for extensions to the deadline for the submission of written work of seven days or fewer may be considered and approved by your Programme Tutor/Head of Year. For short extensions you should write directly to your Programme Tutor/Head of Year requesting approval.



3. You are expected to provide a clear explanation of your circumstances and why you are requesting an extension or deferral. Wherever possible, you should also provide supporting information/evidence (e.g., letter from your doctor, professional contract).
4. Applications will be considered on a weekly basis during the term and, if needed, contextual information from your Programme Tutor/Head of Year, the Performance Department or any other Academy department will be sought prior to the meeting.
5. Applications will either be accepted or rejected and details relating to deferral dates and new submission deadlines will be included in the notification. When applications are rejected, a full explanation will be given.
6. You will normally be informed of the outcome within two working days of the review meeting by an email which copies in your Programme Tutor/Head of Year and any other relevant members of staff (i.e., Registry and Module Leaders).
7. Students have the right of appeal against rejected extension or deferral applications, via the [Academic Appeals Procedure](#).

Please see the guidelines on the [Student Information Hub](#) for further information on making applications.

## STUDENT ROUTE VISAS

Students studying at the Academy on a Student Route visa are restricted in their ability to undertake external performance related work, as they are prevented from:

1. Undertaking work as an entertainer
2. Working on a self-employed basis

Students are allowed to take on external performance work (paid or unpaid), as long as it is arranged through the Academy. This is possible if the work can be seen as a professional development opportunity, but you must follow the relevant guidance in order to comply with your visa regulations.

Information about how to undertake external performance work (paid or unpaid) can be found on the [External Bookings](#) page on SharePoint, which contains the Academy's [Student Route Work Placement Policy](#) and the [Application Form](#) which must be completed for any paid or unpaid external performance work.

**If these processes are not followed, it could place a student's visa status in jeopardy, which, in turn, could have serious consequences for their place at the Academy and their right to remain in the UK. If the Academy has reason to believe a student has broken the terms of their visa, we are obliged by law to report that student to the UK Border Agency.**

## STUDENT ENGAGEMENT

The Academy is committed to improving the motivation of students to engage in learning and to learn independently; and the participation of students in quality enhancement and quality assurance processes, resulting in the improvement of their educational experience.

It is widely accepted that the views of students, individually and collectively, should inform quality systems with the purpose of improving the student educational experience both for current and

future cohorts. Student involvement in quality can have a positive influence on the delivery and development of any aspect of the student educational experience, whether implemented by the Academy, your programme, your department, or an individual member of staff.

## STUDENT FEEDBACK

The Academy's Senior Managers, Programme Teams, Heads of Department and those delivering the programme will always welcome informal feedback from you on any aspect of the programme and your studies. Student Union members and student representatives are part of Academy committees and students are encouraged to use their representatives and let them know of any matters of concern that you wish to be raised at these committees. At the end of the Spring term each year, you will also be given the opportunity to complete an online survey covering the Academy as a whole, your Programme and Department. You are asked to be open, honest and constructive in your evaluation and comments. This is a vital component in the Academy's mechanism for developing the quality of our students' experience and planning for the effective future delivery of the programmes of study.

## STUDENT REPRESENTATION

Student representatives are the voice of the student body and sit on all of the Academy's academic committees. Find out who your year/department representative is through the SU Team if you want to pass on some comments or feedback, or ask to become a student representative if you want to act on behalf of other students.