

**Central  
Film  
School**



**Central Film School**

**Enrolment and Registration Policy**

**All Courses**

## Introduction and Scope

1. This policy outlines Central Film School's procedures for student enrolment and the on-going maintenance of a student's record, and is applicable to all new and existing students (see the definition in paragraph 4) enrolling with the School from the 2018/2019 Academic Year. Publicity, recruitment and admissions themes are covered in other policy and procedure documents of the school.
2. This policy also sets out the terms by which a student can continue to engage with their course should their status on their course change due to academic failure and other factors, such as mitigating circumstances, deferral or withdrawal.
3. In order to participate in any course, students of the School must be correctly enrolled in order to:
  - i. Ensure that all students are encompassed within the full range of School academic and support facilities
  - ii. Allow for the timely confirmation of personal details and payment of tuition fees
  - iii. Ensure that students are aware of and agree to abide with the provisions in the Student Contract and other policies that apply to them
  - iv. Provide the School with assurance of the identity of its enrolled students
  - v. Ensure that students are registered on the correct modules appropriate to their course and can access facilities and undertake assessment as required
  - vi. Ensure that the School is fully compliant with the requirements of its external stakeholders including the Home Office and the awarding bodies.
4. The term 'student' covers any individual eligible to participate in a Central Film School course, including those undertaking placements, exchanges and summer schools, no matter whether delivery is on campus, at an off-site venue, or remotely via distance learning.
5. Where any section of this policy conflicts with the awarding body's regulations for taught provision, or any provisions of the relevant collaborative agreement, those policies take precedence.
6. In 2018-19 the school's awarding body is the University of Gloucestershire, and this policy has been developed in collaboration with the Director of Quality and Academic Services at the University of Gloucestershire.

## Definitions of Key Terms

7. **Reassessment & Retake:** A **reassessment** occurs when a student achieves 1-39% overall on a module, and is an opportunity for the student to be assessed again by completion of one or more failed elements. A **retake** occurs when the reassessed module has been failed or has scored 0 overall, requiring a student to undertake study on the module when it is next scheduled to run.
8. **CATS [Credit Accumulation Transfer Scheme]:** The numerical value placed on a module that defines the credit awarded to a learner, in recognition of the achievement of designated learning outcomes at a specified level.
9. **Credit Deficit:** The total CATS points of modules failed at any level

10. **Good Academic Standing:** The academic status of a student, where the number of credits a student has achieved exceeds the minimum requirement for progression to the next level.
11. **Part Time on A Full Time Course (PTFT)** The term used to describe the registration status of a student who has to temporarily pause their progression and complete retakes due to no longer being in good academic standing at the School (UK and EU/EEA students only).
12. **Tier 4 Part-time on A Full Time Course (T4PT):** The term used to describe the registration of a student who is completing retakes of modules whilst in their home country, as they do not meet the conditions of their Tier 4 visa in order to remain in the UK.
13. **Temporary Pausing Progression:** this is the term used when a student is required to stop studying with their current cohort and complete module retakes, in order to clear their credit deficit under certain conditions outlined in this policy and in the CFS Progression, Assessment and Reassessment Procedures. This does not apply to students whose

### **Enrolling with the School**

14. Students should pay tuition fees as agreed on the acceptance of their offer and in line with the CFS Tuition Fee Policy before they enroll on their course.
15. All students should complete and submit enrolment forms at the beginning of their course and annually as notified by the School. Those who have outstanding tuition fee payments to the School, or are found to have provided false or inaccurate information at application, or have not completed the requirements stipulated by a Tier 4 visa, will not be permitted to enroll.
16. In accordance with the School's Initiated Withdrawal Procedure students who are not enrolled without good cause will lose access to the School's facilities, and procedures to withdraw them from their course will be initiated.
17. Enrolled students will receive a CFS Identity Card. This ID Card must be carried by students whilst on campus as it provides evidence of student status.

### **Identity Check**

18. All new students are required to have their identity checked at the start of their course, usually during the induction week or during their enrolment session. Original documents (see accepted document list in paragraph 12) should be presented to School staff when requested and within the first 5 working days of their course, should they be delayed for any reason.
19. Documents that can be used to confirm a student's identity are:
  - i. Valid, signed passport
  - ii. EEA member state identity card
  - iii. Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies, High Commissions and HM Forces)
  - iv. Note that ii. and iii. will only be accepted if the student does not possess a valid passport
20. In accordance with the School's Initiated Withdrawal procedures, students who do not complete this requirement may be withdrawn from their course.

## **Module Registration**

21. All modules on undergraduate and postgraduate courses at CFS are currently mandatory and, consequently, registration is not required for individual modules.
22. Students will be assessed according to published assessment criteria for all modules on which they are registered according to the School's student record system and published to students via Moodle, unless:
  - i. A student's request to withdraw from the assessment of a module due to mitigating/extenuating circumstances has been approved by the School
  - ii. A request to 'Restart' a course has been approved

## **Restarting a Course (Level 4 Students Only)**

23. Students studying at Level 4 may request a change of course where they have determined that their original course is no longer suitable.
24. Students who are considering the 'restart' option do not need to re-apply to the School but they must discuss the matter with the Head of Curriculum. The request to 'restart' must be made and approved no later than 14 calendar days from the start of the academic year in which the new course commences.
25. In most instances where a 'restart' is approved the student will not have undertaken assessment. Where assessment has occurred before a restart, module results associated with the previous course will usually not be included in future academic progression decisions.

## **Changing Course**

26. In certain circumstances, it may be possible for students to change their course from one BA to the other after the completion of Level 4 of BA Practical Filmmaking or Screenwriting course, as many of the modules are shared up to this stage.
27. Course changes must be approved by the Head of Curriculum and will be considered on an analysis of the student's suitability for the new programme, their performance on their existing programme and other factors such as attendance, engagement, the reasons behind the proposed change and affordability. There are no guarantees that a change will be permitted.
28. In changing course, all existing module results (including passed and failed modules) will be transferred to the new course record.

## **Discontinuation of Study: Withdrawal and Suspension at Student Request**

29. Students may wish to withdraw permanently from their course, or temporarily suspend their studies. In the first instance they should discuss the matter with their Programme Leader or Head of Curriculum.
30. Students that intend to withdraw permanently from their course should clarify their tuition fee liability, as outlined in the School's Tuition Fee Policy, and any outstanding fee payments must be made before withdrawal can be confirmed.
31. Students may request a temporary suspension of their studies. Suspension of studies is not an automatic right. Each request will be reviewed on a case-by-case basis considering the following:

- i. A suspension will be for a defined period (normally no longer than one academic year)
  - ii. The period of suspension still counts toward the maximum period of registration as per the University of Gloucestershire's Academic Regulations for Taught Provision
  - iii. A suspension will usually coincide with natural breaks in the academic year or course delivery and the anticipated date of return must be established in accordance with this. On BA courses, where possible, suspensions of studies will occur at the end of a level, usually 4 or 5.
  - iv. A suspension will not normally be approved for courses currently phasing-out, or where a course is subject to curriculum amendment during the period of suspension such that a student's ability to resume their studies will be affected.
32. No request to withdraw from a course or suspend studies will be considered in the absence of a signed Suspension of Studies/Withdrawal form. The date of withdrawal/suspension will be recorded as either the date of last attendance recorded on the Suspension of Studies/Withdrawal form, or the date on which the Suspension of Studies/Withdrawal form is received (whichever is later).
33. Following withdrawal from a course and during periods of suspension, students will not have access to the School or its facilities (e.g. teaching, assessment, resources, equipment, email, library). Students should ensure that all personal files and work they wish to retain is downloaded and backed-up outside of the School network before requesting the withdrawal/suspension.

#### **School Initiated Withdrawal of a Student**

34. Enrolled students may be withdrawn from their course by the School in the following circumstances:
- i. Where there is evidence of breach of the School's Attendance Policy and engagement with modules of study
  - ii. Where at any time within a student's period of study their immigration status becomes invalid (e.g. their leave to remain in the UK expires or is revoked)
  - iii. As the result of being in tuition-fee arrears to the School
  - iv. As a result of disciplinary action by the School which results in a requirement for the student to withdraw from the School
  - v. As a result of academic failure (where the amount of credit achievable no longer meets the minimum required at any level after reassessment) which is confirmed by an Award Board of Examiners, after all of the provisions outlined in paragraphs 38-48 of this policy have been exhausted
  - vi. As a result of a breach in the Student Contract
  - vii. As a result of the failure to complete the Identity Check requirements or enroll on their course within the stipulated time.
35. Students that are withdrawn from their course as result of any of the circumstances outlined in paragraph 34 may lose eligibility for any exit award they qualify for.

#### **School Initiated Suspension of Studies/Progression Pause**

36. Enrolled students may be required by the School to suspend their studies or pause their progression in the following circumstances:
- i. As a result of an allegation of misconduct under the Student Disciplinary Procedure;

- ii. Where an allegation has been made under the Student Disciplinary Procedures or through the processes outlined in the Supported Studies Procedures, which suggests that there may be a mental health issue or otherwise, and where the student's behavior is causing distress or concern to other students or staff
  - iii. A student is at risk of academic failure, where their module credit deficit exceeds 30 CATS after reassessment. Students in this category are considered to no longer be in good academic standing with the School and will be required to pause their progression in order to complete retakes and clear their module deficit.
37. Suspension may be lifted after agreement between the student and School, in line with the provisions of paragraphs 37-47 of this policy

#### **Appeal against School Initiated Withdrawal/Suspension**

38. Students may appeal against the decision to withdraw them from their course by following the procedures as set out in the CFS Academic Appeals Policy.

#### **Studying 'Part Time on a Full Time Course' (PTFT)**

39. If a student has failed modules in excess of 30 CATS ('credit deficit') at Level 4 and/or Level 5 (after ratification at the Module Board of Examiners), and after reassessment their credit deficit remains above 30 CATS, they are no longer eligible to progress to the next level of their course as outlined in the CFS Procedures for Assessment, Reassessment & Progression (PRP). At this point they must 'pause their progression'.
40. If a student is no longer eligible to progress, they are provided with the options available to them, dependent on the total number of CATS achieved and the level(s) they have completed:
- i. Withdrawal from their course
  - ii. Exiting with an alternative award (ie Certificate of Higher Education)
  - iii. Module Retakes
41. Students are permitted to retake a module once, and to be reassessed on that retake once, in line with University of Gloucestershire's Academic Regulations for Taught Provision (ARTP).
42. If a student opts for module retakes, their registration status becomes 'studying Part-Time on a Full-Time course' (PTFT). Only students who are EU/UK nationals are normally eligible to be PTFT on CFS BA courses; Tier 4 students may be restricted by the conditions of their visas.
43. PT/FT students will be required to exit from their current cohort in order to complete their retake modules during the pause in progression. They will be eligible to re-enroll with the cohort that commences in the following academic year in order to complete their course, once their credit deficit has been cleared.
44. In line with the CFS Tuition Fee Policy, PTFT students are required to ensure tuition fee payments are up to date before they will be permitted to re-enroll onto their course.
45. Tier 4 students whose credit deficit still exceeds 30 CATS after reassessment may retake all failed modules, but are required to temporarily pause their progression and complete and pass their modules from outside the UK. Students in this category are considered as Tier 4 Part Time (T4PT) students and will have their initial student visa withdrawn by the School.
46. T4PT students will be required to demonstrate that they have the ability and resources to complete any practical tasks set to them during their retakes, and will be required to undertake regular tutorials via video link with their Programme Leader or Head of Curriculum.

47. Once module retakes have been submitted, marked, passed and ratified at Module Boards of Examiners (MBE or RMBE), T4PT students will need to reapply for a new Tier 4 visa in order to return to the School and attend and be assessed on their remaining modules.

48. In line with the CFS Tuition Fee Policy, T4PT students are required to ensure tuition fee payments are up-to-date before they will be permitted to re-enroll onto their course.

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