

**Central
Film
School**



Central Film School

Academic Framework

Section 1

Central Film School Academic Framework

Purpose and Scope

The purpose of the CFS Academic Framework (the 'Framework') is to establish the outline of the School's academic policies and procedures. To ensure equity of treatment for all students, in particular where a student is considered both a CFS student and registered with the awarding body, the Framework is designed to be transparent, clear and accessible. This is achieved by ensuring that academic judgement operates within clearly defined parameters and that student-facing processes are clear and transparent. The Framework applies to all CFS programmes, including short courses and non-accredited courses, and is particularly relevant to all accredited BA and MA courses.

The Framework has been developed with our validating partner the University of Gloucestershire, to ensure alignment and transparency of process. Should the School's awarding body change, this framework will be reviewed and updated accordingly, outside of the annual review that forms a natural part of the School's quality assurance cycle.

This Framework sets out the academic policies that apply to students and establishes the distinction between policies and/or procedures that are mandated under the terms of the School's collaborative arrangements, and those that have been developed internally and that are unique to the School's operational and academic needs. Links are provided within the ***Ascribed Documents Summary*** at the end of this Framework to the location of individual policies published in the School's VLE and on external web pages.

Introduction

1. For the avoidance of doubt, under the Collaborative Agreement signed by the University of Gloucestershire (UoG) and Central Film School (CFS), UoG academic policy takes precedence over CFS academic policy, unless stated otherwise and agreed between the institutions.
 2. CFS has referenced the following documents and in developing this Framework and the School's internal policies:
 - a. UoG's Academic Regulations for Taught Provision
 - b. UoG's Assessment Handbook of Principles and Procedures
 - c. UoG's Quality Handbook
 - d. UoG's Collaborative Operations Handbook
 - e. The UK Quality Code for Higher Education
 - f. The Quality Assurance Framework
- 2.1 In ensuring the School's policies and procedures meet UK requirements reference has been made to, as laid down by and regulated by, such developments and policies as (the list is not exhaustive):
- a. Equity legislation
 - b. Health & Safety legislation
 - c. Education acts
 - d. Employment legislation
 - e. Intellectual property legislation
 - f. Funding bodies
 - g. The Competition and Markets Authority
 - h. UCAS

- i. Statistical agencies
 - j. The Department for Education
 - k. QAA or its successor organisations
3. The Framework does not establish policy – it establishes how CFS and awarding body policy and procedure intersect, align and differentiate.
 4. The Framework addresses three key areas:
 - a. Academic Regulations
 - b. Assessment Principles and Procedures
 - c. Policy and Procedures for Quality Assurance and Enhancement
 5. It is a student’s responsibility to familiarise themselves with the Framework, and any policies or procedures mentioned within it.

Definitions

6. Academic Regulations are defined as the collection of policy and procedures, as set out in UoG’s Academic Regulations for Taught Provision, and the relevant CFS policy and procedure, to which all students are bound throughout their studies.
7. Assessment Principles and Procedures are defined as the collection of procedural and policy documents that set out the arrangements that govern CFS assessment, reassessment and progression procedures.
8. Quality Assurance is defined as the framework, policies, procedures and associated deliberative committees that are in place to monitor and evaluate the School’s continuous quality assurance processes. Enhancement is defined as the strategic measures taken at institutional level to improve the quality of student learning opportunities.

Academic Regulations

9. All courses taught at CFS that are accredited by UoG are governed, in the first instance, by the UoG Academic Regulations For Taught Provision (ARTP).
10. Where the ARTP requires variation at Central Film School due to differentiation in programme offering, committee structures, management arrangements, resources or any other provisions that would normally be distinct from those in place at the awarding body, or where mandated in the terms of the Collaborative Agreement, CFS has its own set of policies and/or procedures which have been approved through the awarding body’s appropriate committee(s) or nominated officer.
11. The ARTP regulations are updated by UoG as of 2017/2018. The relevant ARTP can be found here: [Link to the 2019/2020 ARTP.](#)
12. Where variations in the ARTP occur between cohorts, CFS ensures that staff and students are aware which versions apply to a particular cohort through displaying the corresponding versions on its VLE and in the programme handbook.
13. Updates to the ARTP are notified to CFS through the Collaborative Partnerships Office, and any changes are discussed at the Annual Partnership Review that follows release of the updates.

Variations

14. Variations are defined in this Framework as the application of a distinct set of policies and/or procedures that account for the institutional differences as described in **paragraph 10**, between CFS and its awarding body, and to ensure compliance with the terms of the Collaborative Agreement or other such contractual arrangements.
15. Variations in the application of the ARTP are designed by CFS to ensure institutional academic alignment with the awarding body and transparency for students. Where variations occur, these have been approved through the CFS Academic Board and its awarding body counterpart or nominated officer.
16. Variations do not supersede the ARTP unless specifically indicated within the Framework and approved by CFS Academic Board and its awarding body counterpart or nominated officer.
17. The following is a list of variations and the corresponding policy or procedure that supplements it:
 - a. **1.4** CFS operates its own and separate policies and/or procedures for
 - i. APL or RPL
 - ii. Admissions Processes
 - iii. Enrolment & Registration
 - iv. Study Support
 - v. Fitness to study
 - vi. Programme withdrawal
 - b. **2.1.7** CFS follows the core principles of the ARTP APL regulations but varies in its published procedures.
 - c. **4.4, 4.5, 4.6** Students do not enrol directly with the awarding body and are not required to re-enrol at the start of each academic year or for individual modules.
 - d. **4.7, 4.8, 4.9** CFS operates its own procedures for deferrals, withdrawals and testing fitness to study.
 - e. **4.11** Students are not normally permitted to withdraw from the assessment of a module under any circumstances, as all modules are 'core' modules on BA and MA courses.
 - f. **6.5** CFS has its own procedures for arrangements for students with disability needs.
 - g. **6.12.1** There are no optional modules on any CFS BA or MA courses.
 - h. **6.19-6.22** CFS does not hold a separate Assessment Offences Board of Examiners (AOBE); this board runs as a subsidiary item on the agenda of the Module Board of Examiners and hears cases of assessment offences at the same time as marks are considered. This is to ensure the required UoG colleagues can be present when assessment offences are heard.
 - i. **6.30.3, 6.31.1** Students are not normally permitted to withdraw from the assessment of a module under any circumstances, as all modules are 'core' modules on BA and MA courses.
 - j. **6.5** CFS has its own set of procedures for students with disability needs, which follow the principles set out in the AHPP.
 - k. **6.12.1** There are no optional modules on CFS BA or MA courses.
 - l. **6.18** There is no Academic Conduct Officer, instead this role is fulfilled by the Assessment Officer supported by the Head of Administration.
 - m. **7.2** There is no separate Progression Boards of Examiners, this function is fulfilled as a subsidiary item on the Module Boards of Examiners throughout the year.
 - n. **7.10** For the avoidance of doubt, in cases of enforced withdrawal from a course, the CFS Academic Board makes all final decisions where a student is no longer in good

standing with the School. Boards of Examiners do not make such decisions though may make recommendations on a case-by-case basis.

- o. **7.26-7.32** The ARTP inform CFS' Procedures for Assessment, Reassessment & Progression on BA Courses (PRP), which have been designed to address the unique set of requirements a fast-track degree places on the reassessment and progression of students. In all cases, the ARTP are the governing principles and the PRP have been developed in collaboration with, and have been approved by, the awarding body and the CFS Academic Board.
 - p. **8.1-8.6** CFS has its own Academic Appeals policy, which has been designed to align with the ARTP, and where required CFS defers to the awarding body's stated policy.
18. Where a change to the awarding body occurs, before signing a new collaborative contract an agreement is made detailing the integration of the awarding body's academic regulations with this Framework.

Assessment Principles and Procedures

19. For the avoidance of doubt, the UoG Assessment: Handbook of Principles and Procedures (AHPP) form the underlying principles on which subsequent CFS procedures, including the PRP, have been developed.
20. The Collaborative Agreement requires CFS to adhere to the principles set out within the AHPP, and where necessary CFS has developed its own set of procedures in line with paragraph 10 of this Framework.
21. Policies that have been developed with the AHPP as the underlying principles are:
- a. CFS Procedures for Assessment, Reassessment & Progression
 - b. CFS Procedures for Mitigating Circumstances
 - c. CFS Procedures for Assessment Offences
 - d. CFS Procedures for Marking, Feedback and Moderation of Assessment
 - e. CFS Academic Appeals Policy
22. The awarding body's nominated representative chairs the joint Module Board of Examiners (MBE) and Awards Board of Examiners (ABE), which are held at regular intervals throughout the year, as described in the PRP.
23. Academic Appeals are heard at MBE's and decisions on outcomes passed to the CFS Academic Board.
24. CFS operates Internal Module/Awards Boards of Examiners (IMBE/IABE) as a subsidiary committee of the CFS Academic Board, at which marks are confirmed before submission to the MBE/ABE for ratification.
25. Decisions on progression are ratified at MBE and where necessary, in line with **paragraph 17.n** of this Framework, representatives of the CFS Academic Board that are present at MBE refer recommendations on enforced withdrawal of students to the Academic Board.
26. Final Award decisions are ratified at ABE in line with the calculation procedures outlined in the ARTP **sections 7.12-7.25**.

27. CFS has sole responsibility for the calculation of awards and for providing this information to the awarding body. Final Award certificates are issued by the awarding body and are produced in line with its own policies or procedures.
28. CFS issues its own programme completion certificates to students, which do not confirm the Final Award.
29. It is the responsibility of students to replace any lost Final Award certificates by contacting the awarding body directly, in line with its policy or procedures for replacing lost certificates.

Quality Assurance and Enhancement

30. In line with UK HE expectations, the UK Quality Code and with reference to the documents, organisations and legislation described in **paragraph 2-2.1** of this Framework, CFS operates a Framework for Academic Quality Assurance and Standards (FAQAS); the principles of which are set out within the FAQAS document.
31. A description of the Quality Assurance and Enhancement procedures prescribed under the terms of the Collaborative Agreement by the awarding body can be found in The Quality Handbook.
32. For the avoidance of doubt, and unless otherwise informed, the procedures that CFS follows under the terms of the Collaborative Agreement are:
 - a. Continuous Enhancement Review (CER)
 - b. Annual Partnership Review (APR)
33. CFS considers that in combination, the FAQAS, CER and APR form the foundation for the fundamental principles of the CFS Quality Cycle.
34. A description of the committees that form the deliberative structures for the monitoring of the School's quality assurance cycle, and the Terms of Reference for all committees, can be found in the CFS Consolidated Committee Terms of Reference.

Review and Amendment of The Framework

35. The Framework is reviewed at the CFS Academic Board held immediately preceding the start of each Academic Year. Updates to the web links for documents found on internal and external webpages occur when required and do not need committee approval, though the document version should be updated and a record kept.
36. Once reviewed, any amendments are submitted to the awarding body for approval at the appropriate committee or nominated officer. The awarding body and CFS agree the nature of amendments that require committee approval in line with its and CFS' internal quality assurance processes.

37. In the event that CFS validates courses with a new awarding body, review and redevelopment of the Framework takes place before the validation event, with approval of amendments agreed in collaboration with the new awarding body.

Ascribed Document Summary

38. The following documents, mentioned throughout the Framework, are ascribed to this document and should be referred to when reading:

- a. UoG's [Academic Regulations for Taught Provision](#)
- b. UoG's [Quality Handbook](#)
- c. UoG's Collaborative Operations Handbook (Not a public document)
- d. The UK Quality Code for Higher Education
- e. CFS Procedures for Marking, Feedback and Moderation of Assessment
- f. CFS APL or RPL Procedure
- g. CFS Enrolment & Registration Policy
- h. CFS Procedures for Assessment, Reassessment and Progression
- i. CFS Supported Studies Policy
- j. CFS Framework for Academic Quality Assurance and Standards

Note that some policies mentioned in the framework are under development at time of publication, and the framework will be updated accordingly once development and approval has been completed.

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