

The logo for Central Film School features the text 'Central Film School' in a bold, black, sans-serif font. The text is positioned on the left side of a white circular shape. To the right of the circle, a blue curved shape extends from the top to the bottom, resembling a film strip or a stylized 'C'.

**Central Film School**

Academic Framework

2021

## 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 agreed with our validating partner, Falmouth University, 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 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.

## 2. Introduction

For the avoidance of doubt, under the Collaborative Agreement signed by Falmouth University (FU) and Central Film School (CFS). CFS regulations have been approved by Falmouth University.

CFS has referenced the following external documents and in developing this Framework and the School's internal policies:

- I. Academic Regulations (FU)
- II. Academic Integrity Policy (FU)
- III. Student Registration Policy (FU)
- IV. The UK Quality Code for Higher Education
- V. The Quality Assurance Framework

In ensuring the School's policies and procedures meet UK requirements, reference has been made to the below

### **3. Academic Framework**

The Framework addresses three key areas:

- I. Academic Regulations
- II. Assessment Principles and Procedures
- III. Policy and Procedures for Quality Assurance and Enhancement

It is the students' responsibility to familiarise themselves with the Framework, and any policies or procedures mentioned within it.

### **4. Definitions**

I. Academic Regulations prescribe general requirements for progression within the school's courses, and the assessment, classification and certification of awards. They are developed with reference to external bodies such as QAA and OfS and have been approved by Falmouth University. 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.

II. 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.

### **5. Academic Regulations**

Updates to policy are undertaken as part of an Annual Review process and approved by Falmouth University.

While references have been made to FU's academic regulations, there are a number of areas where our regulations diverge from theirs, this is necessitated by the size and nature of provision at Central Film School.

CFS operates its own and separate policies and/or procedures for the following areas.

- i. CFS operates its own **Enrolment & Registration Policy**. 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.
- ii. CFS operates its own procedures for deferrals, withdrawals and testing fitness to study.
- iii. CFS has its own procedures for arrangements for students with disability needs outlined in the following **Supported Study Procedure, CFS Equality, Diversity and Inclusion** and the **CFS Access and Participation Plan**.
- iv. The Examination Board hears cases of assessment offences at the same time as marks are considered.
- v. Matters concerning serious breaches of academic conduct are dealt with by the Head of School.
- vi. **Progression is confirmed at the appropriate Examination Board**,
- vii. In cases of enforced withdrawal from a course, the Examination Board makes all final decisions where a student is no longer in good standing with the School.
- viii. Full details regarding the operation and function of the Examination Board can be found in the **Assessment, Reassessment and Progression Policy** and the **Examination Board Terms of Reference**
- ix. CFS has its own **Academic Appeals Policy**, students who remain dissatisfied may be able, depending on the nature of the complaint to lodge a further complaint with the Office of Independent Adjudicators or the School's collaborative partner

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.

## **6. Assessment Principles and Procedures**

The Memorandum of Agreement requires CFS to submit any proposed changes to the following policies to the validating partner prior for approval.

- i. Assessment, Reassessment & Progression Policy
- ii. Academic Appeals Policy

The awarding body's academic moderator attends the Examination Boards which are held after each level.

Academic Appeals are heard and decisions on outcomes passed at the EB.

Final Award decisions are ratified at the Awards Board in line with the calculation procedures outlined in the **Degree Algorithm Policy**.

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 validating partner.

CFS issues its own programme completion certificates to students, which do not confirm the Final Award.

## **7. Quality Assurance and Enhancement**

In line with UK HE expectations, the UK Quality Code and with reference to the documents, organisations and legislation described in **point 2** of this Framework, CFS operates a framework of Quality Assurance and standards policies and procedures, which are publicly available on our website.

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 on the school website.

## **8. Review and Amendment of The Framework**

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.

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.

## **9. Ascribed Document Summary**

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

- I. Academic Integrity Policy
- II. Student Registration Policy
- III. Academic Regulations
- IV. The UK Quality Code for Higher Education
- V. CFS Equality, Diversity and Inclusion Policy
- VI. CFS Access & Participation Plan
- VII. CFS APL or RPL Procedure
- VIII. CFS Enrolment & Registration Policy
- IX. CFS Assessment, Reassessment and Progression Policy
- X. CFS Supported Studies Procedure

<b>Document Title:</b>	CFS Academic Framework 2021
<b>Document Ref:</b>	CFSAF
<b>Version:</b>	2.0
<b>Issuing Authority:</b>	CFS Academic Board
<b>Owner:</b>	Head of School
<b>Author:</b>	Christopher Canavan
<b>Approval Date:</b>	01/09/2021
<b>Last Amended:</b>	05/05/2021
<b>Sensitivity:</b>	Unclassified
<b>Effective from:</b>	September 2021 for the 2021/2022 Academic Year
<b>Internal Review Date:</b>	Prior to 2022/2023 Academic Year
<b>History:</b>	