



Central Film School Academic Regulations 2023-2024

Introduction

These Academic Regulations come into effect for all students from September 2022 onwards. We regularly review and update our regulations, policies and procedures.

Key facts

You should familiarise yourself with the entirety of the Academic Regulations, and we would particularly draw your attention to the following sixteen elements:

| Clause(s) | Description |
|-----------|--|
| 1.4 | To qualify for the certificate or transcript for an award, a student must have met the requirements for an award, paid the fees and other charges prescribed by the Academic Board, and be in compliance with all academic and disciplinary regulations or codes of conduct adopted by Central Film School. |
| 2.12 | The marks for module assessment elements shall be combined according to the published proportions, and rounded to one decimal place to give a weighted average, which is recorded as a percentage representing the mark for the summative assessment of the module. For all courses, all assessment elements and module marks will be calculated to one decimal point; the overall degree mark will then be calculated to two decimal points. All marks will be rounded to integers (whole numbers) for display in assessment board reports and transcripts (the standard rounding rule applies – that is, 0.5 or above rounds up and 0.4 or lower rounds down). |
| 2.20 | Students may be referred on one occasion in respect of each assessment element. The assessment element mark is capped at 40% for undergraduate and 50% for postgraduate work. |

| | |
|------|--|
| 2.24 | A student whose referred work fails may be permitted by the Examination Board to retake the module, or to take a replacement module if the failed module is no longer offered. A module may be retaken once only. |
| 2.25 | With the exception of integrated foundation stages of study, where a student has 60 credits or less outstanding, the student can progress without prejudice into the next stage. Students studying on accelerated courses should additionally refer to Appendix A. Students studying on courses with integrated foundation must successfully complete all foundation modules before they can progress to the next stage of their course. |
| 2.28 | Where an assessment board permits a student to retake (with attendance) part or all of a stage of study, or an individual module, all marks for assessment elements that have previously been passed must be surrendered. All assessed elements must be retaken. All elements will be retaken as a first attempt. |
| 2.29 | Students may not retake modules or assessment elements to improve marks. |
| 2.42 | Work handed in up to one week after the submission date will be accepted, but the mark for passing work will be capped at 40% for undergraduate work or 50% for postgraduate work. This regulation applies to the initial submission of work at the first attempt only. Reassessed work, or work where the deadline has been deferred as a result of extenuating circumstances, must be submitted by the published institutional deadline. |

Taught Courses Quality Assurance & Enhancement

1. Scope

- 1.1 Central Film School is a higher education institution, with programmes validated by our collaborative partner organisation, Falmouth University, in accordance with their Articles of Government, with the power to deliver degrees and other academic distinctions up to the level of taught Master's.
- 1.2 These regulations prescribe general requirements for progression within the School's courses, and the assessment, classification and certification of awards. They are made by the School's Academic Board, and may be varied for exceptional reasons with the approval of the Academic Board. The regulations apply to all awards at Levels 4, 5, 6 and 7, and to full- and part-time study alike.
- 1.3 A Central Film School award may be made to a student who registers for and completes a course approved by the Academic Board, within the prescribed time, to the standard prescribed by these regulations and the assessments designated for the course.
- 1.4 To qualify for the certificate or transcript for an award, a student must have met the requirements for an award, paid the fees and other charges prescribed by the Academic Board, and be in compliance with all academic and disciplinary regulations or codes of conduct adopted by the School.
- 1.5 A Central Film School award, validated by Falmouth University may be made to a person who has satisfactorily completed a course of study, approved within procedures specified for Falmouth University's Collaborative Provision by the Academic Board.

2 . Credit, progression and classification

Credit framework

- 2.1 Central Film School aligns the levels of its higher education modules, courses and awards with the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)
- 2.2 Central Film School taught courses use the Credit Accumulation and Transfer System (CATS), which quantifies the 'volume' of academic work needed to fulfil the demands of courses and modules by credit 'points'. 'Academic work' includes formal contact, guided study, independent learning, and assessment. 1 CATS (credit) point is equal to 10 hours of academic work. Modules are weighted according to their credit value.
- 2.3 Credit may be awarded to students who demonstrate that they have achieved the learning outcomes specified for a module. An award may be made to a student who demonstrates that they have accumulated the credit required for the award.
- 2.4 The following table specifies the credit required for the Central Film School's taught awards:

| Award title | FHEQ Level | CATS (Credit) Points |
|---|------------|--|
| Bachelor's Degree | 6 | 300, of which at least 60 must be Level 6 |
| Bachelor's Degree with Honours | 6 | 360, of which at least 120 must be Level 6 |
| Bachelor's Degree with Honours (with Integrated Foundation) | 6 | 480, of which at least 120 must be Level 6 |
| Master's Degree | 7 | 180 |

Courses and modules

- 2.5 Modules of 20, 30, 40 and 60 credits are permitted at all levels.
- 2.6 Modules shall be designated 'compulsory' or 'optional'.
- 2.7 Modules are delivered in a single study block, with the exception of 60-credit modules or final year projects for part-time students, which shall be delivered over two study blocks.
- 2.8 All modules must include summative assessment related to the learning outcomes specified. The summative assessment may consist of one or more assessment elements. Assessment elements may be differently weighted.
- 2.9 Assessment elements shall be designated 'compulsory' or 'compensatable'.
- 2.10 Courses leading to a Master's degree shall include independent study in the form of a major project, representing 60 credits at Level 7.

Marks and Outcomes

- 2.11 A student demonstrates that they have achieved the learning outcomes for a module by passing the summative assessment set for the module, to the satisfaction of the Examination Board for the course.
- 2.12 The marks for module assessment elements shall be combined according to the published proportions, and rounded to one decimal place to give a weighted average, which is recorded as a percentage representing the mark for the summative assessment of the module. For all courses, all assessment element and module marks will be calculated to one decimal point; the overall degree mark will then be calculated to two decimal points. All marks will be rounded to integers (whole numbers) for display in assessment board reports and transcripts (the standard rounding rule applies – that is, 0.5 or above rounds up and 0.4 or lower rounds down).
- 2.13 An Examination Board will award a 'Pass' for an undergraduate module when all of the following criteria are met:
- a) the weighted average mark is 40% or more;
 - b) all compulsory assessment elements have marks of 40% or more;
- 2.14 An Examination Board will award a 'Pass' for a postgraduate module when all of the following criteria are met:
- a) the weighted average mark is 50% or more;
 - b) all compulsory assessment elements have marks of 50% or more;
- 2.15 Marks shall for each assessment point shall be awarded on even integers, for example;
- A 2.2 for undergraduate modules will receive one of the following grades: 50, 52, 54, 56, 58
 - A merit for postgraduate level will receive one of the following grades: 60, 62, 64, 66, 68

Progression

- 2.15 An Examination Board may make an award to a student who has accumulated the credit required at the end of any stage.
- 2.16 A student who has achieved passing marks in all modules required for an award may progress to the next stage.
- 2.17 Where an Examination Board convenes part-way through a stage, a student may be permitted to commence the next study block in that stage without prejudice to the outcome of the Examination Board.
- 2.18 Undergraduate courses without a placement year or integrated foundation have 3 stages, aligned with credit level. Master's courses without an integrated foundation have 1 stage.

| Undergraduate | | | | Master's | | | |
|---------------|-------|-----------------|--|----------|-------|-----------------|--------------------------|
| Stage | Level | Credit Achieved | Award | Stage | Level | Credit Achieved | Award |
| 1 | 4 | 120 | CertHE | 1 | 7 | 60 credits | Postgraduate Certificate |
| 2 | 5 | 240 | DipHE / Foundation Degree | 1 | 7 | 120 credits | Postgraduate Diploma |
| 3 | 6 | 300/360 | Bachelor's degree / Bachelor's degree with honours | 1 | 7 | 180 credits | Master's degree |

Undergraduate Honours courses with integrated foundation have 4 stages, with credit awarded at all stages. Master's courses with an integrated foundation have 2 stages, with credit awarded at both stages.

Failure, Reassessment and Retakes

- 2.19 Students may be reassessed on one occasion for each assessment element. The assessment element mark is capped at 40% for undergraduate and 50% for postgraduate work.
- 2.20 Where an Examination Board has determined that a module has been failed, a student shall be reassessed only in relation to the element(s) they have failed within that module.
- 2.21 Every assessment element must have an appropriate reassessment strategy. If a student is unable (e.g. through disability or injury) to be assessed by the normal methods specified, they will be set an alternative mode of assessment.
- 2.22 A non-submission (0%) will be allowed the opportunity to have the assessment point reassessed by, where appropriate, alternative assessment as set out in the module assessment strategy. Compensation through other assessment elements, where applicable, is permitted in the case of a non-submission.
- 2.23 A student whose reassessed work fails may be permitted by the Examination Board to retake the module, or to take a replacement module if the failed module is no longer offered. A module may be retaken once only.
- 2.24 With the exception of integrated foundation stages of study, where a student has 60 credits or less outstanding, the student can progress without prejudice into the next stage. At the discretion of the Examination Board, students trailing credits will be given the opportunity to retake the module with attendance, subject to a fee as outlined in the Tuition Fee Policy. Students studying on accelerated courses should additionally refer to **Appendix A**. Students studying on courses with integrated foundation must successfully complete all foundation modules before they can progress to the next stage of their course.

- 2.25 If the module is being retaken with attendance, the module will be taken as a first attempt and in accordance with clauses **2.26** to **2.29** of the Regulations.
- 2.26 Where an Examination Board considers that the volume of failed assessment elements is not retrievable by the reassessment deadline, a student may be permitted instead to retake part or all of the stage of study prior to advancing to the next stage. A retake with attendance may be offered once only and entails a fee as outlined in the tuition fee policy.
- 2.27 Where an Examination Board permits a student to retake (with attendance) part or all of a stage of study, or an individual module, all marks for assessment elements that have previously been passed must be surrendered. All assessed elements must be retaken. All elements will be retaken as a first attempt.
- 2.28 Students may not retake modules or assessment elements to improve marks.
- 23.29 The School will set institutional deadlines for the submission of retrieval work.

Titles of awards

- 2.30 The subject title of an award will be defined as part of the approval process. All awards for a course (including lower exit awards) will take the same subject titles.
- 2.31 The named award is the full name of the degree on which a student is enrolled. The name reflects the subject or subjects of focus within the award where:
- ‘&’ – signifies a single honours degree (with a descriptive title)
- ‘And’ – signifies a joint honours degree
- ‘With’ – signifies a major/minor split
- Where an award features specialist pathway options these will be indicated in parenthesis following the award title.

Classification of awards

- 2.32 CertHE, DipHE, Bachelor’s degrees (‘Ordinary degrees’), Postgraduate Certificates and Postgraduate Diplomas are unclassified.
- Bachelor’s degrees with honours shall be classified 1 (‘First class’); 2.1 (‘Upper Second Class’); 2.2 (‘Lower Second Class’); 3 (Third Class).
- Master’s degrees may be awarded with pass, merit or distinction.
- 2.33 An Examination Board may not determine an award where less than 120 credits (except where an award has less than 120 credits) at the highest level required for the award have been assessed by Central Film School.
- 2.34 In the case of a Bachelor’s degree with honours, where Central Film School has assessed all credit at stages 2 and 3 (Levels 5 and 6), either column A or column B below applies, whichever gives the better result. Where Central Film School has assessed only the credit at stage 3 (Level 6), column A only applies. Where Central Film School has assessed all credits at stage 3 (Level 6), and less than 120 credits at stage 2 (Level 5), column A only applies.

| | A | B |
|--------------|---|--|
| Class | Weighted average of all credit at Level 6 is | In the ratio 20:80, the weighted average of all credit at Levels 5 and 6 is |
| 1 | 70% or more | 70% or more |
| 2.1 | 60-69% | 60-69% |
| 2.2 | 50-59% | 50-59% |
| 3 | 40-49% | 40-49% |

- 2.35 In the case of a Master's degree, a pass will be awarded where a mark of at least 50% has been achieved in all modules.

A merit, distinction or pass will be awarded as below:

| Class | Average across modules |
|--------------|-------------------------------|
| Pass | 50-59% |
| Merit | 60% - 69% |
| Distinction | 70% or more |

- 2.36 Examination Boards may exceptionally award an Aegrotat degree where the student has died or is unable to complete their studies through severe and/or permanent illness or disablement. Aegrotat degrees are unclassified.

Extenuating circumstances

- 2.37 Any student whose assessment is significantly affected by circumstances beyond their control, may make an application under the Extenuating Circumstances Policy.
- 2.38 The outcome of an application for Extenuating Circumstances will be ratified at a Quality Assurance & Academic Committee meeting

Submission of assessed work

- 2.39 Dates and times for submission of summative assessed work, and instructions on the manner of submission, will be published before teaching begins.
- 2.40 Work handed in up to one week after the submission date will be accepted, but the mark for passing work will be capped at 40% for undergraduate work or 50% for postgraduate work. This regulation applies to the initial submission of work at the first attempt only. Reassessed work, or work where the deadline has been deferred as a

result of extenuating circumstances, must be submitted by the published deadline.

Academic integrity

- 2.41 Students attempting to gain credit for work that is not their own, either unknowingly or in an attempt to mislead, will be dealt with under the school's academic integrity policies and procedures.

3. Examination Boards

General

- 3.1 Central Film School modules are managed within courses; courses are managed within study level - Undergraduate and postgraduate. Academic management responsibility for study level is with the Head of School.
- 3.2 Each module, course and subject shall have a designated external examiner. The Academic Board shall determine the powers and responsibilities of external examiners, and no award of the School may be made without the proper involvement of an external examiner.
- 3.3 Course Leaders are responsible for ensuring that students have been assessed according to these Regulations. Course Leaders are responsible to the Head of School for ensuring that module marks submitted to Examination Boards are accurate, and have been determined according to these Regulations.
- 3.4 An Examination Board is responsible for determining decisions on progression and classification on the basis of the marks provided.
- 3.5 In exceptional cases an Examination Board may recommend suspension of regulations to allow a student to continue with their studies. Suspension of regulations in an individual case does not create a general precedent.
- 3.6 Examination Boards are sub-committees of the Academic Board, which defines and publishes their Membership and Terms of Reference. They meet at least once per stage of study.

APPENDIX A: Accelerated Degrees

1. The School's Academic Regulations apply to all students enrolled and registered on accelerated degrees, in full-time and part-time mode, save for the following regulatory exceptions:

Failure and Retrieval

2. Students with 60 credits or less outstanding at the end of a stage may be permitted to retake the module(s), with or without attendance, or resubmit the outstanding assessment element(s) whilst progressing into the next stage of study. Retaking modules entails a fee, as outlined in the Tuition Fee Policy.
3. Students with more than 60 credits outstanding will not be permitted to progress into the next stage of study. In such cases, the student may be required to either:
retake all or part of the stage with attendance;

or

- re-submit the work on which they have been referred, by the institutional deadline, in order to be considered at the next Examination Board. If the work is deemed to be of a passing standard, then the student will be permitted to progress to the next stage of study at the closest available opportunity.

The School's Regulations governing attempt numbers and retake opportunities will apply in all cases.

4. Exceptionally, students with more than 60 credits outstanding may be permitted to progress without prejudice into the next stage of study. Such an exception is at the discretion of the Examination Board and only where **all** of the following circumstances apply:
 - the student has valid extenuating circumstances in place for the work outstanding;
 - the student has demonstrated a high level of engagement with the course and their tutors, notwithstanding any difficulties they might have experienced; and
 - the relevant Module Tutor(s) can confirm that the work outstanding is sufficiently developed and progressed, such that the student will be able to submit the work within four (4) weeks of the start of the next stage of study.

APPENDIX B:

Regulations relating to the Management of Assessment, Progression and Graduation of Students affected by Significant Disruption

1. Introduction

1.1. These regulations will only be in force if they have been formally invoked by the CEO on behalf of Academic Board and in circumstances in which the CFS' academic business has been significantly disrupted by *force majeure*.

1.2. For the purposes of these regulations, the term *force majeure* refers to any cause of significant disruption to the academic business of CFS. This includes, but is not limited to, any cessation, interruption or delay in the provision of educational services due to a major outbreak of disease, earthquake, flood, fire, storm, natural disaster, war, terrorism, armed conflict, industrial action (including that carried out by CFS staff), lockout, boycott or other similar events beyond the reasonable control of CFS.

1.3. When implemented the regulations take precedence over other regulations relating to the assessment, progression and graduation of students and over the regulations governing the quoracy of and external representation at assessment boards.

1.4. Examples used within these regulations are for illustrative purposes only; they are not exhaustive or binding on the Academic Board.

1.5. Regulations relating to appeals and complaints processes remain in force during periods of disruption caused by *force majeure*.

2. How we will activate these regulations

2.1. In circumstances in which the CFS's academic business (or part of it) is significantly disrupted by reason of *force majeure* the CEO may on behalf of the Academic Board invoke these regulations wholly or individually as required.

2.2. These regulations may also be applied, wholly or in part, for individual modules, courses, or delivery locations as deemed necessary (for example to account for localised natural disasters, or the impact of an event beyond the University's control on a particular aspect of its business).

2.3. Such action will be reported to the first subsequent meeting of the Academic Board.

3. How we will assess students

3.1. Where it has not been possible to complete assessment on one or multiple module(s) due to the advent of a *force majeure* event, assessment boards may consider students, and award credit, using either of the following methodologies, as appropriate:

3.1.1. where student work, applicable to the learning outcome(s) to be assessed, has been observed (e.g. through formative assessment) in consultation with the External Examiner, the Course

Leader may determine an element and/or final module mark.

3.1.2. In other cases, credit may be awarded on a pass/fail basis. The decision to award credit will rest on the academic judgement of whether the student, had they been assessed, would likely achieve the defined learning outcomes, at the threshold level, for the module under consideration.

3.2. To support the academic judgement of students' likely attainment against learning outcomes, students:

3.2.1. are required to keep and share work in progress upon request (for example essay drafting notes, photos of work in development etc); and

3.2.2. may also be required to make an additional submission describing their progress toward assessment.

4. How our Examination Boards will operate

4.1. If it proves impossible for an Examination Board to fulfil the defined requirements quoracy (including external representation) wholly or partly as a result of the advent of a *force majeure* event, the CEO (or nominee) may approve on behalf of the Academic Board a reduced quorum for that Examination Board meeting based on the available attendees.

4.2. Examination Boards may operate remotely as required.

5. Alternative arrangements for assessing students

5.1. The Academic Board may make arrangements, as necessary, for students to be assessed via alternative methods or times and/or for their assessment to be considered at a later date.

5.2. Circumstances, where this regulation may be applied, include, but are not limited to: where a substantial amount of the credit that counts for the award has been impacted by the advent of a *force majeure* event or a Professional Statutory or Regulatory Body.

6. How we will confirm your results

6.1. Students assessed as described in section 3 (above) will be eligible to be considered for the full range of Examination Board outcomes in accordance with the academic regulations in force at the time. These include, but are not limited to, progression, referral in one or more modules or, if you have sufficient credit, conferring an award.

7. How we will calculate your degree

7.1. If you have sufficient credit to receive a classified award (e.g. Foundation Degree, Honours Degree or Master's Degree), the algorithm to be used to calculate the degree classification (e.g. first class, 2:1, merit etc) will be determined by the Academic Board in each *force majeure* event.

7.2. The classification algorithm determined, including the limits of any discretion that may be applied, will take into account the extent and nature of the disruption and the need to

maintain the value of qualifications awarded over time.

- 7.3. The degree classification algorithm and the limits of any discretionary judgement agreed by the Academic Board, will be detailed within assessment board guidance and also published to students following its approval.

Appendix C - Description of Awards

Level 4

Certificate of Higher Education

A Cert HE may be a stand-alone Qualification or a named Interim Qualification from a Bachelors with Honours, Integrated Masters with Honours or Foundation Degree.

Programmes must include at least 120 credits of learning at Level 4 or above. The Qualification typically takes 1200 hours to complete.

Level 5

Diploma of Higher Education

A Dip HE may be a stand-alone Qualification or a named Interim Qualification from a Bachelors or Integrated Masters. Programmes must include at least 240 credits of learning. There must be no credits below Level 4, a maximum of 150 credits at Level 4, and a minimum of 90 credits at Level 5 or above. The Qualification typically takes 2400 hours to complete

Foundation Degree

A Foundation Degree is an Undergraduate Qualification distinguished by a vocational orientation. The Qualification is equivalent to the first two years of a Bachelor's Degree and may be supplemented by a further 'Top-up' year at Level 6, allowing students to complete a full Bachelors with Honours Degree. Programmes must include at least 240 credits of learning. There must be no credits below Level 4, a maximum of 150 credits at Level 4 and a minimum of 90 credits at Level 5 or above. The Qualification typically takes 2400 hours to complete.

Level 6

Bachelors with Honours Degree

Bachelors with Honours Degrees form the largest group of HE Qualifications and are awarded to students who have developed an understanding of a complex body of knowledge, analytical techniques and problem-solving skills. Programmes must include at least 360 credits. There must be no credits below Level 4, a maximum of 150 credits at Level 4 and a minimum of 90 credits at Level 6 or above. A

Bachelors with Honours typically takes 3600 hours to complete. Programmes may include an additional placement or integrated foundation, in which case students complete 480 credits over four FTE Academic Years. The Qualification may also be completed via a 'Top-up' year comprising 120 Level 6 credits following successful completion of a Foundation Degree. A Bachelors with Honours includes an Honours Classification.

Ordinary Degree (Bachelors without Honours)

Students unable to meet the requirements for a Bachelors with Honours may be eligible for an Ordinary Degree (Bachelors without Honours). The minimum requirements for an Ordinary Degree are at least 300 credits with a maximum of 150 credits at Level 4 and a minimum of 60 credits at Level 6.

Level 7

Integrated Masters with Honours Degree

Postgraduate Certificate

The PGCert is a Masters-Level short Programme which may be a stand-alone Qualification or a named Interim Qualification on a Masters or PGDip Programme. Programmes must include at least 60 credits, with a maximum of 15 credits at Level 6 and a minimum of 45 credits at Level 7. The Qualification typically takes 600 hours to complete.

Postgraduate Diploma

The PGDip is a Masters-Level short Programme which may be a stand-alone Qualification or a named Interim Qualification on a Masters Programme. Programmes must include at least 120 credits, with a maximum of 30 credits at Level 6 and a minimum of 90 credits at Level 7. The Qualification typically takes 1200 hours to complete.

Taught Masters Degree

A Taught Masters is a Level 7 Qualification distinguished from the PG Cert and PG Dip by an increased intensity and complexity of study, a planned intellectual progression, and an in-depth research or scholarly activity of at least 30 credits in the form of a Dissertation or other Substantive Project. Programmes must include at least 180 credits, with a maximum of 30 credits at Level 6 and a minimum of 150 credits at Level 7. The Qualification typically takes 1800 hours to complete.

VERSION CONTROL

| PURPOSE/CHANGE | AUTHOR | DATE |
|---|--------|------------|
| Original document for Academic Year 2021 approved at QAAC. | QAAC. | 11/06/2021 |
| Revised for Academic Year 2022-23, approved at Academic Board | QAAC | 12/08/2022 |
| Revised for Academic Year 2023-24 | QAAC | 23/08/2023 |