



2024-25

Central Film School

Academic Framework

1. Purpose and Scope

- 1.1. The purpose of the CFS Academic 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.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.

2. Introduction

- 2.1. Under the Collaborative Agreement signed by Falmouth University (FU) and Central Film School (CFS). CFS regulations have been approved by Falmouth University.

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

- Academic Regulations (FU)
- Academic Integrity Policy (FU)
- Student Registration Policy (FU)
- The UK Quality Code for Higher Education
- The Quality Assurance Framework

3. Academic Framework

3.1. The Framework addresses three key areas:

- Academic Regulations
- Assessment Principles and Procedures
- Policy and Procedures for Quality Assurance and Enhancement

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

4. Definitions

4.1. **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 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.

4.2. **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

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

5.2. 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.

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

- 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.
- CFS operates its own procedures for deferrals, withdrawals and testing fitness to study.

- CFS has its own procedures for arrangements for students with disability needs outlined in the following Supported Studies Procedure, CFS Equality and Inclusion Policy and the CFS Access and Participation Plan.
- The Examination Board hears cases of assessment offences at the same time as marks are considered.
- Matters concerning serious breaches of academic conduct are dealt with by the Head of School.
- Progression is confirmed at the appropriate Examination Board.
- 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.
- Full details regarding the operation and function of the Examination Board can be found in the Assessment, Reassessment and Progression Policy and the Board of Examiners Terms of Reference
- 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

- 6.1. The Memorandum of Agreement requires CFS to submit any proposed changes to the following policies to the validating partner prior for approval:
 - Assessment, Reassessment & Progression Policy
 - Academic Appeals Policy
- 6.2. The awarding body's academic moderator attends the Examination Boards which are held after each level.
- 6.3. Academic Appeals are heard and decisions on outcomes passed at the Exam Board.
- 6.4. Final Award decisions are ratified at the Awards Board in line with the calculation procedures outlined in the Academic Regulations.
- 6.5. 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.
- 6.6. CFS issues its own transcripts to students.

7. Quality Assurance and Enhancement

- 7.1. In line with UK HE expectations, the UK Quality Code and with reference to the documents, organisations and legislation, CFS operates a framework of Quality Assurance and standards policies and procedures, which are publicly available on our website.
- 7.2. 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

- 8.1. The Framework is reviewed at the CFS Academic Board held before the start of each Academic Year.
- 8.2. Updates to the web links for documents found on internal and external web pages occur when required and do not need committee approval, though the document version should be updated and a record kept.
- 8.3. 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 on the nature of amendments that require committee approval in line with its and CFS' internal quality assurance processes.

9. Ascribed Document Summary

- 9.1. The following documents, mentioned throughout the Framework, are ascribed to this document and should be referred to when reading:
 - CFS Academic Integrity Policy
 - CFS Academic Misconduct Procedure
 - CFS Academic Appeals Policy
 - CFS Enrolment & Registration Policy
 - CFS Academic Regulations
 - The UK Quality Code for Higher Education
 - CFS Equality & Diversity Policy
 - CFS Access & Participation Plan
 - CFS Assessment, Reassessment and Progression Procedures
 - CFS Supported Studies Procedure

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