



**2024-25**

Central Film School

## **Enrolment & Registration Policy**

### **1. Introduction and Scope**

- 1.1. 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). Publicity, recruitment and admissions themes are covered in other policy and procedure documents of the school.
- 1.2. This policy also sets out the terms by which a student can continue to engage with their programme should their status on their programme change due to academic failure and other factors, such as mitigating circumstances, deferral or withdrawal.
- 1.3. In order to participate in any programme, students of the School must be correctly enrolled in order to:
  - Ensure that all students are encompassed within the full range of School academic and support facilities
  - Allow for the timely confirmation of personal details and payment of tuition fees
  - Ensure that students are aware of and agree to abide with the provisions in the Student Terms and Conditions and other policies that apply to them
  - Provide the School with assurance of the identity of its enrolled students
  - Ensure that students are registered on the correct modules appropriate to their programme and can access facilities and undertake assessment as required

- Ensure that the School is fully compliant with the requirements of its external stakeholders including the Home Office and the awarding bodies.
- 1.4. The term 'student' covers any individual eligible to participate in a Central Film School programme, 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.
  - 1.5. 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.
  - 1.6. From June 2021 the school's awarding body is Falmouth University and this policy has been developed in collaboration with the Collaborative Provision Office at Falmouth University.

## 2. Definitions of Key Terms

- 2.1. **Reassessment & Retake:** A reassessment occurs when a student does not achieve an overall passing grade on a module (less than 40 for BA and less than 50 for MA), 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.
- 2.2. **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.
- 2.3. **Credit Deficit:** The total CATS points of modules failed at any level.
- 2.4. **Deferred:** The term used when an applicant chooses, prior to enrolment, to start the programme the following academic year.
- 2.5. **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.
- 2.6. **Intermittence of Study:** This is the term used when a student chooses to take a break from their studies and return at a later date, normally the following year, and intend to continue their programme from the point where they interrupted their studies.
- 2.7. **Part Time on A Full Time Programme (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 (Home students only).

- 2.8. **Restart:** This is the term used to describe a student who chooses to repeat an entire year of study, after enrolment but before progressing to Level 5 (term 3) of a BA degree.
- 2.9. **Tier 4 Part-time on A Full Time Programme (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 or Student Route visa in order to remain in the UK.
- 2.10. **Temporary Pause in 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.
- 2.11. **Transfer:** This term refers to the request and process at the end of Term 1 of the accelerated degree where a student requests to change from one degree programme to another.
- 2.12. **Withdrawn:** The term used when a student withdraws completely from their programme of study and does not wish to return.

### **3. Enrolling with the School**

- 3.1. Students should pay tuition fees or have made arrangements for the payment of their tuition fees through loans or grants, as agreed on the acceptance of their offer and in line with the CFS Tuition Fee Policy before they enrol on their programme.
- 3.2. All students should complete and submit enrolment forms at the beginning of their programme and annually as notified by the School. Those who have outstanding tuition fee payments to the School, are found to have provided false or inaccurate information at application, or have not completed the requirements stipulated by a Tier 4 or Student Route visa, will not be permitted to enrol.
- 3.3. Students are expected to enrol on their programme within 1 calendar month of the programme start date. Students who are not fully enrolled without satisfactory reasons 1 calendar month after the start date of the programme will lose access to the School's facilities, and will have their offer of a place at the school revoked.
- 3.4. Enrolled students will receive a Central Film School Identity Card. This ID Card must be carried by students whilst on campus as it provides evidence of student status.

### **4. Identity Check**

- 4.1. All new students are required to have their identity checked at the start of their programme, usually during the induction week or during their enrolment session. Original documents should be presented to School staff when requested or within the first 5 working days of their programme, should they be delayed for any reason.
- 4.2. Documents that can be used to confirm a student's identity are:
  - Valid, signed passport
  - Biometric Residence Permit Card
- 4.3. Please note we cannot accept driving licences or birth certificates as proof of identity.
  - Students who do not complete this requirement may have their registration and enrollment halted or cancelled

## **5. Module Registration**

- 5.1. All modules on undergraduate and postgraduate programmes at Central Film School are currently mandatory and, consequently, registration is not required for individual modules.
- 5.2. 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 Google Classroom, unless:
  - A student's request to withdraw from the assessment of a module due to mitigating/extenuating circumstances has been approved by the School
  - A request to 'Restart' a programme has been approved

## **6. Transfer from one Programme to another**

- 6.1. Students at the end of Year 0 (integrated foundation year) or during term 1 of Year 1 (BA Degree students only) may request a transfer of programme where they have determined that their original programme is no longer suitable.
- 6.2. The request to transfer must be made in writing to [studentservices@centralfilmschool.com](mailto:studentservices@centralfilmschool.com) and outline the reason for the request
- 6.3. Transfer requests must be approved by the Head of School 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 transfer will be permitted.

- 6.4. If the transfer request is approved, the student will be transferred from one programme of study to another, and the validating partner/awarding body will be informed.
- 6.5. When transferring to another programme, all existing module results (including passed and failed modules) will be transferred to the new programme record.

## **7. Restarting a Programme (Year 1 Accelerated Degree Students Only)**

- 7.1. 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 School. 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 programme commences.
- 7.2. 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 programme will usually not be included in future academic progression decisions.

## **8. Discontinuation of Study: Withdrawal and Interruption at Student Request**

- 8.1. Students may wish to withdraw permanently from their programme, or temporarily intermit their studies. In the first instance they should discuss the matter with their Course Leader or Head of School.
- 8.2. Students that intend to withdraw permanently from their programme 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.
- 8.3. Students may request an intermittence of their studies. Intermittence of studies is not an automatic right. Each request will be reviewed on a case-by-case basis considering the following:
- 8.4. An interruption will be for a defined period (normally no longer than one academic year)
- 8.5. The period of interruption still counts toward the maximum period of registration as per Falmouth University's Academic Regulations
- 8.6. An Interruption will usually coincide with natural breaks in the academic year or programme delivery and the anticipated date of return must be established in accordance with this. On BA programmes, where possible, interruption of studies will occur at the end of a level, usually 4 or 5.

- 8.7. An interruption will not normally be approved for programmes currently being phased-out, or where a programme is subject to curriculum amendment during the period of interruption such that a student's ability to resume their studies will be affected.
- 8.8. No request to intermit studies will be considered in the absence of a signed Intermittence of Studies form. The date of intermittence will be recorded as either the date of last attendance recorded on the Intermittence of Studies form, or the date on which the Intermittence of Studies form is received (whichever is later).
- 8.9. Following withdrawal from a programme and during periods of intermittence, 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/intermittence.

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

- 9.1. Enrolled students may be withdrawn from their programme by the School in the following circumstances:
- Where there is evidence of breach of the School's Attendance Policy and engagement with modules of study
  - 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)
  - As the result of being in tuition-fee arrears to the School
  - As a result of disciplinary action by the School which results in a requirement for the student to withdraw from the School
  - 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 Exam Board, after all of the provisions outlined in points 41-53 of this policy have been exhausted.
  - As a result of a breach in the Student Contract, such as the Student Terms and Conditions
- 9.2. Students that are withdrawn from their programme as a result of any of the circumstances outlined in point 39 may lose eligibility for any exit award they qualify for.

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

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

#### Disciplinary Procedure

- 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 behaviour is causing distress or concern to other students or staff
- 10.2. A student is at risk of academic failure, where their module credit deficit exceeds 60 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.
- 10.3. Suspension may be lifted after agreement between the student and School, in line with this policy.

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

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

### **12. Studying 'Part Time on a Full Time Programme' (PTFT)**

- 12.1. If a student has failed modules in excess of 60 CATS ('credit deficit') at Level 4 and/or Level 5 (after ratification at an Exam Board), and after reassessment their credit deficit remains above 60 CATS, they are no longer eligible to progress to the next level of their programme as outlined in the CFS Procedures for Assessment, Reassessment & Progression (PRP). At this point they must 'pause their progression'.
- 12.2. 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:
- Withdrawal from their programme
  - Exiting with an alternative award (ie Certificate of Higher Education)

### **13. Module Retakes**

- 13.1. Students are permitted to retake a module once, and to be reassessed on that retake once, in line with Falmouth University's Academic Regulations.
- 13.2. If a student opts for module retakes, their registration status becomes 'studying Part-Time on a Full-Time programme' (PTFT). Only home students are normally eligible to be PTFT on CFS BA programmes; Tier 4 or student route visa students may be restricted by the

conditions of their visas.

- 13.3. 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 programme, once their credit deficit has been cleared.
- 13.4. 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 programme.
- 13.5. Tier 4 or Student Route visa students whose credit deficit still exceeds 60 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.
- 13.6. 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 Course Leader or Head of School.
- 13.7. Once module retakes have been submitted, marked, passed and ratified at an Exam Board, T4PT students will need to reapply for a Student Route visa in order to return to the School and attend and be assessed on their remaining modules.
- 13.8. 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 programme.



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