

ACADEMIC REGULATIONS FOR TAUGHT PROGRAMMES OF STUDY

The National Film and Television School's Articles of Association provide for the establishment of these regulations, which define the conditions that must be satisfied in order for an award of the School to be made to a student. The regulations are part of a comprehensive regulatory framework, which includes the Quality Assurance and Enhancement Handbook, and policies and procedures, and are the responsibility of the Academic Standards Committee.

Part 1 of these regulations currently apply to all students on taught programmes of study of the School. Part 2 of these regulations currently apply to all students who are registered on Postgraduate Diploma courses of the School.

For students on Masters courses, the academic regulations of the Royal College of Art currently apply: <https://www.rca.ac.uk/more/about-rca/official-information/governance/RCA-regulations/>

These regulations take effect from the start of the academic year and shall supersede all previous regulations in force at the time of a student's registration.

The School reserves the right to amend the Academic Regulations. Such changes will be made in response to national quality and standard frameworks, requirements of Professional, Statutory and Regulatory bodies, or when they are of benefit to students.

The School Director or authorised nominee is allowed to use their discretion when applying these regulations in exceptional circumstances, as long as any variation is reasonable and is agreed with the members of the Academic Standards Committee.

These regulations should be read in conjunction with the School's [policies and procedures](#) in relation to:

- [Admissions](#)
- [Equality, Diversity and Inclusion](#)
- [Health and Safety](#)
- [Harassment, bullying and sexual misconduct](#)
- [Copyright and intellectual property rights](#)
- [Data Protection](#)
- [Freedom of Speech](#)
- [Student Complaints](#)
- [Academic Appeals](#)
- [Attendance](#)
- [Student Misconduct](#)
- [Extenuating Circumstances](#)

PART 1- GENERAL REGULATIONS

Admission and registration

1. Offers of admission to the School are made in accordance with the [Admissions Policy](#).
2. Students who are admitted to the School must have accepted a formal unconditional offer of a place from the School, and have paid their tuition fees for the year in full prior to the start of their first term of study. Students must register within the first week of term.
3. Any request to record a change of name must be made in writing and supported by appropriate documentary evidence. The School shall not issue revised documents for those who change their names after receiving an award except where there has been an administrative error or following gender reassignment.
4. The School reserves the right to withdraw the registration of students who have failed to disclose relevant information, or who have presented misleading or false information, in applying for a programme of study. The School also reserves the right to decline or withdraw the registration of students who do not hold the appropriate immigration status, or who fail to comply with the conditions of their visa.
5. Students may not be registered for more than one award simultaneously.

Recognition of prior learning

6. Due to the unique nature of its courses, the School cannot offer exemptions from any part of its courses based on credit achieved through previous postgraduate study or through non-academic work experience.

Fees

7. The fees for each course are published on the course pages of the School's website: <https://nfts.co.uk/courses>
8. All students are required to pay tuition fees in accordance with the School's [Student Fee Policy](#).
9. Non-payment of fees may result in the School taking legal action to recover the outstanding amounts and students may be suspended from their course until the debt is cleared in full. Additionally, students with unpaid tuition fees will not be permitted to participate in the course graduation event and certificates will be withheld until all tuition fee debts are paid in full.
10. Students who withdraw from their course or suspend their studies (for example because of illness) will be liable for their course fees up to the end of the term that they withdraw or suspend their studies.

Change of Course of Study

11. A student may request to transfer to a different course of study within the School. All requests for transfer shall be considered by the Registrar in conjunction with the relevant Heads of Department or Course Leaders taking into account the student's academic achievement, course entry criteria and availability of places.

Attendance

12. Students are expected to attend regularly and punctually and to be present at all seminars, tutorials and other taught sessions as directed by their head of department, in accordance with the School's [Attendance Policy](#). Students must obtain written prior approval from their Head of Department or Course Leader for absence from the School for any reason, wherever practicable.
13. In the case of illness, a medical certificate is required after seven continuous days of absence from a course.
14. Students holding a Tier 4 visa are required to follow the policy on regular attendance set by the Home Office. Curriculum coordinators have to report any unauthorised non-attendance to Registry. A Student who fails to attend their course without being granted authorised absence or without producing a medical certificate in accordance with paragraph 13 above may be withdrawn by the School, and their sponsorship will then be withdrawn. This must be reported to the Home Office and will lead to the Tier 4 visa being curtailed and the right to stay in the UK revoked.
15. Instances of unauthorised absence or failure to attend will be dealt with under the School's [Student Misconduct Policy](#).

Interruption of Studies

16. Students may apply to their Head of Department or Course Leader to take a break from their studies on the following grounds:
 - Financial issues
 - Physical or mental health
 - Personal or family issues
 - Accommodation problems
 - Immigration status matters
17. The Head of Department or Course Leader will decide upon the merits of the application and make a recommendation to the Registrar or their nominee. An interruption of studies is normally restricted to a maximum of one year.
18. Students should contact the Registrar by email no later than one month before their intended date of return to confirm that they are ready to resume their studies on the agreed date. They should also communicate with their Head of Department or Course Leader at this stage about how they should prepare for the resumption of their studies. They may need to prove that they are fit to study, in line with the School's [Fitness to Study policy](#), or meet any other conditions that have been set.

Withdrawal

19. Students who wish to withdraw permanently from the School should express this in writing to the Registrar. Students who withdraw permanently will not usually be allowed to return to their course.
20. There may be fee implications for withdrawing from a course, as set out in the [Student Fee Policy](#).

21. International students on Tier 4 visas should be aware that the School will notify the UKVI of their withdrawal or their interruption of studies, in line with its statutory duty. This is likely to affect their entitlement to stay in the UK. Students receiving a loan or funding should inform their funding body or finance source. For students in receipt of Student Finance England funding, the School will notify the body of the suspension.

Student Conduct

22. All students of the School are required to conduct themselves in a manner that is responsible and respectful to other people, including students, members of staff, visitors to the School, and members of the public. The School is committed to the fair and equal treatment of all individuals regardless of age, disability, sex, gender reassignment, marriage and civil partnership, race, pregnancy or maternity, religion or belief, or sexual orientation.
23. Any improper activity or behaviour which may give a student an advantage in an assessment is considered to be an act of academic misconduct and unacceptable within the School community. Students are required to take responsibility for the integrity of their work, including asking for clarification where necessary.
24. Any allegations of student misconduct (academic or non-academic) will normally be dealt with in accordance with the [Student Misconduct Policy](#) and the [Academic Misconduct Procedure](#).

Fitness to Study

25. The School is committed to supporting and responding to student needs and to seeking to ensure a positive student experience which assists students to engage with their studies and with the School community. The School seeks to maintain an enabling environment which is safe and conducive to teaching and learning and the wellbeing of all. There may be instances where a student's health or wellbeing causes the School concern regarding the student's fitness to study on a course, including within a placement, and/or as a member of the School community. Such cases will be dealt with in accordance with the School's [Fitness to Study Policy](#).

Temporary Suspension of Studies

26. The School reserves the right to suspend a student from attending the School, and/or from the use of any or parts of its premises, whilst it investigates any alleged misconduct under the [Student Misconduct Policy](#), or when there are serious concerns about a student's fitness to study. This suspension is not a penalty, but a measure taken on the grounds that a student poses a potential risk to themselves or to members of the School community or its premises. The impact on a student and their studies of any suspension should not be more than is necessary to protect the student or others from harm.

PART 2- ACADEMIC REGULATIONS

Awards

27. The NFTS may grant awards as set out in its [Articles of Association](#) and as approved by the Academic Standards Committee.
28. An award is a School qualification granted to a student for successful completion of the requirements as set out in the approved programme specification. The specification states the award title, learning outcomes, and learning and teaching methods and assessment requirements.

Maximum period of registration

29. The expected and maximum periods of registration, including any agreed periods of interruption of studies or periods of suspension, are set out below:

Award	Expected period of study	Maximum period of study
Master's degree	2 years	4 years
Postgraduate Diploma	12 – 15 months	24- 30 months
Postgraduate Certificate	6 months	12 months

30. For students on part time courses, the total time a student may take to complete the course is twice the usual course length.
31. If the maximum period of registration has been reached before the student has fulfilled the requirements for the award to which their course leads, the Final Examination Board shall at the next opportunity confirm the withdrawal of the student from the course, consider their eligibility for any intermediate award to which they are entitled, and make recommendations to the Academic Standards Committee.
32. Requests for extensions to the maximum period of registration can be made to the Chair of the Academic Standards Committee.

Awards

33. Each postgraduate award has a minimum credit requirement that must be met in full. No condonement or compensation of failed modules is permitted.

Award	Credit requirement
Masters	240 credits at Level 7
Postgraduate Diploma	120 credits at level 7
Postgraduate Certificate	60 credits at Level 7

Assessment

34. Each student shall be assessed in accordance with the published programme specification, the Course Handbook and module outlines. In order to pass any element of assessment, students must demonstrate that they have met the associated learning outcomes.

35. The design and setting of all assessment shall be the responsibility of the Head of Department or Course Leader, who should refer to the School's generic grade descriptors and relevant learning outcomes when developing assessment criteria for student work, which must be published to both students and staff and made available to External Examiners.

Coursework

36. All coursework, including the Dissertation and Final Year Project shall be completed by the student in accordance with the requirements published in the approved programme specification and module outline and to the notified deadlines.
37. Where an assessment requires a student to engage in group work, the assessment shall be of each individual student's achievement of the module learning outcomes.
38. A student who fails to submit any required written work by the defined deadline shall be subject to the penalties as defined in the School's [Policy for Coursework Submission](#).

Examinations

39. Examination papers shall be held in a secure environment until the time for release to the candidates.
40. The author of an examination paper shall normally be available at the examination venue for immediate consultation before, and for at least the first half-hour of, the examination. The author will remain contactable for the duration of the examination.
41. Examinations shall be supervised. Candidates who fail to comply with the instructions given by the invigilator or who otherwise impede or disturb the examination may be required to leave the examination room. Such a candidate may be subject to disciplinary action under the School's [Student Misconduct Policy](#).
42. A student who does not undertake any required test or examination shall be deemed to have failed the assessment in the absence of accepted extenuating circumstances.

Students with Additional Needs

43. Reasonable adjustments will be made where necessary for disabled students or students with long-term medical or mental health conditions. Students should notify their Head of Department or Course Leader or the Student Support and Wellbeing Office in good time of any disabilities that may require reasonable adjustments to be made for the conduct of any assessment. The advice of Student Support and Wellbeing should be sought where this is appropriate.

Extenuating Circumstances

44. An extenuating circumstance is a significant event that significantly affects a student's ability to complete an assessed piece of work or project, or prevents a

student from undertaking an assessed piece of work or project altogether. These circumstances should normally be unforeseen and unpreventable.

45. Claims for extenuating circumstances together with evidence should be submitted to the Registrar within five working days after the assessment event or assessment submission deadline to which it relates.
46. An Extenuating Circumstances Panel chaired by the Registrar and comprising of the student's Head of Department or Course Leader and a minimum of two other members shall consider whether a submission for extenuating circumstances should be accepted.
47. Where a claim for extenuating circumstances is accepted, the Chair of the Panel will report to the Final Board of Examiners the work affected and the likely impact on the student's performance. The Board of Examiners will ensure that due account has been taken of the student's situation overall in determining any recommendation for an award.
48. The actions that can be taken by the Final Board of Examiners in respect of accepted extenuating circumstances are as set out in the School's [Extenuating Circumstances Procedure](#).

Publication of results to students

49. Students' results are provisional until they have been confirmed at the meeting of the Final Examination Board and will be communicated to students as soon as possible after that meeting.

Module Passes

50. To pass a module, a student must undertake the approved assessment for the module and meet all requirements for a pass as specified in the module brief and/or the Course Handbook. Where the module comprises more than one element of assessment, all elements must meet the required standards.
51. Moderation of students' work is carried out by the Head of Department or Course Leader at the next Progress Review following the conclusion of the module.

Feedback to students

52. Feedback on all assessed coursework shall usually be provided to students on the Module Feedback Form within one month of the conclusion of the module.

Retrieval of Failure

53. If a student's work on a module is incomplete or fails to meet the required standard as set out in the module brief and course handbook, they may be invited to resubmit the work on no more than one occasion for re-assessment by an agreed date. Only one re-submission is allowed to ensure students do not fall behind in their course.

Progression

54. Student progression decisions are made at a meeting of a Progress Review Panel which the student must attend. The Panel includes the relevant Head of Department and the Director of the School or their nominee. Other course tutors may be involved as appropriate.
55. Students on Masters degree courses will have a Progress Review every six months as detailed in the Course Handbook. By Progress Review Two, students must have met the assessment criteria as set out in the relevant Course Handbook in order to progress into year two of the course.
56. Students on Postgraduate Diploma courses will have an interim Progress Review as detailed in the Course Handbook. Students must have met the assessment criteria as set out in the relevant Course Handbook in order to progress into the second half of the course.
57. Students whose work does not meet the required standard at the date of the Progress Review may be asked to withdraw from the course.
58. Students may use the [Academic Appeals Procedure](#) to appeal against the decision of a Progress Review Panel.

Unsatisfactory Progress

59. A student whose work or participation in a course is deemed to be unsatisfactory will be given an oral warning by their Head of Department or Course Leader. If the student's work or participation continues to be unsatisfactory, the student will be given a written warning that unless the work improves, they may be asked to withdraw from the course following the next meeting of the Progress Review Panel for that course.

Final Review Panel

60. All students must attend a meeting of the Final Review Panel which takes at the end of the student's course. The Panel includes the relevant Head of Department or Course Leader and a Head of Department or Course Leader from another course. The student's progress on the course and their final project is considered, and subject to the student demonstrating satisfactory achievement of the course learning outcomes they are recommended to the Final Board of Examiners for an award.

Requirements for award of Postgraduate Certificate

61. To be eligible for the Postgraduate Certificate, a student must:
 - a) take and pass modules to a total value of 60 credits at Level 7, and
 - b) achieve a Pass overall in each of the criteria specified in paragraph 64 below.

Requirements for award of Postgraduate Diploma

62. To be eligible for the Postgraduate Diploma, a student must:
 - a) take and pass modules to a total value of 120 credits at Level 7, and

- b) achieve a Pass overall in each of the criteria specified in paragraph 64 below.

Requirements for award of Masters Degree

63. To be eligible for the Masters Degree, a student must:

- a) take and pass modules to a total value of 240 credits at Level 7 including a 40 credit Dissertation
- b) achieve a Pass overall in each of the criteria specified in paragraph 64 below.

Calculation of overall grade

64. By the end of the course, a student’s overall performance on their course is assessed at a Final Review Panel by the student’s Head of Department or Course Leader and an independent Head of Department or Course Leader against the course learning outcomes as set out in the programme specification:

- a) creativity and quality of their work
- b) intellectual engagement
- c) technical skills
- d) personal development
- e) professional orientation

65. An overall grade for a student’s achievement on their course is given using the following grade descriptors, but the award does not receive a classification. Students are notified of the overall achievement grade following the meeting of the Final Board of Examiners.

Grade	Evaluative descriptor
Excellent	The student’s attributes overall are exceptional- at a level over and above that which might be expected of a postgraduate fully and successfully engaged in advanced games, TV and film practice. They have an extremely impressive range of qualities and strengths and clearly recognise any minor weaknesses in their profile. They are highly motivated and have the ability to continue to develop independently as a reflective practitioner after graduation. Their overall level of ability and particular qualities suggest an exceptionally high level of potential to succeed in professional practice and to make an important, innovative contribution to their discipline and profession.
Very good	The student’s attributes overall are impressive- at a level higher than might be expected of a postgraduate fully and successfully engaged in advanced games, TV and film practice. They have many areas of strength and recognise the few weaknesses in their profile. They clearly have the motivation and ability to continue to develop independently as a reflective practitioner after graduation. Their overall level of ability and particular qualities suggest a high level of potential to succeed in professional practice and to make a significant, innovative contribution to their discipline and profession.
Good	The student’s attributes overall are clearly appropriate for a postgraduate going on to professional practice at an advanced level in games, TV and film. The student has some particular areas of strength but there is room

	for development in some areas. They recognise these strengths and weaknesses and have the motivation and the ability to continue to develop independently as a reflective practitioner after graduation. With continued development, they are clearly capable of succeeding in professional practice and making a significant and innovative contribution to their discipline and profession.
Pass	The student's attributes overall are appropriate for a postgraduate going on to professional practice in games, TV and film at an advanced level. There are areas of strength but also some weaknesses. In general, they recognise these strengths and weaknesses and have shown the potential to develop and the motivation to do so. They will need to continue to develop in areas of weakness beyond graduation and may need a modest level of support and guidance in this process. With continued development they should be able to succeed in professional practice and make a significant contribution to their discipline and profession.
Fail	The student's attributes overall are inadequate for a postgraduate intending to engage in professional practice in games, TV and film at an advanced level. There are areas of weakness that do not balance out any areas of strength. They have not adequately recognised weaknesses and/or been motivated to address them. The student will need to engage seriously with the process of continuing personal and professional development in order to make a significant contribution to their discipline and profession.

66. If at the Final Review Panel, a student is not considered to have demonstrated that they have fulfilled the learning outcomes for the course and achieved the required standard, they may, at the discretion of the Director of the School, be invited to produce further evidence of their skills and abilities within an agreed timescale. The additional work will be considered by a further Final Review Panel. If the required standard has by that time been met the student will be recommended for the appropriate award otherwise the student will be required to withdraw.

Industry Reviewer

67. An Industry Reviewer who is an external industry practitioner and independent from the School is appointed for each course to review student production work. The Industry Reviewer will produce a report on each student's produced work. At the end of each year of study, every student will meet with the Industry Reviewer.

68. For students on Masters degree courses the Industry Reviewer's report contributes to the student's end of year Progress Review and the Final Review.

69. For students on Postgraduate Diploma courses the Industry Reviewer report contributes to their Final Review.

Master degree Dissertations

70. All students on a Masters degree course must successfully complete a dissertation which must be between 7,000 and 10,000 words.

71. Dissertations are marked twice, once by a subject specialist first supervisor and second marked by the Screen Arts Head of Department or Senior Tutor. An agreed

grade will then be reached. Where the assessors cannot reach an agreement, a third internal assessor shall be appointed to moderate the work and shall be provided with both assessors' comments on it. The decision of the third assessor will be final.

72. Students will be awarded one of the following grades:

- Excellent (impressive achievement – skilfully executed with distinctive approach to subject - imaginative and original – high quality of thought and creativity – discriminating command of a comprehensive range of relevant materials and analyses using considered judgement relating to key issues, concepts and procedures and an exceptional ability to communicate these clearly and concisely - significant contribution in its field.)
- Very Good (the dissertation is highly competent – very good work, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding of the medium –skilful and well presented - a strong ability to communicate complex topics clearly and concisely.)
- Good (the dissertation shows thorough appreciation of and commitment to the topic - displays a good level of research demonstrating a depth of understanding grounded on familiarity with a range of supporting evidence – an ability to communicate complex topics clearly and concisely)
- Pass (average – adequate work efficiently carried out – displays a critical understanding of the topic – an ability to develop a logical or insightful argument or evaluation – an ability to communicate clearly and concisely)
- Fail (the dissertation is below the required level – limited understanding of the topic with significant weaknesses or omissions - lacking secure basis in relevant factual and analytical dimensions and/or with irrelevant use of materials – limited ability to communicate clearly.)

73. Students will not receive a percentage mark for the dissertation but will receive two sets of feedback, one from each marker.

74. Students whose dissertations are marked as Fail will be given one further opportunity to revise and resubmit their dissertation for a grade capped at Pass on a date to be agreed with the student. If on resubmission the dissertation still does not achieve a Pass grade, the student will be deemed to have failed.

75. Requests for an extension of time to submit the dissertation should be made in accordance with the School's [Coursework Submission Policy](#).

76. Failure or non-submission of the dissertation will disbar the candidate from consideration for the award of a Masters degree.

77. Students must be awarded at least a grade of Good in the dissertation in order to be eligible to be awarded an overall achievement grade of Excellent.

Examination Sub-Board and Final Examination Board

78. All papers giving grades or recommendations or other information about a student's performance shall remain confidential and shall be returned at the end of the meeting.
79. A record of the decisions and/or recommendations of a Sub-Board or Final Examination Board shall be made by the Chair or his/her nominee.
80. The Exam Sub-Board is responsible for the approval of final assessment marks for each student, and for recommending to the Final Exam Board recipients of awards of the School in line with the School's Academic Regulations and approved programme specifications.
81. The Exam Sub-Board shall comprise the School's Director who shall act as Chair, all Heads of Teaching Departments and Course Leaders.
82. The Final Examination Board is responsible to the Academic Standards Committee for decisions to be taken about the academic performance and progression of students, including recommendations for awards and their classification in accordance with the School's Academic Regulations and approved programme specifications.
83. The Final Examination Board shall comprise the School's Director (who shall act as Chair), all Heads of Department, Course Leaders, the Registrar, the Quality Assurance Manager and the External Examiners.
84. Where an External Examiner is unable to attend a scheduled meeting of the Final Examination Board, the Chair may, subject to the agreement of the External Examiner concerned, allow the meeting to proceed provided that full moderation of the assessments by the External Examiner has taken place.
85. Having considered each student's eligibility to be recommended for an award, the Final Examination Board shall determine one of the following actions:
 - a) that the student has satisfactorily completed the course in accordance with the requirements for it and may be considered for an award;
 - b) that a decision regarding the completion of the course should be deferred because the student is permitted a further assessment opportunity due to accepted extenuating circumstances;
 - c) that the student has not satisfactorily completed the course and is not entitled to reassessment but may be considered for another award for which they fulfil the requirements;
 - d) that, due to extenuating circumstances, the student fulfils the requirements for an aegrotat award;
 - e) that the student has not satisfactorily completed the course and is not entitled to reassessment and shall be withdrawn from the course.
86. Decisions of the Final Examination Board constitute the recommendations to the Academic Standards Committee for awards and shall be recorded by the Quality

Assurance Manager. This list shall be the definitive record against which results are entered into the Student Record, and notified to students.

87. A record of the meeting shall be given to the Chair of the Final Examination Board and must be presented to members at the next meeting.
88. Recommendations to the Academic Standards Committee may normally only be made at a meeting of the Final Examination Board, but the Board may empower the Chair in consultation with the External Examiners to take such action as he/she sees fit at a later date when decisions are deferred.
89. Where a student is eligible for an intermediate award, the decision to make such a recommendation to the Academic Standards Committee may, if no meeting of the Board is scheduled within a reasonable time, be made by the Chair of the Final Examination Board and reported to the next meeting of the Board.

Academic Appeals

90. Students may use the [Academic Appeals Procedure](#) to appeal against the decision of the Final Examination Board.

External Examiners

91. The School shall appoint External Examiners for any course leading to the award of the School in accordance with its published [External Examiners Policy and Procedure](#).

Aegrotat Awards

92. Students who are unable to complete their programme due to ill-health may be considered for an aegrotat award.
93. Aegrotat awards may be made by the Academic Standards Committee on the recommendation of the Examination Sub-Board and the Final Examination Board.
94. In order to be considered for an aegrotat award, the final examination panel will consider the body of work which has been completed together with records of the student's performance and progress during the programme of study. The Final Examination Board shall determine whether the evidence demonstrates that the student would have been likely to have reached a standard qualifying them for the appropriate award under normal circumstances.
95. If, on the recommendation of the Final Examination Board, the aegrotat award is conferred upon a student by the Academic Standards Committee, he or she will not be eligible thereafter to re-enter for examination for the award.
96. An aegrotat award does not carry an overall achievement grade.

Readmission

97. If a student is withdrawn from a course for any reason, readmission to the School at a future date is at the discretion of the School's Director in consultation with the Head of Department or Course Leader in which the applicant wishes to study. The applicant's previous academic record will be taken into account.

Revocation of Degrees

98. Where information is provided that an award was made in contravention of the regulations in force at the time, or where an award is found to have been obtained by fraud or deception, then the Registrar may apply to the Academic Standards Committee to have that award revoked.
99. All cases shall be considered on a case-by-case basis by the Academic Standards Committee.

Approved by the Academic Standards Committee February 2020