BIMM UNIVERSITY | A university for the creative industries

metfilm SCHOOL

IMPORTANT REGULATIONS AND INFORMATION

BIMM UNIVERSITY AWARDED METFILM SCHOOL FRANCHISE PROVISION 25/26

2025/26 v1.0

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Introduction to Important Regulations and Information

This document is designed to give you clear information about some of the important regulations that govern your time at MetFilm School and to signpost you to the definitive current versions of these policies and regulations.

Where this document refers to 'Terms and Conditions,' this refers to the Terms and Conditions for your course which have been sent to you alongside your offer letter which can also be found here.

By agreeing to the University's Terms and Conditions you have agreed to abide by the regulations relating to your time as a student at the University.

This document references the following regulations from the Governance and Quality pages of our website as well as the policies and procedures section of the MetFilm School website:[1]

Academic / Academic Support

BIMM University Academic Regulations (Undergraduate)
BIMM University Assessment Handbook for Students
BIMM University Academic Integrity Policy
BIMM University Course Approval and Modification Policy & Procedure
Exceptional Circumstances Policy
Fitness to Study Procedure
Student Engagement Policy

Enrolment and Registration

BIMM University Induction and Transition Policy and Procedure
BIMM University Student Registration and Enrolment Policy

Behaviour:

MetFilm School Student Code of Conduct
MetFilm School Bullying & Harassment Policy & Procedure
MetFilm School Sexual Misconduct Policy
MetFilm School Student Charter
MetFilm School Student Disciplinary Procedure

Other:

BIMM University Student Intellectual Property Policy
BIMM University Student Data Protection Policy

This document also contains an overview of important financial information, and an indicative list of Essential Equipment that you will need for your studies. It also refers to information for International Students, and about our Complaints and Appeals Procedures.

[1] Please note that these policies are updated annually before the start of teaching each year. Please check back on these links regularly to ensure you are viewing the most recent versions.

This document is not designed to replace or supersede any of the above regulations and policies, and where there is any doubt the information in the regulations and policies should be taken as definitive.

If you need further guidance, please contact a member of student wellbeing or the admissions team.

Withdrawal

The University has the right to withdraw you from your course if:

- You have poor attendance at lessons, in line with the Higher Education Student Withdrawal Procedure (see the Student Engagement Policy)
- You fail too many assignments and no longer meet the progression requirements (see the BIMM University Academic Regulations)
- A fitness to study panel finds that you are unable to continue your studies due to illness, including mental health issues (see the MetFilm School Fitness to Study Policy)
- You are found guilty of academic misconduct (see our Academic Integrity Policy)
- You exceed of the maximum registration period (many courses only allow you to be registered as a student for a maximum of 6 years)
- You fail to return after a period of intermission/deferral (see Terms and Conditions -Section 10: BIMM University's Right to Terminate)
- You fail to pay your tuition fees (see section 8 of the Terms and Conditions - Tuition Fees and Funding)
- If you fail to re-enrol at the beginning of any academic year
- Your visa expires or is withdrawn and you are no longer legally able to study at the BIMM University Campus at which you are currently enrolled (International students only – for further information please see our web pages for international students and the MetFIlm School Student Engagement Policy).
- You are found guilty of a serious breach of our regulations at a disciplinary hearing. This could include, but is not limited to:
    - Harassing and bullying behaviour
    - Sexual Misconduct
    - Discriminatory behaviour
    - Assault
    - Threatening/abusive behaviour
    - Drugs/alcohol on BIMM University premises

  For more information please see the MetFilm School Bullying & Harassment Policy & Procedure; MetFilm School Sexual Misconduct Policy; MetFilm School Code of Conduct; MetFilm School Student Disciplinary Procedure; and MetFilm School Student Charter.

You may also withdraw yourself from a course of study by contacting Student Wellbeing, or your Course Leader, who will be able to guide you through the process.

If you are withdrawn from a course:

- You will no longer be allowed to use BIMM University or MetFilm School premises
- You may be liable for any outstanding fees for the year (please see the Terms and Conditions for more details)

- You will not receive a degree qualification, but may be able to claim a lower-level exit award if you have previously completed one or two years of study successfully and you do not owe the University any outstanding fees
- For international students only - we will be required by law to inform the relevant immigration authorities that you are no longer a student. This will likely result in your student visa being revoked.

Deferral / Intermission

You may be allowed to take a break between years while on your course. This period of deferral will initially only be permitted for a maximum of twelve months. Should you subsequently request an extension of your deferral, this will need to be approved by Academic Services. If approved, the University reserves the right to reassess your case before readmitting you to the course. This will ensure any unforeseen circumstances, such as changes to the course structure, will not hinder successful progression through the remainder of the course.

If you fail to return within the agreed timeframe, you may be withdrawn from your course.

For more information, please see section 8 of the BIMM University Academic Regulations.

Progression requirements

In order to progress from one year of a course to another you must meet the progression requirements.

The best way to guarantee you will progress on to the next year is to pass all of your modules – this would normally mean passing all of your modules (and achieving at least 50% for all postgraduate modules).

If you do not pass all your assessments/modules you may be offered retrievals of assessments, compensated credit, a retake of a module, or a retake of the entire year, depending on your personal circumstances and the number of assessments/modules you have failed. The decision will be made by the relevant exam board, which will apply the progression rules as outlined in the BIMM University Academic Regulations. It is strongly advised that you read these regulations fully.

It is important to note that if you are awarded a retrieval in an assessment, it will be capped at 40% (50% for postgraduate courses) meaning that this is the highest grade you will receive for this assessment. For Level 4 courses, the highest grade is a "pass" regardless of retrievals.

Additionally, there may be requirements that you must meet in order to take certain option modules. If this is the case, you will be told when you come to choosing your option modules.

Award Requirements

In order to receive your degree qualification, you will need to meet certain requirements as set out by the University. These requirements are set out in full in the BIMM University Academic Regulations.

The best way to guarantee that you will receive your full qualification is to pass / get at least 40% in all modules for every year of your qualification (50% for postgraduate courses).

If you fail to meet the award requirements for your full qualification you may receive a lower qualification (such as an Ordinary Degree).

Submission of work

Work must be submitted in the correct format. Failure to submit work in the correct format may result in marks being deducted.

When submitting work digitally it is your responsibility to ensure that files are submitted in the correct file format and can be opened correctly. It is a good idea to test files on different computers to make sure they work. If the file cannot be opened, we will not be able to mark it, and will likely result in a mark of 1 (Fail).

Non-submission of an assessment will result in a mark of 0.

Failure of electronic devices is not grounds for a mitigation claim, so it is important that you backup all of your work and double-check all submissions.

For more information, please refer to the BIMM University Academic Regulations.

Academic Misconduct

Academic misconduct is defined as any attempt to gain an unfair advantage in assessed work by deception or fraudulent means. This includes, but is not limited to:

- Plagiarism - the practice of taking someone else's work or ideas and passing them off as your own
- Collusion - working together with someone on an assessment that is meant to be an individual effort
- Personation – having someone else sit an examination for you
- Taking notes into an unseen examination
- Gaining access to an unseen examination paper in advance of sitting it
- Fabricating or falsifying research results
- Using Artificial Intelligence (AI) applications to create work or elements of work without fully attributing their use

The result of committing academic misconduct varies depending on the severity of the case, but could ultimately lead to you being withdrawn from the course. If you have already received an award, but are then found guilty of misconduct, you may have that award revoked.

For more in-depth information, please refer to the BIMM University Academic Integrity Policy.

Exceptional Circumstances

If you feel you have been negatively affected by factors outside your control you may be able to gain an extension and make a Mitigation Claim.

A mitigation claim may be made against the following circumstances:

- Late or non-submission of assessment
- Absence from an in-person assessment
- Assessment submitted on time and/or in-person assessment (such as a performance) taken on scheduled date – but assessment performance is seriously and unexpectedly impaired.

For more information, please see the Exceptional Circumstances Policy.

Academic Complaints and Appeals

BIMM has several distinct procedures and policies for handling different types of complaints and appeals.

The MetFilm School Concerns, Complaints and Appeals Procedure covers problems relating to teaching, learning, research and supervision, and to the provision of other services by MetFilm School.

The BIMM University Student Appeals Procedure covers requests for review of a decision made by an academic body (such as an Assessment Board) regarding student assessment, progression or award. The below is an indicative list of decisions against which you can appeal:

- Failure of the course of study
- The recommended category of award
- A decision that the student is required to withdraw from the course because s/he has failed to satisfy the requirements for academic progress within that course
- A decision that a student is required to submit one or more assessment units, having failed to satisfy the requirements for academic progress (this can include a decision that a student is required to repeat a year)
- A particular assessment result (this can include a penalty for late submission, or failure to submit a piece of work)
- A decision from BIMM that a student is deemed to have withdrawn
- An outcome of the Criminal Convictions & Charges Panel.

Your appeal will only be successful if you meet one of the grounds for appeal, these will be slightly different depending on what you are appealing against. The grounds for appeal can be found in the BIMM University Student Appeals Procedure.

The MetFilm School Bullying & Harassment Policy & Procedure and the MetFilm School Sexual Misconduct Policy & Procedure cover complaints concerning the inappropriate behaviour (or allegations of behaviour) of other students and University staff. Complaints about staff which do not fall under either policy or procedure may need to be referred to MetFilm School's People Team.

Help and Guidance

If you are considering making an appeal or complaint, you are **strongly advised** to talk to one of the below figures at your Campus. They can advise you on how to deal with your appeal/complaint, help to resolve it informally and, if necessary, support you in the process of making a formal appeal/complaint:

- Student Wellbeing Advisor.
- Your Course Leader / Head of School.
- The Student Wellbeing Manager.
- The Campus Dean.
- One of your Student Representatives.

Further information on academic appeals and other appeals and complaints can be found in the MetFilm School Concerns, Complaints and Appeals Procedure.

If you have tried to resolve your complaint or appeal informally and are still dissatisfied, you may follow the process for review outlined in the MetFilm School Concerns, Complaints and Appeals Procedure.

Applicant Complaints and Appeals

Finally, there are separate complaints and appeals procedures for applicants. Information about appeals can be found on the Appeals and Complaints pages of the BIMM University website. In these cases, a complaint is defined as a concern about an aspect of the admission process, which is not necessarily connected to the selection decision. If, following receipt of feedback, an applicant feels that an error has occurred, they have the right to request a formal review of the selection decision on one of the following grounds:

- Pertinent information was missing from the original application.
- There has been a misinterpretation of information or data contained within the original application.
- There was a procedural anomaly in the handling of the application.

It is important that all forms of complaint and appeal are submitted in a timely fashion. The timings for each form of complaint and appeal can be found via the above links. Late applications are unlikely to be considered unless you can provide sufficient, evidenced explanation of mitigating circumstances.

Intellectual Property

As outlined in the BIMM University Student Intellectual Property Policy, as a general rule, the University and MetFilm Schol makes no claims over Intellectual Property (IP) generated by students in the course of their studies. Students are, therefore, free to exploit the IP they generate in the course of their study, including published songs, written articles, and other such work. There are, however, some exceptions to this rule, which are detailed in the Policy.

Course Changes and Academic Development

In response to student feedback changes may be made to your course, this will only happen when one or more of the following is true:

- The changes are non-material (e.g., module aims or non-assessed learning outcomes)
- The changes are beneficial to students.
- The changes are required because circumstances outside of our control (e.g., a change in the law).

When we are making change to a course, we always consult Students. You are able to express your concerns or any input you would like to have by contacting your student Senate or Course Leader.

If it is believed that a change may be detrimental to some students, we will email all students to inform them of the proposed change and give them time to respond.

Any major or detrimental changes made to the course made between the time the prospectus is released and release of this document will be made clear in the accompanying course overview.

For more details see the BIMM University Course Approval and Modification Policy & Procedure.

Students should also be aware of the BIMM University Higher Education Strategy, which sets out the strategic aims and principles guiding the University's approach to Learning and Teaching, by which they aim to provide students with the best opportunity to achieve a sustainable career in the creative arts industries.

Financial Information

Course fees: -

Fees are broken down into two categories - **'home'** and 'overseas'. To be considered a **home** fee payer an applicant needs to be settled in the UK on the first day of the first academic year of their course and must also have been 'ordinarily resident' in the UK for the three years before that date. This includes the Channel Islands and the Isle of Man (the British Isles, but outside the UK).

Others who can be considered as "home fee payers":

- European Economic Area (EEA) and Swiss nationals, and their family members, who have been granted settled or pre-settled status under the EU Settlement Scheme. Generally, this means those who were living in the UK by 31 December 2020 and have continued to live in the UK.
- UK nationals and their family members living in the EEA or Switzerland will generally be eligible for home fee status and full student support, if they meet the following conditions:
  - they have lived in the EEA, Switzerland, the UK, or Gibraltar for at least the last three years.
  - they were living in the EEA or Switzerland on 31 December 2020.
  - they have lived continuously in the EEA, Switzerland, the UK, or Gibraltar between 31 December 2020 and the start of their course.

Students from other countries are classified as **'Overseas'** students. Exceptions include students temporarily outside the UK, those with UK Government refugee status and migrant workers.

European nationals living in the UK

European Economic Area (EEA) and Swiss nationals, and their family members, who have been granted settled or pre-settled status under the EU Settlement Scheme will be eligible for home fee status and student support on broadly the same basis as before Brexit. Generally, this means those who were living in the UK by 31 December 2020 and have continued to live in the UK.

UK nationals living in Europe

For courses starting between 1 August 2021 and 1 January 2028, UK nationals and their family members living in the EEA or Switzerland will generally be eligible for home fee status and full student support, if they meet the following conditions:

- they have lived in the EEA, Switzerland, the UK, or Gibraltar for at least the last three years.
- they were living in the EEA or Switzerland on 31 December 2020.
- they have lived continuously in the EEA, Switzerland, the UK, or Gibraltar between 31 December 2020 and the start of their course.

Fees and Finance

Your course fees are outlined in your offer letter, which forms part of the offer pack.

For further information, including details of support and payment plans, please see the Fees and Finance section of the MetFilm School website.

Essential Equipment

In addition to fees and living costs, students should be aware that they may be expected to have certain equipment in order to successfully complete their courses. You should consult the MetFilm School Essential Equipment Requirements prior to commencing your course and consider the additional costs such equipment may represent.

Data Protection

The University processes students' personal data as part of the necessary functioning of the University. Personal data is information that can be used to identify students individually, and which students provide by completing application and enrolment forms, as well as information which is processed while students are enrolled, such as assessment results. In compliance with current data protection legislation, the BIMM University Student Data Protection Policy sets out which forms of information the University collects, and how it is used and stored.

Conclusion

As noted in the Introduction, this document is designed to provide an overview of some of the important regulations which govern your time at MetFilm School on a course awarded by BIMM University, and to signpost you to the definitive versions of these regulations and policies. It is not a substitute for reading these regulations in full. We wish you all the best in your future studies.