Postgraduate Academic Assessment Regulations (Validated Courses)

Last approved:	March 2025
Approved by:	BIMM University Academic Board
Next review due:	March 2029

Contents:

1. Introduction 3
2. Assessment of your academic achievement 3
3. How we assign marks to your work 4
4. Master's degree regulations. 6
5. What happens if I submit an assessment late? 6
6. How do I pass a module? 6
7. What happens if I fail a module? 6
8. Repeat of Level 7 7
9. Compensation 7
10. Second Retrievals 7
11. How the university makes postgraduate awards 8
12. Postgraduate Awards 8
13. Postgraduate Certificate and Diploma Exit Awards 9
14. Classification Rules 9
15. Borderline Award Rules 9
16. Aegrotat Awards 9
Glossary 10

1. Introduction

- These academic regulations set the standards of MetFilm School Undergraduate awards for MetFilm Courses, validated by BIMM University under its Degree Awarding Powers granted through the Higher Education & Research Act (2017).
- BIMM University sets the academic standards for all the awards granted in its name. MetFilm School Academic Board is responsible for managing the quality of courses leading to BIMM University awards.
- The Chair of BIMM University's Academic Board, or the authorised nominee, can use their discretion when applying these Academic Regulations as long as any variation is reasonable and the rationale is reported to BIMM University's Academic Board.
- These Regulations may also be varied or suspended (in part or in full) where emergency local, national or global events occur, which may impact the integrity of the assessment process. In such cases, actions will be taken to ensure that students will not be unfairly disadvantaged and/or can progress or be considered for an award.
- The MetFilm School Academic Board reviews these regulations annually and may propose amendments for BIMM University Academic Board for approval. Students will be informed of the approval of amended regulations by MetFilm School.
- These academic regulations cover taught postgraduate courses at Level 7. These regulations align with MetFilm School's Academic Framework for Validated Courses.

2. Assessment of your academic achievement

- You will receive Module Specifications at the start of each academic year. Module Specifications will detail the arrangements for assessing and reassessing each module on your course.
- You will be informed of the arrangements and requirements for assessment at the start of each trimester. The full assessment timetable shall be published at least two weeks before the first assessment.
- You should refer to the Exceptional Circumstances Policy and your Course Handbook if you cannot complete an assessment on the specified date due to medical or other reasons beyond your control.
- Reasonable adjustments to assessment may be made individually to compensate for any restriction imposed by a disability and/or unforeseen circumstances, provided this does not compromise your achievement of the learning outcomes. Please see the Exceptional Circumstances Policy and your Course Handbook. If you are a member of staff enrolled on the PG Cert Learning and Teaching (Professional Practice), there is a specific Exceptional Circumstances Policy for the course, which you can find in your Course Handbook.
- Where a faculty member suspects a student of contravening the University's Academic Integrity Policy, an investigation will be undertaken in line with the policy.
- You must be available during the entire academic year, including Retrieval periods (available here). Therefore, you should not make any holiday plans during these times until marks have been confirmed by the Assessment Boards, after which you will normally be given at least two weeks' notice of any Retrieval Assessments required.

3. How we assign marks to your work

Categorical Marking

3.1. BIMM University uses a categorical marking scheme to assign marks to particular points between 0-100 rather than all possible numbers between the two points, as laid out in the table below. We have adopted categorical marking because it better recognises the level of precision that can realistically exist within many practice-based assessment tasks in the creative arts.

3.2. Where multi-part assessments are in place (e.g., a techniques assessment comprised of exercises and a performance), a separate weighted categorical mark can be awarded for each part. These separate marks may consequently produce an overall mark for the assessment that is a non-categorical one.

3.3. We use a University-wide assessment and feedback rubric to grade your work (see 3.4 below) that identifies the six critical aspects of your creative and academic work we believe are essential and to what extent you have produced evidence to meet each criterion.

Postgraduate Categorical Marking Scheme

Mark Category	Equivalent Classification	Level 7 Assessment Rubric
95	**Distinction**	Exceptional Evidence
90		
85		Outstanding Evidence
80		
75		Excellent Evidence
70		
65	**Merit**	Very Good Evidence
60		
55	**Pass**	Good Evidence
50		
45		
40	**Marginal Fail**	Insufficient Evidence
35	**Fail**	
15		Little or No Evidence
1		
0		Non-submission

3.4. Level 7 Assessment Rubric

Grade Assessment fields:	90, 95	80, 85	70, 75	60, 65	50, 55	40, 45	0,15,35
Investigation/ contextualisation Informed through comprehensive critical analysis and evaluation of complex and diverse concepts, theories and practices	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Insufficient evidence	Little or no evidence
Knowledge/ideas Through the articulation of creative vision and/or the critical evaluation of conceptual, practical, technical and theoretical information	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Insufficient evidence	Little or no evidence
Development/Process Realisation through experimentation, risk taking, critical reflection, evaluation and problem solving in complex emergent contexts	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Insufficient evidence	Little or no evidence
Communication/ articulation Of complex and contradictory arguments and theories that is in depth, critical, insightful and appropriately pitched for the intended audience	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Insufficient evidence	Little or no evidence
Production/realisation That fully meets the expectations of relevant professional and academic standards	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Insufficient evidence	Little or no evidence
Technical/technique The quality and utility of the technical features of the product and the skills with which it is produced or delivered	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Insufficient evidence	Little or no evidence

4. Master's degree regulations.

4.1. These regulations apply to all MetFilm Master's courses, which lead to academic awards validated by BIMM University.

5. What happens if I submit an assessment late?

5.1. The university operates a system of graduated penalties for lateness, which will be applied for all modules at Level 7, as follows:

- Work submitted up to 24 hours late from the deadline will not be penalised (this does not include Retrievals).
- If your assessment is more than 24 hours late and up to seven days from the deadline, the mark will be capped at the pass mark (50%).
- If your assessment is late, over seven days from the deadline, the work will not be marked, and you will receive a mark of 0%.

6. How do I pass a module?

6.1. The minimum pass mark for modules at Level 7 is 50%.

6.2. The module requirements, outlined in the Module Specification, specify any elements of assessment that must be taken and that are optional or ungraded. If a module has multiple summative (graded) assessment elements, all components are combined into one overall module mark based on the specified weightings.

6.3. Where your module has more than one assessment, your combined (weighted) module marks are rounded up or down to the nearest whole number; for example, a mark of 49.5% or above will be rounded up to 50%, while a mark of 49.4% or below will be rounded down to 49%.

6.4. The academic credit for a module is achieved either by securing the minimum pass mark or by the award of Compensation (see below) by the Assessment Board.

7. What happens if I fail a module?

7.1. A Retrieval is an opportunity for you to make a second attempt at a failed assessment without repeating the module. If an assessment is failed but the module is passed overall, you will not be required to complete a Retrieval.

7.2. If you pass a Retrieval, the assessment mark will be capped at the minimum pass mark of 50%.

7.3. Retrieval will normally be a second attempt at the failed assessment only, and the marks for any assessment passed at the first attempt will stand.

7.4. The highest mark will stand when a Retrieval is completed. The first attempt mark will only be retained if you choose not to undertake the Retrieval.

7.5. If you have failed both assessments on a module, you will be offered the opportunity to complete a single Retrieval Mode assessment that will meet all the learning outcomes for the module.

7.6. The original module mark will stand when a Retrieval Mode is completed but results in a lower module mark than previously achieved.

7.7. If you fail a Retrieval attempt, you may be offered the opportunity to repeat the module.

7.8. You will not be offered Retrieval assessment(s) within a module or the opportunity to repeat a module as a whole where the module has already been passed. The exception to this is if you withdraw from your current course and re-apply to start a different course of study at the University. In such circumstances, if an exit award was made at the end of the course you have withdrawn from, no credit may be carried over, and no assessments may be resubmitted; any common modules already passed must be completed again. However, credit for common modules may be carried over if an exit award was not made.

8. Repeat of Level 7

8.1. Repeat involves re-enrolment, attendance, payment of tuition fees and completion of all assessments on any modules not passed.

8.2. You do not have an automatic right to Repeat Level 7. However, the Assessment Board will make a judgment based on your engagement with your course.

8.3. If offered a Repeat, you will be asked to sign a Repeat Year Learning Agreement, including a minimum level of attendance and engagement.

8.4. You will not be able to repeat Level 7 modules more than once.

8.5. Repeat module marks will replace those from the first attempt.

8.6. No marks from failed modules on a first attempt of Level 7 may be carried forward for Repeat.

8.7. If you fail your Repeat and do not meet the requirements to qualify for Compensation, no further opportunities to retrieve the credit will be available. The Assessment Board may offer you an Exit Award.

8.8. The Assessment Board may withdraw you from your course if you do not engage with your Repeat Year assessments.

9. Compensation

9.1. Compensation is applied at the final assessment board at Level 7 for a Marginal Fail of a module (40% or above).

9.2. Compensation will automatically be granted following all retrieval opportunities for up to 40 credits, provided that you have passed the remaining 140 credits at Level 7.

9.3. Some modules are excluded from Compensation due to Professional and Statutory Body accreditation requirements or because they are required to ensure you meet all the course learning outcomes. This information (module excluded from Compensation) will be provided in the Module Specification.

10. Second Retrievals

10.1. If at Level 7, you have failed to meet the award requirements for your course as a result of failing a single module that does not qualify for Compensation (following any Retrieval offered), a Second Retrieval opportunity will be provided by the Assessment Board where there is evidence of engagement with the Retrieval on the module in question.

10.2. A Second Retrieval will involve a Retrieval Mode, weighted at 100%, that meets all learning outcomes for the module. Second Retrievals will normally take place before the Winter Break in the following academic year.

10.3. Second Retrievals will be capped at the pass mark and will provide you with a final opportunity to retrieve credit for the module in question.

10.4. You may opt for a Repeat instead of a Second Retrieval, but the Repeat option will not be available after you have accepted the offer of a Second Retrieval.

10.5. If you accept the offer of a Second Retrieval and fail, the highest mark achieved will be retained, no further opportunities to retrieve the credit will be available, and you will be considered for an exit award.

11. How the university makes postgraduate awards

(please read this section in conjunction with MetFilm School's Academic Framework for Validated Courses).

12. Postgraduate Awards

12.1. To be eligible for a BIMM University postgraduate award, you must:

- Meet the requirements for the course of study for which you are registered.
- Meet the requirements for the duration of the registration.
- Take the modules on your course as defined in the Course Specification.
- Pass the minimum number of credits required for the award.

12.2. If you meet the requirements above, you will receive one of the following classified awards:

- **Postgraduate Certificate** (PgCert).
- **Postgraduate Diploma** (PgDip).
- **Master of Arts (MA)** degree.
- **Master of Science (MSc)** degree.

12.3. A Master's degree may be awarded if you pass 180 credits with an overall mark of 50%, following any Retrieval and/or Repeat opportunity and applying rules on Repeat, Compensation and Second Retrievals. The overall mark includes all marks achieved on modules contributing to the award's classification, including zero and fail marks.

12.4. A Postgraduate Diploma may be awarded if you pass 120 credits following any Retrieval and/or Repeat/Compensation.

12.5. A Postgraduate Certificate may be awarded if you pass 60 credits following any Retrieval and/or Repeat/Compensation.

12.6. Where an overall mark of 50% has not been achieved, usually following any Retrieval opportunities and Compensation, the Assessment Board may offer a Second Retrieval or a Repeat of the level. Alternatively, based on your engagement with the course, the Assessment Board may withdraw you from your course with an exit award where one is available, and you

meet the credit requirement for that exit award.

12.7. Where less than 140 credits have been passed following Retrievals/Repeats and Compensation, no award can be made, but the Assessment Board may offer Second Retrievals or a repeat of the level.

12.8. Where fewer than 120 credits have been passed following Retrievals/Compensation, no award can be made, but the Board will offer a repeat of the level.

13. Postgraduate Certificate and Diploma Exit Awards

13.1. Postgraduate Diploma and Certificate awards may be made if you have passed the required credits and the exit award forms part of the approved course. Postgraduate exit awards from Master's Degrees are unclassified.

14. Classification Rules

14.1. Postgraduate Certificate and Diploma award classifications will be based on all modules contributing to the award.

14.2. Master's award classifications are based on 120 credits, including the 60-credit project/dissertation, plus 60 credits from the remaining modules with the highest marks.

14.3. Once the final mark has been calculated and rounded up or down to the nearest whole number, the classification of the award shall be made according to this scale:

Masters & PgDip/ PgCert awards:	Less than or equal to:	Greater than or equal to:
Distinction	Not applicable	70% threshold plus 50% of credits contributing to the classification of the award at 70 or above
Merit	69%	60% threshold plus 50% of credits contributing to the classification of the award at 60 or above
Pass	59%	50%

15. Borderline Award Rules

15.1. The rounding of marks before classification may result in a final Master's degree mark within 1% of a classification boundary. In such cases, a higher classification shall automatically be awarded provided that these requirements have been met:

1. A borderline overall mark has been achieved.

2. At least 50% of the credits contributing to classification are in or above the higher band.

16. Aegrotat Awards

16.1. Where a student is unable to complete a course due to serious illness or death, the Award Assessment Board may recommend an aegrotat award in cases where, in the judgment of the

Board, a student unable to complete a course would have satisfied the standard required for an award. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the course.

16.2. Aegrotat awards are subject to the approval of the Chair of the Academic Board following a recommendation from the Award Board. They may be accepted by a parent, spouse or another appropriate individual on the student's behalf.

16.3. Once an aegrotat award is accepted, the student ceases to be eligible to take the missed or failed assessments.

16.4. Once an aegrotat award has been conferred, it cannot be withdrawn, and a higher qualification granted.

Glossary

Academic Board: The BIMM University Academic Board sets the academic standards of awards made by BIMM University. MetFilm School Academic Board is responsible for upholding those standards and the quality of the student experience.

Academic Credit: Credit is evidence that you successfully achieved all the learning outcomes and requirements of a module and shows that you should understand all that was taught well. Credits are then accumulated towards the total credit required for your course of study and qualification.

Academic Level: These regulations cover FHEQ Level 7 Taught Postgraduate only.

Academic Integrity: The principles of accuracy, honesty, fairness, responsibility, respect and courage, which we as an academic community subscribe to.

Academic Year: Postgraduate course run over calendar years with three 16-week trimesters.

Assessment: work that students must complete and submit, which contributes in whole or part to module marks and final awards.

Compensation: Compensation for failed academic credits on option modules is a measure to reduce the need for Retrieval or Repeat where a student has demonstrated academic ability through passing the requisite number of academic credits.

Award: The different types of Level 7 awards offered by MetFilm School and approved by BIMM University, as specified within these MetFilm Academic Regulations.

Core Module: A module that must be taken on a course to meet requirements for progression or award.

Course: A course is an approved combination of modules leading to an award by the University**.**

Coursework: is work produced by a student during a course of study and is usually assessed to count towards a module mark.

Assessment Board: BIMM University operates a three-tier Assessment Board system, where definitive decisions on student attainment, progression and awards are made by Module Boards, Progress Boards and Award Boards, each with specified remits in relation to maintaining academic standards.

Mitigated Intermission: Where you have been unable to meet progression requirements before the start of the next academic year due to having incomplete first attempts or Retrievals on more than one module, you may be required to intermit your studies and complete those assessments before the end of that next academic year.

Mitigating Circumstances (Mitigation): Sudden and unforeseen conditions that temporarily prevent you from undertaking an assessment or significantly impact your performance in an assessment, including late submission.

Module: An approved unit of learning, teaching and assessment leading to the award of academic credit and forming part of a course of study.

Module Specification: Includes information about how a module is taught and assessed and the intended learning outcomes for the student. Students can access this information via the Canvas Virtual Learning Environment.

Module Mark: The overall module result may be an aggregate of marks from two assessment elements, which may be weighted. It is rounded up or down to the nearest whole number.

Non-Submission: If a student does not submit their assessment, it is classed as a 'Non- Submission'. A 'Non-Submission' is counted as an assessment attempt.

Option Module: A module which may be chosen from a list available on a particular course of study, allowing variation and student choice within the course.

Overall Mark: The weighted mark of your summative achievement, calculated in accordance with the regulations for the award, on which the classification of the award is based. It is rounded up or down to the nearest whole number.

Prerequisite Module: A specified module that must be taken and passed before a second specified module can be taken.

Reasonable Adjustments: Reasonable adjustments are the support requirements for an individual student and are summarised in a student's Individual Support Plan.

Repeat Year: The Repeat of usually more than one module following failure at a previous attempt, including as a result of Non-Submission. Repeat Years involve re-enrolment, attendance, payment of tuition fees, and completion of all elements of any modules not passed in the previous year, including the submission of all assessments.

Retrieval: The Repeat of a module assessment following module failure at a previous attempt, including as a result of Non-Submission. Retrievals do not involve the Repeat of attendance for the module. The Retrieval assessment mark is capped at the pass mark. Where the original assessment involves collaborative work that may be difficult to replicate outside of term time, an alternative mode of assessment of equal weighting will be set (Retrieval Mode).

Retrieval Modes: The approved Module Guide will identify the relevant modes of assessment for Retrieval. Where you have failed both assessment elements, you will take a single mode of assessment, weighted at 100%, that meets all learning outcomes for the module.

Rounding of Marks: The mark for a module, stage or overall award shall be a whole number rounded up (≥0.5) or down (≤0.4).

First attempt: A student's first attempt in a cycle of assessment.

Weighting: Where a module has more than one summative (graded) assessment, each assessment will be assigned a weighting percentage that reflects its relative importance and/or size. Module marks are calculated using these weightings to produce a final module mark.

Withdrawal: When students withdraw from their studies (or are withdrawn by the university), they leave their course of study altogether, with no intention of returning later.