Undergraduate Academic Assessment Regulations (Validated Courses)

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1. Introduction

- These academic regulations set the standards of Met Film School Undergraduate awards for Met Film 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 Met Film 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 Met Film School.
- These academic regulations cover undergraduate courses at all three undergraduate levels (Level 4, Level 5 and Level 6). These regulations align with Met Film 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 semester. The full assessment timetable shall be published at least two weeks before the first assessment.
- You should refer to the Exceptional Circumstances Policy 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.
- Where a faculty member suspects a student of contravening the Academic Integrity Policy, an investigation will be undertaken in line with that policy.
- You must be available during the entire academic year, including Retrieval periods (available here). 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

3.1. BIMM University uses a categorical marking scheme to assign marks at levels 5 and 6 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. At Level 4, your assessment results do not contribute to your final degree classification, so we use a pass/fail grading system.

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 could consequently produce an overall non-categorical mark for the assessment.

3.3. We use an assessment and feedback rubric (by level) to grade your work (see 3.1-3.3 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.

4. Undergraduate Categorical Marking Scheme

Mark Category	Equivalent Classification	Level 4 Pass/Fail	UG Assessment Rubrics
100 95 90 85 80 75 72	**First**	Pass (40%)	Exceptional Evidence Outstanding Evidence Excellent Evidence
68 65 62	**2:1**		Very Good Evidence
58 55 52	**2:2**		Good Evidence
48 45 42	**3rd**		Satisfactory Evidence
38 35 30	**High Fail**	Marginal Fail (30%)	Insufficient Evidence
20 10 5 1 0	**Fail**	Fail (1%) Non-submission (0%)	Little or No Evidence

4.1. Level 4 Assessment Rubric

Grade Assessment fields:	Pass						Marginal Fail	Fail
Investigation/ contextualisation Informed through the exploration and evaluation of relevant ideas and perspectives	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Knowledge/ideas Through assimilation and comprehension of relevant information	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Development/Process Realisation through reflective practice experimentation and evaluation	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Communication/ articulation Of relevant ideas and their evaluation and interpretation	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Production/realisation Selection of appropriate approaches to achieve desired outcomes	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Technical/technique The quality of the technical aspects of the product.	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence

4.2. Level 5 Assessment Rubric

Grade Assessment fields:	90, 95, 100	80, 85	72, 75	62, 65, 68	52, 55, 58	42, 45, 48	30, 35, 38	0, 5, 10, 20
Investigation/ contextualisation Informed through the critical exploration of relevant ideas, approaches and perspectives	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Knowledge/ideas Through comprehension and analysis of relevant practical, technical and theoretical information	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Development/Process Realisation through practice, experimentation, risk taking, evaluation, reflection and problem solving	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Communication/ articulation Of ideas, arguments and intentions	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Production/realisation Through the selection and application of effective methods to deliver high-quality outputs	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Technical/technique The quality of the technical aspects of the product and their delivery	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence

4.3. Level 6 Assessment Rubric

Grade Assessment fields:	90, 95, 100	80, 85	72, 75	62, 65, 68	52, 55, 58	42, 45, 48	30, 35, 38	0, 5, 10, 20
Investigation/ contextualisation Informed through the critical exploration and conceptual understanding of complex ideas and diverse perspectives	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Knowledge/ideas Through the synthesis and critical analysis of relevant practical, technical and theoretical information	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Development/Process Realisation through experimentation, risk taking, reflection evaluation and problem solving in complex and unpredictable contexts	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Communication/ articulation Of complex ideas, and arguments that is clear and persuasive to a range of audiences	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Production/realisation That meets the expectations of relevant professional standards	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Technical/technique The quality and utility of the technical features of the product and the Level of skills with which it is produced or delivered	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence

5. Level 4 assessment regulations

5.1. These regulations apply to Level 4 modules leading to a BIMM University validated award for Met Film school undergraduate courses.

5.2. When we assess your work on your course, we award you academic credit, and for Level 4, you must accumulate 120 credits to progress to Level 5.

6. What happens if I submit an assessment late?

6.1. The following system applies to all Level 4 modules:

- Work submitted up to 24 hours late from the deadline will not be penalised (this includes Retrievals).
- If your assessment is over twenty-four hours from the deadline, this is a late submission. The work will not be marked, and you will receive a mark of 0%.

7. How do I pass a module?

7.1. Level 4 assessment and modules are marked as Pass, Marginal Fail or Fail.

7.2. Outcomes on modules with two assessments will be calculated as follows:

Assessment 1	Assessment 2	Result
Fail	Fail	Fail
Fail	Marginal Fail	Fail
Fail	Pass	Marginal Fail
Marginal Fail	Marginal Fail	Marginal Fail
Marginal Fail	Pass	Pass
Pass	Pass	Pass

7.3. The academic credit for a module is achieved either by achieving a pass for the module or by the award of Compensation (see below) by the Assessment Board.

8. What happens if I fail a module?

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

8.2. If you have failed or achieved a marginal fail[1] for 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.

8.3. If you fail the Retrieval attempt, you may be offered the opportunity to repeat the module. 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 MetFilm or BIMM 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 (modules that are the same on both the old and new

[1] This applies to semester 1 modules as compensation for marginal fails cannot be applied until the end of the year.

course) already passed must be completed again. However, credit for common modules may be carried over if an exit award was not made.

9. How do I progress to Level 5?

9.1. You must pass 120 credits at Level 4 to progress to Level 5.

9.2. Where you have not passed 120 credits, the mechanisms available to enable you to progress to Level 5 are outlined below.

10. Compensation

10.1. Compensation is applied at each Level of study for a Marginal Fail of a module.

10.2. Compensation will automatically be granted for up to 40 credits for up to two modules, provided that you have passed the remaining 80 credits at Level 4.

11. Trailed credit

11.1. If, following the completion of a Retrieval, you have failed a single module with a maximum value of 20 credits; the Assessment Board may offer you the opportunity to progress to Level 5 with Trailed Credit. Trailed Credit will allow you to repeat the module whilst continuing your course at Level 5.

11.2. Trailed Credit will give you a final opportunity to retrieve credit for the module.

11.3. If you fail the Trailed Credit and do not meet the requirements to qualify for Compensation, no further opportunities to retrieve the credit will be available. However, if all other modules have been passed, the Assessment Board will allow you to progress towards an Ordinary Degree.

12. What happens if I don't pass all my modules at level 4?

12.1. Where you have passed 80 credits or more, but the requirements for Compensation or Trailed Credit have not been met, you may not progress to Level 5. Instead, a Level 4 Repeat Year may be offered to you.

12.2. Where less than 80 credits have been passed, you may not progress to the next level of your course. A Level 4 Repeat Year will be offered to you.

12.3. If you have not been able to meet progression requirements before the start of the next academic year due to 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. This regulation may apply in cases where a mitigation claim has been approved.

12.4. Where you have exhausted opportunities to retrieve credit on a single module with a maximum value of 20 credits (following engagement with Trailed Credit or a Repeat Year), the Assessment Board will offer you the opportunity to progress towards an Ordinary Degree.

12.5. If you have not passed any modules and have not engaged at the first attempt or Retrieval opportunities, the Assessment Board will withdraw you from your course. You will not be entitled to re-apply for entry in the subsequent academic year

13. Repeat Years

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

13.2. You do not have an automatic right to Repeat Level 4. However, the Assessment Board will make a judgment based on your engagement with your course.

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

13.4. You will not be able to repeat Level 4 more than once.

13.5. Repeat Year module marks will replace those from the first attempt.

13.6. Where a Repeat Year is undertaken, you will normally attempt the same core modules you initially attempted, except where a core module has been replaced with a new one, in which case you will take the new module.

13.7. No marks from failed modules on a first attempt of Level 4 may be carried forward for Repeat Years.

13.8. If you fail your Repeat Year and do not meet the requirements to qualify for Compensation, no further opportunities to retrieve the credit will be available. The Assessment Board may allow you to progress towards an Ordinary Degree.

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

14. Level 5 and 6 Regulations

14.1. These regulations apply to Level 5 and 6 modules, leading to a BIMM University validated award for Met Film school undergraduate courses.

14.2. When we assess your work on your course, we award you with academic credit. For Level 5, you must accumulate 120 credits to progress to Level 6 and another 120 credits to achieve an honours degree at Level 6.

15. What happens if I submit an assessment late?

15.1. We operate a system of graduated penalties for lateness, which will be applied for all modules at Levels 5 and 6, as follows:

- Work submitted up to 24 hours late from the deadline will not be penalised (this includes Retrievals).
- If your assessment is late by over 24 hours up to seven days from the deadline, the mark will be capped at the pass mark (40%). (For Retrievals, work after 24 hours late from the deadline will not be accepted and will be classed as a non-submission)
- 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%.

16. How do I pass a module?

16.1. The minimum pass mark for modules at Levels 5 and 6 is 40%.

16.2. 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 their weightings (percentages).

16.3. Where marks are combined to produce an overall mark, your module marks are rounded up or down to the nearest whole number; for example, a mark of 39.5% or above will be rounded up to 40%, while a mark of 39.4% or below will be rounded down to 39%.

16.4. 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.

17. What happens if I fail a module?

17.1. 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.

17.2. 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.

17.3. If you pass a Retrieval, the assessment mark will be capped at the minimum pass mark of 40%.

17.4. A 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.

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

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

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

17.8. 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 Met Film School or BIMM 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 (modules that are the same on the old and new course) already passed must be completed again. However, credit for common modules may be carried over if an exit award was not made.

18. How do I progress to the next level?

18.1. You need to achieve 120 credits to progress to the next level.

18.2. Where you have not passed 120 credits, the mechanisms available to enable you to progress to the next level are outlined below.

19. Compensation

19.1. Compensation is applied at each Level of study for a Marginal Fail.

19.2. Compensation will automatically be granted for up to 20 credits, provided that you have passed the remaining 100 credits at each Level and achieved an overall mark of 40.

20. Trailed Credit

20.1. If, following a Retrieval completion, you have failed a single module with a maximum value of 20 credits; the Assessment Board may offer you the opportunity to progress with Trailed Credit. Trailed Credit will allow you to repeat the module at the next level.

20.2. Level 5 Trailed Credit may enable you to progress to level 6 and provide a final opportunity to retrieve credit for the module in question.

20.3. Module marks achieved for a Trailed Credit module will replace those from the first attempt and be used for award classification.

20.4. If you fail the Trailed Credit and at Level 6, the opportunity for a Second Retrieval (see 21.1 below) and do not meet the requirements to qualify for Compensation, no further opportunities to retrieve the credit will be available. However, if all other modules have been passed, the Assessment Board will allow you to progress towards an Ordinary Degree.

21. Repeat Years

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

21.2. You do not have an automatic right to a Repeat Year. However, the Assessment Board will make a judgment based on your engagement with your course over the previous academic year.

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

21.4. Where a Repeat Year is undertaken at Level 5 or Level 6, you will normally attempt the same core modules you initially attempted, except where a core module has been replaced with a new one, in which case you will take the new module. However, you may take different option modules from those you selected initially from those available as part of the repeat year.

21.5. You will not be able to repeat a Level more than once.

21.6. Repeat Year module marks will replace those from the first attempt.

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

21.8. If you fail your Repeat Year and do not meet the requirements to qualify for Compensation, no further opportunities to retrieve the credit will be available. The Assessment Board may allow you to progress towards an Ordinary Degree if you have achieved 100 credits in the Level.

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

22. Second Retrievals (Level 6 only)

22.1. If at Level 6, 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 module in question.

22.2. 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.

22.3. 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.

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

22.5. 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.

23. What happens if I don't pass all my modules at level 5 or 6?

23.1. Where you have passed 80 credits or more, but the requirements for Compensation or Trailed Credit have not been met, you may be unable to progress or complete your course. A Repeat Year will be offered if you have engaged with the first attempt or Retrieval offer. However, this Repeat Year cannot exceed the maximum registration period for your course (see the Met Film School Academic Framework for Validated Courses).

23.2. Where less than 80 credits have been achieved, you may not be able to progress or complete your course. A Repeat Year will be offered if you have engaged with the first attempt or Retrieval opportunities. However, this Repeat Year cannot exceed the maximum registration period for your course (see the Met Film School Academic Framework for Validated Courses).

23.3. If you have been unable to meet progression requirements before the start of the next academic year due to incomplete first attempts or Retrieval 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. This regulation may apply in cases where a mitigation claim has been approved.

23.4. Where you have exhausted opportunities to retrieve credit on a single module with a maximum value of 20 credits (following engagement with assessment via Trailed Credit or a Repeat Year), the Progress Board will offer you the opportunity to progress towards an Ordinary Degree. If you choose this option, you will be enrolled on all modules at Level 6 to pass 300 credits. If you do not take this option, you may be offered an exit award at a lower Level.

23.5. If you have not achieved any credits and have not engaged at the first attempt or Retrieval opportunities, the Assessment Board will withdraw you from your course. You will not be entitled to re-apply for entry in the subsequent academic year.

24. How we make undergraduate awards (please read this section in conjunction with the Met Film School Academic Framework).

24.1. You are registered on a course of study leading to a specified award.

24.2. The naming of an award will depend on the combination of subjects studied and the amount of specialisation. The naming of awards is determined by a minimum proportion of credits being taken in a particular field of study and the requirements specified at the point of approval.

24.3. The minimum requirements for the naming of awards are as follows:

- **Single Honours**: This degree comprises a primary area of study from a single subject, which may include option modules outside the central study area.

25. General Undergraduate Award Requirements

25.1. To be eligible for a BIMM University undergraduate 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 in the course specification.
- Take the required total credit value for the award defined in the course specification.
- Meet the minimum credit value at the level of the award.
- Meet the progression requirements at the end of each level and be in the final level of the award.

26. Successful students will receive one of the following classified Level 6 awards:

- **Bachelor of Arts – BA (Honours)** degree.
- **Bachelor of Science – BSc (Honours)** degree.
- **Bachelor of Arts – BA (Hons) Top-up** degree.
- **Bachelor of Science – BSc (Hons) Top-up** degree.

26.1. The university also offers standalone 120-credit courses at Levels 4 and 5, and these awards will also be used at the discretion of the Assessment Board as exit awards for students who do not achieve enough credit to obtain a Level 5 or 6 degree:

- **Certificate of Higher Education – Cert HE** (unclassified).
- **Diploma of Higher Education – Dip HE** (unclassified).

27. Award Requirements

27.1. Where you have passed 80 credits or more following any Retrieval opportunity and the requirements for Automatic Compensated Credit are not met, the Assessment Board may offer you a Second Retrieval opportunity, a Repeat Year or an exit award.

27.2. Where you have passed less than 80 credits following any Retrieval opportunity, you may not be able to graduate. A Repeat Year will be offered unless that offer would result in you exceeding the maximum registration period due to repeating the year. Alternatively, the Board may offer you an exit award.

27.3. If you fail to achieve an overall mark of 40, you will not qualify for an Honours Degree and may be offered a Second Retrieval, a Repeat Year, or an Ordinary Degree.

27.4. **Requirements for an Award of Certificate in Higher Education**

- To be eligible for a Certificate in Higher Education, you must take and pass modules to a total value of 120 credits at Level 4 or higher, which may include Compensated credit for up to 40 credits.

27.5. **Requirements for an Award of Diploma in Higher Education**

- To be eligible for a Diploma in Higher Education, you must take and pass modules to a total value of 240 credits at Levels 4 and 5 or higher, which may include Compensated credit for up to 60 credits.
- If you join a course at Level 6, you will not qualify for a Diploma of Higher Education as an exit award.

27.6. **Requirements for an Award of Ordinary Degree**

- To be eligible for an Ordinary Degree, you must take and pass modules to a total value of 300 credits at levels 4, 5 and 6, which may include Compensated credit for up to 80 credits.
- If you join a course at Level 6, you will not qualify for an Ordinary Degree.

27.7. **Requirements for an Award of Top-Up Degree**

- To be eligible for a Top-Up Degree award, you must take and pass modules to a total value of 120 credits at Level 6 and achieve an overall mark of 40 or more.

27.8. **Requirements for an Award of Honours Degree**

- To be eligible for an Honours Degree award, you must take and pass modules to a total value of 360 credits, equivalent to 120 credits per Level, including Compensated credit for up to 80 credits, and achieve an overall mark of 40 or more.
- An award shall be classified when the requirements for that award are met. The classification of the award shall be based on the overall marks calculated up to two decimal points and then rounded up or down to the nearest whole number.
- The final degree mark is calculated by applying the method below:

1. The best 200 credits at Levels 5 and 6 contribute to classification, comprising 100 credits at Level 5 and 100 credits at Level 6.
2. Level 5 will be weighted at 40%, and Level 6 will be weighted at 60%.

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

Mark:	Classification:
70% - 100%	First Class Honours (1st)
60% - 69%	Upper Second Class Honours (2:1)
50% - 59%	Lower Second Class Honours (2:2)
40% - 49%	Third Class Honours (3rd)

28. Borderline Award Rules

28.1. The rounding of marks before classification may result in a final undergraduate degree mark within 1% of a degree classification boundary. In such cases, the higher classification shall automatically be awarded, provided that at least 50% of the credits contributing to the classification are in the higher band.

29. Aegrotat Awards

29.1. 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 Assessment Board, a student unable to complete the 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.

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

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

29.4. 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. Met Film 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: Undergraduate courses are studied over three academic Levels. Each Level requires increasing levels of understanding, skills and self-directed learning. The three Levels for our undergraduate courses are:

- Level 4: Certificate
- Level 5: Diploma
- Level 6: Degree

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

Academic Year: A period normally running from September to August. The years of study of most courses follow academic years.

Advanced Standing: Prior certified study from another institution deemed equivalent to the Met Film School modules from which exemption is sought.

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

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.

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

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

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.

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).

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. Except for Level 4, the 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.

Compensation: Compensation for failed academic credits 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.

Course: A course is an approved combination of modules leading to a MetFilm award.

Course Handbook: The Handbook contains detailed information about how a course is taught and managed and how students will be assessed.

Award: The different types of awards offered by Met Film School and approved by BIMM University, as specified within these Academic Regulations and those of the university for Met Film School Franchised Courses.

Core Module: a module that all students on the course must take to secure the intended learning outcomes for the level/course. Core modules must be designed to secure the course learning outcomes for a programme at each Level and cumulatively overall for the award of a qualification.

Option Module: one of a group of modules that students may select.[2] Option modules are freestanding units of learning that should not require pre-requisite learning beyond the transferable knowledge and skills a student at each Level of study within a subject will have acquired. Option modules do not need to be closely aligned to overall course learning outcomes.

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

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.

Course Leader: A Course Leader provides academic leadership for a course of study and resolves issues relating to the course.

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.

Progression: The process of moving from one level of study to the next.

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

Trailed Credit: Where a student has achieved a minimum of 100 credits, they may be allowed to progress with the offer of a trailed repeat module assessment cycle with attendance for one module with a maximum value of 20 credits.

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.

[2] Core modules cannot also be offered as option modules.