

LFA Policy 6

Academic Management

1. Introduction

This policy clarifies London Film Academy's (LFA) approach to academic management and its smooth and efficient operation, which is regarded as vital to the success both of LFA and its Students.

LFA's quality assurance and enhancement procedures operate within a framework of policies and course management procedures, as well as the regulations of validating institutions. Guidance documents, including the Quality and Enhancement Handbook and Student Handbook, make clear responsibilities for academic quality and standards. The requirements set out in these documents are regularly reviewed in consultation with Staff and Students. LFA aims to ensure its processes operate efficiently and wherever possible avoid duplication and align with other quality assurance processes (including those of partner universities) and the expectations set out in the UK Quality Code.

2. Terminology

Academic management covers the definition of the LFA's expectation of academic conduct and arrangements to deal with any departure from these standards of conduct. It also covers the measures taken to safeguard academic standards.

Academic standards are defined as the levels of achievement that students have to reach in order to achieve an award. Academic standards are determined against nationally agreed reference points for the academic standards of higher education qualifications as set out in the *Framework for Higher Education Qualifications* and Subject Benchmark Statements. Academic standards are concerned with the appropriateness of learning outcomes (aims, content and level) and curriculum, and the effectiveness of assessment (in relation to attainment of learning outcomes).

Quality of the learning experience refers to the ways in which LFA provides students with the best possible opportunity to meet the stated outcomes of their course and the academic standards of their intended award, through engaging in the activities provided.

Course review means a regular process by which all programmes are reviewed and evaluated.

Annual review indicates a reflective, holistic, cross-institution review process which considers historic and current data and also looks forward to the coming year.

3. Scope

This policy covers rules and regulations for normal academic conduct, including arrangements for appeals, processes for dealing with student complaints, plagiarism, programme approval, programme specifications and course and annual monitoring.



4. Aims

The overall aim of the policy is to ensure that LFA takes appropriate measures to define and publish clear expectations for academic conduct and also the consequences of infringing these measures. The policy also sets out the ways in which students can appeal or complain in those cases when they feel that they have a legitimate concern and indicates the arrangements for providing records of academic achievement.

The policy also sets out LFA's approach to programme approval, course monitoring and annual review.

5. Objectives

The objectives of LFA Policy 6 - Academic Management and its related procedures are:

Academic management:

- to ensure that each course delivered by LFA has a current programme specification which is revised on a regular basis and published appropriately
- to specify and publish detailed regulations which describe LFA's expectations of academic conduct
- to take steps to ensure that students are informed about academic regulations and that they understand the penalties for infringing them
- to clarify expectations about the prevention of plagiarism and to provide appropriate mechanisms to identify instances of plagiarism
- to publish clear procedures for handling student complaints and academic appeals
- to ensure that complaints and appeals procedures are conducted in a fair, reasonable and timely manner and that appropriate action is taken following a complaint or appeal
- to ensure that appropriate guidance and support is available for students who make a complaint or appeal and also for staff who may be involved
- to monitor the operation and effectiveness of the complaints and appeals procedures, reflect on the outcomes and consider broad implications for LFA
- to provide appropriate records of academic achievement for students who complete their course.

Academic standards:

- to ensure that each course/module is subject to rigorous validation, monitoring and review to ensure appropriate standards and enhance the quality of the learning experience
- to ensure that each course/module is delivered at the appropriate level
- to ensure that each course/module has a programme specification and module descriptor with clearly stated learning outcomes and assessment
- to ensure that each course/module operates in accordance with stated academic regulations, term periods and assessment requirements
- to take ultimate responsibility for safeguarding of the academic standards of awards and enhancement of the quality of the student learning experience
- to maintain institutional oversight of quality assurance and enhancement processes so as to ensure that local responsibilities are met and to identify generic issues and opportunities that may arise
- to make appropriate use of input and judgements from those external to LFA, including external members of the Governance Board, within quality assurance and enhancement processes
- to take account of relevant external quality assurance and enhancement expectations, benchmarks, reference points and requirements, particularly those articulated in the UK Quality Code



- to ensure that relevant stakeholders are consulted about their views on the quality of provision and to take account of these views in the quality assurance and enhancement processes.
- to ensure that LFA operates appropriate and effective processes for module and programme review
- to ensure that regular reviews of modules and complete programmes are carried out in order to assure currency of content, attainment of learning outcomes and effectiveness of assessment
- to ensure that, in the event of withdrawal of a programme, appropriate steps are taken to ensure that students are not disadvantaged
- to produce an annual review report, drawing upon programme review and other sources of quantitative and qualitative data
- to take steps to evaluate and report upon the overall quality of student learning across LFA and to present findings as part of the annual reporting exercise
- to reflect on LFA`s activities in order to improve both the quality of the student learning experience and the processes for quality assurance and enhancement through a process combining systematic reflection and active planning.

6. Related procedures, internal and external reference points

6.1 Related procedures

- [LFA Procedure 6.1 - Academic regulations](#)
- [LFA Procedure 6.2 - Academic misconduct](#)
- [LFA Procedure 6.3 - Plagiarism](#)
- [LFA Procedure 6.4 - Academic appeals](#)
- [LFA Procedure 6.5 - Student Disciplinary](#)
- [LFA Procedure 6.6 - Complaints](#)
- [LFA Procedure 6.7 - Programme approval](#)
- [LFA Procedure 6.8 - Course and annual monitoring](#)
- [LFA Procedure 6.9 - Programme specifications](#)
- [LFA Procedure 6.10 - Leave of Absence](#)

Additional procedures may be issued if an identified need for further guidance or clarity emerges.

6.2 Relevant external reference points

- [UK Quality Code for Higher Education](#)
- Advance HE: guidance on academic management
- UK Professional Standards Framework
- Office for Students guidance and regulations
- Office of the Independent Adjudicator for Higher Education (OIA) guidance materials

6.3 Relevant internal references

- [LFA Quality and Enhancement Handbook](#)

