

LFA Procedure 6.1

Academic Regulations

1. Introduction

These regulations comprise the rules for the construction, operation and assessment of higher education courses at London Film Academy (LFA). Every higher education student should, as part of their studies, familiarise themselves with them.

LFA's academic board and committee structure is set out in [LFA Procedure 1.2 - Boards and Committees Terms of Reference](#).

To help students understand the procedures, during the induction period of their qualifications, course coordinators will introduce and explain the key points. These regulations reflect the *Framework for higher education qualifications* and the *UK Quality Code for Higher Education*. The regulations are binding on LFA staff, tutors and external examiners in those matters which the regulations determine. Contravention of them may result in action against the member(s) of staff concerned under [LFA Procedure 6.2 - Academic Misconduct](#).

2. Admission to LFA higher education courses

LFA aims to provide the opportunity for access to higher education for all students who have demonstrated the potential to benefit from the higher education course to which they have applied. The principal aim of the admissions process is the identification of potential to benefit, by providing evidence that indicates a reasonable expectation of achieving the specific award associated with an identified programme of study.

LFA admissions process (see [LFA Policy 2 Recruitment, selection and admissions](#) and its related procedures) is designed to ensure that all applicants, including those from backgrounds where members of the family have not previously entered higher education, have an equal opportunity to demonstrate their potential to benefit educationally.

These include certified selection criteria, minimum entry requirements and non-certificated entry at the application stage.

3. Attendance

LFA utilises a sign in digital app and paper sheet system for attendance, security and fire regulations. It is each student's primary responsibility to sign in and out on a daily basis at Front of House. Additionally, student attendance, including the time of arrival to class, is recorded by tutors or the Course Teams. Failure to sign in and out will result in a student being marked absent for the day in question.

International students with a student visa should familiarise themselves with the UKVI guidelines on attendance to prevent deportation. LFA has an 85% attendance expectation and this includes disciplinary action being taken after two unauthorised absences across the module. Any student with a poor record with respect to lateness or absence will be subject to the LFA's disciplinary process. For BA and MA students, this will be aligned with the University of Derby's *Student Participation Policy* (Section E of the *Academic Regulations*): <https://www.derby.ac.uk/about/academic-regulations/>



4. Teaching timetables

Indicative course or trimester timetables are issued to students as far in advance as possible, but always by the beginning of each course/trimester. All timetables are subject to change, particularly room bookings, and students will be informed at the earliest possible opportunity of these changes. For example, Diploma, MA and BA students are emailed a fortnightly timetable each Thursday. The Course Teams work within a range of constraints (e.g. tutor availability) when timetabling and where possible, they will try to be sympathetic to each student's individual needs and circumstances. All matters concerning the relevant timetable should be discussed with the Course Teams.

5. Teaching schemes, programmes, and modules

LFA is committed to providing as wide a range of teaching and learning opportunities to students as possible to maximise potential. While the focus is on practical filmmaking at a professional level, learning takes place in a variety of ways including individual projects, workshop sessions, studio and location film shoots, as well as more conventional lecture and tutorial sessions. Students on longer courses, i.e. Diploma, MA and BA courses, are tested to assess their progress and focus their future learning.

LFA reviews its course content and delivery. Module descriptors set out the content, delivery and outcomes for learning and are accompanied by assignment briefs. Details are provided at induction and students are expected to make themselves familiar with these. Any questions should be directed to the Course Teams or Module Leader.

6. Course handouts and guidelines

Course hand-outs provide a structured outline of the main lecture points and serve as an aid to students' understanding of the topic. However, LFA strongly advises students to take their own notes to support their learning.

7. Changes to course content

LFA reserves the right to make appropriate changes to course content. All modification on BA and MA courses go through the modification practices of University of Derby. Changes may include, but are not limited to, allocated tutors, the number of student films made, master classes, teaching hours or placement(s) and the dates or times of any course. Students will be notified of such changes as soon as practicable.

8. Start times of teaching sessions

Students are required to arrive at LFA at least 15 minutes prior to the scheduled class start time. This has two benefits: students maximise the learning opportunities and they also meet the professional expectations of punctuality required by the film and TV industry.

9. Collaboration and Teamwork

Many LFA courses have been designed with a high degree of student interdependence to instil the importance of collaboration as reflected in the real world of film and TV production. Students are often required to work as part of a team to complete projects, films and assignments. Regardless of the role or responsibility accepted by the student, it is vital that the team ethos of cooperation and collaboration is adhered to.



10. Student records

LFA maintains a student record for every individual student. These records are kept electronically as well as in hard copy format. Information included in these records includes, but is not limited to, a student's application details, enrolment details, assessments, correspondence, attendance data, written assignments, copies of film and other media.

These records are confidential at all times and access is strictly limited. Under the *Freedom of Information Act* (FOI) an individual may request to see their student record. Any request should be made via the methods outlined in the LFA Privacy Policies.

LFA takes its obligations in respect of the privacy of personal data very seriously. Details of how we process your data can be found in our [Privacy Policies](#).

11. Levels of study

LFA currently delivers higher education programmes at degree level (level 6) and post graduate level (level 7).

