
Academic Regulations



Collective Acting Studio - November 2022



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Introduction: Your Status as a Student

Although you study at Collective Acting Studio, you are formally a student of Queen Margaret University (QMU), so the academic regulations which apply to students at QMU also apply to you.

You can access QMU Academic Regulations here by clicking on the 'Regulations' tab:
<https://www.qmu.ac.uk/about-the-university/quality/committees-regulations-policies-and-procedures/regulations-policies-and-procedures/>

This document details every aspect of the regulations which apply to both staff and students in all subject areas; you may wish to consult it from time to time about particular regulations.

For the most part, your lecturers and your Module Leaders/Course Leader will be informing you about the regulations which most affect you in your day-to-day studies and you will find some of the important information related to the assessment regulations (printed below) duplicated in your Student Programme Handbook.

Academic Regulations

Progression and Attendance

As a student you normally progress from one academic level to another by successfully completing a year of study. In England most student will have completed a Level 3 academic course (A Levels BTEC Nationals etc), or have equivalent alternative qualifications. The academic levels for Years 1, 2 and 3 of your degree course are 4,5 and 6, although the Scottish system (under which Queen Margaret's University operates) Labels these 7, 8 and 9.) You move from one level to another by gaining sufficient credits from your current year of study. Normally, you study 6 modules at Level 4, each worth 20 credits, 6 module at Level 5 worth 20 credits, while in your 6 some module will be worth 40 credits, which means that you study fewer modules. Passing each year means that you have to gain 120 credits. If you fail a module (i.e. gain an overall mark of less than 40%, you will normally need to re-take it.

Extenuating Circumstances

'Extenuating circumstances' is the form of words used to cover a range of possible difficulties which students encounter and which may prevent them from handing in or presenting work on time.

The first thing to be aware of is that this is to be applied only in exceptional circumstances; the regulations are very clear about the penalties for not submitting work on time (see



below) and you are required to demonstrate that the circumstances which you have found are indeed 'extenuating' – that is, providing a genuine reason why it was not possible for you to meet a deadline.

Extenuating circumstances are defined as: "*circumstances beyond the student's control which either prevent the student from submitting a piece of course work or sitting an examination, or cause the student to perform less well in his or her course work or examinations than he or she might otherwise have been expected to do (on the basis of other work).*"

The following list details what is NOT acceptable as a claim for extenuating circumstances (this is the QMU policy, which also applies to you as a student at Collective Studio):

- *completing coursework too late and missing deadlines because of computer difficulties, or transport difficulties;*
- *general pressure of work;*
- *normal work commitments on behalf of an employer;*
- *having more than one examination on the same day or on consecutive days (unless the student was already suffering from illness or injury);*
- *missing an examination due to misreading the timetable or oversleeping;*
- *losing work not backed up on external storage;*
- *theft of home computer – students are expected to make a back-up copy of all work on, which should be stored separately from the computer;*
- *failure to make alternative travel plans when disruptions were advised in advance;*
- *a short-term problem or illness which has occurred during the year and which is deemed not to have had an overall effect on the student's performance; e.g. common colds;*
- *where extenuating circumstances have affected the student throughout their time at QMU [on the basis that it would be difficult to determine what her/his marks might have been like otherwise];*
- *insufficient computers/printers to do the work [a claim submitted upon this basis would not be supported on the grounds that it indicated lack of advance planning]*

If you feel that extenuating circumstances other than the ones on the list above apply to you, you should get in touch with your Personal Academic Tutor. You should do this as soon as possible and before the due date for the assignment, unless this is made impossible by the nature of the extenuating circumstances.

You can read the full Extenuating Circumstances Policy here:

<https://www.qmu.ac.uk/about-the-university/quality/committees-regulations-policies-and-procedures/regulations-policies-and-procedures/ec-policy/>



Mitigation

‘Mitigation’ means that there is an acknowledgement that you genuinely have had extenuating circumstances in relation to a deadline for an assignment and that allowances will be made for it.

An extension (to a deadline), if granted, allows you a specific amount of additional time, up to a maximum of 10 days (a shorter period may be decided on, depending on the circumstances) to complete and hand in your work.

To apply for an extension, you need to contact your module lecturer before the hand-in date – and not on the hand-in date itself (also referred to as the ‘submission’ date. You may then be asked to put a claim in writing, together with any other evidence which is required (e.g. a police crime number) and your claim will be considered by the Head of Course in an interview with you and your PAT. You will be advised of the outcome within 2 working days.

Extensions

An extension lets you submit your work up to 10 calendar days after the deadline without affecting your mark. You can only request an extension for an upcoming coursework assignment. For a deadline that’s already passed you will need to apply for mitigation instead. This is similar to an extension in the way that we process it. Mitigation will allow you an uncapped resit opportunity at the next available opportunity (normally at the next running of the module).

Assessments

The full assessment regulations can be seen here:

<https://www.qmu.ac.uk/about-the-university/quality/committees-regulations-policies-and-procedures/regulations-policies-and-procedures/general-assessment-regulations/>

Formative Assessments

‘Formative’ assessments are ones which are not generally marked or graded; their intention is to be a ‘staging-post’ to assess your progress (and to give you feedback on it) often as you work towards a ‘summative’ assessment – one which assesses your work on a particular area more formally. A summative assessment is marked or graded – and you are given formal feedback. See the section below for more details which relate to this.



Summative Assessments

Summative assessment measures student learning at specific points through the course of study and provides students with indicators of their progress and a summative mark that contributes to the overall module mark. Modules might have more than one element of summative assessment – normally all elements have to be passed in order for you to pass the module.

Assessment marks are not confirmed until they have been approved by St Margaret's University module and award boards. Sometimes these boards happen some time after you submit, so we do provide you with marks before they are approved. Remember that they are indicative and subject to change if they haven't been agreed by the University.

Late Submission

Late submissions are capped at the pass mark (40%) unless you have had an agreed extension or you have mitigation – see the information on illness and other extenuating circumstances above.

Resits

If the mark you receive is lower than the pass mark (less than 40%), you will have to resit the assignment (i.e. you will have to resubmit). Re-sits are 'capped', so even if you do well in a resit, you will only achieve a pass mark for that element of assessment.

Retakes

If you fail a resit attempt, and do not get an overall module mark that is enough to pass, then you will have to retake the entire module, including teaching and assessment, at the next available opportunity. There is normally a cost for this. For more detail on the amount, please consult your programme team. If you have queries about retakes you should discuss these with your Course Leader.

Progression

Academic credits are achieved when a student passes a module. You must achieve an appropriate number of credits to be able to progress through the course. Students will



normally have a limited number of attempts to pass a module. You should be aware that if you have to resit or retake modules, this can have implications on your ability to continue to

the next level of study and complete your course within the usual timescales. It can also impact your graduation date.

Marking

Before marks for assessment are released to you, they have to go through a quality assurance process. Work is first marked by staff who are trained in assessment processes. Usually, a sample of student work is then internally moderated to ensure that there are no issues with the marking.

Following internal moderation a sample of assessments is then normally moderated externally (except level 4 modules), by an External Examiner from another UK higher education institution. Finally, the mark is formally approved by a QMU Assessment Board. This ensures that the mark you get is fair and that it is comparable and reflects standards across the UK.

Additional Regulations

There are number of other Academic Regulations which are used more infrequently. These regulations align with those of QMU and can be found below.

Research Ethics

The assessment types at Collective focus on practical performances, presentations, and critical reflection of your work. More formal research tasks are rare, however occasionally, for some assessments, you may be asked to engage in tasks that involve interviewing practitioners, or undertaking research such as questionnaires and surveys. When this is the case, you will be offered guidance from your Module Leader around ethical research methods. For example, obtaining formal written permission from a practitioner you interview if you wish to quote them in a piece of academic writing. At Collective our research guidelines align with those of QMU.

You can read those full Research Ethics Guidelines here:

<https://www.qmu.ac.uk/about-the-university/quality/forms-and-guidance/research-ethics/>



Academic Appeals Regulations

The marking process is defined to ensure that that marks you receive are fair and are in line with

As a student, at times we can be disappointed with our marks or feedback. Should you feel unhappy with the outcome of your assessment, you should speak to your Module Leader in the first instance. They will be able to explain to you the rationale behind your marks and feedback – and the rigorous process the marks of undergone to ensure they are fair. On most occasions, we would expect that this would resolve the matter. However, if after this process you still feel that your assessment has been unfairly marked, you have the right of appeal. This is done using the QMU Academic Appeals process which can be found here below. Should you need further assistance accessing this procedure, speak to either you Module Leader or the Student Welfare Officer.

<https://www.qmu.ac.uk/about-the-university/quality/committees-regulations-policies-and-procedures/regulations-policies-and-procedures/academic-appeals-regulations/>