

# MOUNTVIEW

ACADEMY OF THEATRE ARTS

## GENERAL REGULATIONS FOR STUDENTS

### Contents

A. Definition of a Student.....	2
B. Student Life.....	2
Registration.....	2
Obligations.....	2
Breaches of General Regulations.....	3
Student Health.....	4
Fitness for Study.....	4
Payments of Accounts.....	5
Change of Address.....	6
Term Time Accommodation.....	6
Communication.....	6
C. Student Behaviour.....	6
General Conduct.....	6
Statements to the Media.....	7
Health and Safety.....	7
D. Academic Provision.....	8
Attendance, Engagement and Progress.....	8
Professional Misconduct and/or Unsuitability.....	10
Academic Research Ethics Policy.....	10
E. Assessments.....	10
General.....	10
Conduct in Examinations, Course Tests and Coursework.....	10
Illegibility and Gratuitously Offensive Material in Work Submitted for Assessment.....	12
Plagiarism and/or Collusion.....	12
F. Students' Religious Beliefs and the Organisation of Academy Work.....	13
G. Conferment of Qualifications.....	13
H. Academy Facilities.....	13
Library.....	13
IT.....	13
I. Intellectual Property.....	13
J. Data Protection.....	14
K. Car Parking.....	14

# MOUNTVIEW

ACADEMY OF THEATRE ARTS

## A. Definition of a Student

1. A student is a person who is currently registered with the Academy for a programme of study under Regulation 3 below. For the avoidance of doubt, this definition includes:
  - Postgraduate students who, not having submitted their thesis within their prescribed period of study, remain registered for such further period as may be permitted under Regulations for degrees and awards laid down from time to time by the Academy.
  - Students registered for a programme of study who are not currently enrolled on any module of that programme.
  - Students undertaking an agreed Interruption of Studies.

## B. Student Life

### Registration

1. Before being allowed to register with the Academy for a programme of study, a person must have:
  - Fulfilled the general entrance requirements and any particular requirements for that programme and for that person laid down from time to time by the Academy;
  - Complied with the requirements of the General Regulations if seeking to make a fresh or renewed registration;
  - Provided all information and documentation which the Academy may require.
2. Students wishing to register for a programme of study must do so for such periods, by such means and on such occasions as the Academy may specify. Students seeking to register other than on the appointed date may do so only with the special permission of the Director of Academic Affairs. An additional fee may be charged if permission has not been obtained in advance or if any documents required for registration have not been produced by the due date.
3. A student's registration is effective during all Academy breaks and vacations falling within the registration period.
4. A student may be permitted to interrupt a programme of study for which he or she is currently registered in accordance with Regulations for degrees and awards as may be laid down from time to time by the academy. This period entitled Interruption of Studies If so permitted, shall be subject to restrictions regarding use of facilities as may be specified in notices issued from time to time by the Academy.
5. An enrolled student wishing to end their registration early, prior to anticipated graduation, must inform the Director of Academic Affairs in writing and attend a meeting with the Principal and complete all Registry procedures prior to their withdrawal being confirmed.
6. Students accepting a place prior to registration are liable for the full fee for that academic year. Fees are not refundable.
7. Any certificate or other document issued by the Academy as verification that the person named upon it is a student remains the property of the Academy and must on request be shown or surrendered to Academy staff. There will be a charge for the issue of a replacement.

### Obligations

8. All students shall be bound by all Statutes, the Student Charter, Regulations, Codes of Practice, Rules, Policies and Procedures of the Academy in force for the time being in so far as they concern students.

# MOUNTVIEW

## ACADEMY OF THEATRE ARTS

9. For the avoidance of doubt, such Statutes, the Student Charter, Regulations, Codes of Practice, Rules and Procedures shall not apply to students who are in a period of Interrupted Study unless specified in the specific arrangements for the interruption or as stated in notices issued from time to time by the Academy.
10. All students shall be subject to and shall conform to any regulations, rules and procedures set by or pertaining to any other organisation or institution to which they have been granted access by virtue of their status as students of the Academy. Serious breaches may lead to action under the Academy's Disciplinary Procedures (which will take into account any penalty imposed by the organisation/institution concerned). All disciplinary policies and procedures can be found on the student intranet.
11. All students shall on each occasion of initial or renewed registration with the Academy agree to a declaration of obedience to the authorities of the Academy, in the following terms:

*I hereby promise to conform to the discipline of the Academy and to all Statutes, the Student Charter, Regulations, Rules, Policies and Procedures in force for the time being, in so far as they concern me.*
12. All students must accept as a condition of enrolment that training will involve close group and solo working that must be entered in to with a generous spirit and positive attitude. Additionally training may involve working with a play, musical or other text or material that has a challenging subject matter that questions orthodoxy or requires physical engagement or actions. Students must ensure prior to enrolment that they are prepared to engage with a wide range of material that may challenge their personal ethical, religious, spiritual or moral beliefs and present it in a wide range of settings including public performance.
13. In providing information requested by the Academy or by a body acting on its behalf (for example Mountview's validating body The University of East Anglia UEA), both prospective and registered students are required to respond fully, unambiguously and honestly. When inaccurate information has been provided or where wilful misrepresentation or omission has occurred, a student may be precluded from further study in the Academy.
14. The Academy has a duty of care to its students and staff and in order to reduce or manage the risk of harm to individuals as well as the Academy community as a whole the Academy needs to be informed of any alleged criminal activity by its students. A student must report immediately to the Director of Academic Affairs if at any time during their registration they:
  - are charged with a criminal offence, or
  - accept a police caution; or
  - are released from police custody without charge, but on conditional bail.
15. If a student is sent for trial the Director of Academic Affairs must be kept informed at all stages either by the student or their solicitor.
16. If a student is convicted of an offence then this must also be reported to the Director of Academic Affairs along with details of any sentence imposed.
17. If a student is acquitted or no further action is taken then this must also be reported to the Director of Academic Affairs along with details of the reasons for the decision.

### **Breaches of General Regulations**

18. Students who are alleged to have breached one or more of the General Regulations may have their case(s) considered under the Academy Disciplinary Procedures.

# MOUNTVIEW

## ACADEMY OF THEATRE ARTS

19. Disciplinary procedures started prior to a student's registration end date may continue after that date and must normally be concluded prior to any degree or award being offered.

### Student Health

20. All full-time students (i.e. those registered for more than three months) are required to register with a local medical practitioner. All students must give their doctor's name and address to the Academy no later than four weeks after their initial registration for study. The Academy must also be notified immediately of any change of doctor.
21. Any student suffering or believing that he or she may be suffering from a notifiable infectious illness or in whose home or lodgings there is or has been such illness, must immediately notify Student Services. Any such student may be required to be quarantined or to leave the Academy premises; in such circumstances s/he may not return to the Academy without permission. Such permission will be granted by the Academy following the receipt of a certificate from a medical practitioner stating that there is no longer any danger of infection being conveyed to other persons. The notifiable infectious illnesses concerned may include (noting that this list is not exhaustive and may be subject to amendment from time to time by the Academy): Chicken Pox, Cholera, Diphtheria, Hepatitis, Influenza A/H1N1, Leptospirosis, Measles, Mumps, Meningitis, Poliomyelitis, Rubella (German Measles), Tuberculosis, Typhoid.

### Fitness for Study

22. Students studying for qualifications of the Academy need to be fit for study throughout their programme. Some of the key reasons for this are:
  - So that they have the opportunity to benefit from their programme of study and pursue it for the required period with a reasonable chance of successfully obtaining the award for which they are registered;
  - So that they shall not in any way prevent, hinder or disrupt the study or assessment of other students at the Academy, staff in the discharge of their duties or academic pursuits, or visitors to the academy from carrying out their lawful business;
  - So that they shall not in the context of their study or assessment at the Academy or of their required or necessary presence on campus, constitute an unacceptable risk to the health or safety of themselves or others;
  - So that they are in a position to engage satisfactorily in any elements of study or assessment which take the form of placements, particularly those taking place in a professional and/or work-based setting.
23. Mountview acknowledges that it has both a role and responsibility in ensuring the welfare of its students, staff and the wider community. In most cases, when concerns about the academic engagement or behaviour of a student arise and they cannot be resolved informally, it is appropriate for them to be addressed by reference to the Academic or Non-Academic Disciplinary Procedures or other regulations, policies and procedures, including those prescribed by professional, statutory and/or regulatory bodies, in these General Regulations and in the Disciplinary Procedures.
24. However, there are occasions when serious concerns are raised about a student's well-being and need to be addressed, but it is not considered to be appropriate to use the normal disciplinary or academic progress routes. These occasions usually arise when it is suspected that there are underlying medical, behavioural or personal difficulties which have not been recognised and/or appropriately addressed by the student themselves. In such circumstances disciplinary or other action may be suspended until a formal review of a student's fitness to study has been undertaken. The exceptions to this include where students whose behaviour represents an immediate serious risk to self or others, and/or to the Academy's reputation.

# MOUNTVIEW

## ACADEMY OF THEATRE ARTS

25. At all stages of the Fitness to Study process, due consideration will be given to matters of confidentiality and data protection. Full consideration shall also be given to any reasonable adjustment(s) that emerge as a result of a better understanding of the student's position. Where possible the aim will be to keep the student at the centre of decision-making, while balancing his or her concerns with those of the wider staff and student body. Details of the Fitness to Study process can be found on the student intranet.

### Payments of Accounts

26. All fees and other charges must be paid within twenty-eight days from the date of the Academy's invoice or account. See the separate section of the Regulations headed 'Fees and Charges' for details on the amounts chargeable each year.
27. Any debts (including fines) that have not been paid by the due date may be subject to a late fee which shall be on the following scale:

Debt	Late Fee
Up to £25	Amount outstanding
£25.01 to £49.99	£20
£50.00 to £100.99	£25
£101.00 to £500.99	£30
£501.00 to £1,000	£40
Over £1,000.	£50

28. Further late fees are charged after every 28 days for debts which remain outstanding.
29. A fine imposed by the Discipline Committee is subject to the provisions of the Academy's Disciplinary Procedures.
30. Any grant or payment due to be made by the Academy to a student in debt to the Academy may be reduced by the amount of the outstanding debt or may be set off against the outstanding debt.
31. Students are not allowed to make a new or renewed registration for a programme of study if they have any academic debts to the Academy (including, but not limited to, tuition fees, attendance at workshops and other charges in relation to the course of study) outstanding from a previous course or academic year (including fines and instalments due during a break or vacation).
32. In the event that the Academy allows a student to pay by instalments and an instalment is not paid by the due date, the Academy may withdraw the right to pay by instalments and the invoice will become payable in full immediately.
33. A student in debt to the Academy who does not pay all outstanding fees and charges (including fines and any instalments due) on the due date and has not contacted the Academy and had an extension of time to pay agreed by the Academy, may be suspended from the Academy and will only be re-admitted when the amount has been paid in full and with the permission of the Principal.
34. No degree, diploma or other qualification shall be conferred upon any person who has not fulfilled all academic related financial obligations to the Academy.
35. In the event of being unable to make any payment due to the Academy a student should make contact with the Head of Registry Services as soon as possible to discuss payment options. Action to recover outstanding debts will be taken and this may include legal remedies.

# MOUNTVIEW

## ACADEMY OF THEATRE ARTS

### Change of Address

36. Students are required at registration to state their address during term time as well as their permanent home address. Any change in either address must immediately be notified to the Student Services Office. This should either be notified in writing or email.

### Term Time Accommodation

37. A full-time student must live within a 20-kilometre radius of the campus. This does not apply during approved interruptions of studies, placements or years away from the Academy. If for good reason the requirement cannot be fulfilled, an exemption must be obtained from the relevant Programme Leader.

### Communication

38. Students should be in a position to respond to any notice or communication directed to them within forty-eight hours of it being made available to them, i.e. of it being posted on a Mountview notice board, on their Academy e-mail account, or being delivered to their contact address. For students who are not required to attend on a daily basis, the forty-eight hour rule shall apply to periods of required attendance only. It is the responsibility of each student to be aware of the following arrangements regarding notices and letters:

- Students must inform Student Services promptly of changes to address and contact details;
- Students must make arrangements with the Academy to maintain contact at all times, and to ensure that such arrangements would enable them to respond to messages within forty-eight hours (excluding Saturdays and Sundays and Academy closure days);
- The contents of any notice posted on Academy notice boards or on official Faculty/School notice boards shall be assumed to be known to students within forty-eight hours (excluding Saturdays and Sundays and Academy closure days) during their period of required attendance.
- The contents of the daily notices board shall be effective from the moment of posting.
- If a student has arranged for forwarding of emails from his/her Academy email account, the student shall be responsible for ensuring delivery of Academy emails forwarded in this way.

## C. Student Behaviour

### General Conduct

1. No student shall intentionally commit or participate in the commission of any act which:
  - is detrimental to the Academy's obligations under its Articles; or
  - has the effect of preventing, hindering or disrupting students of the Academy in their academic pursuits; or
  - has the effect of preventing, hindering or disrupting staff or officers of the Academy in the discharge of their duties or academic pursuits; or
  - has the effect of preventing, hindering or disrupting visitors to the Academy from carrying out their lawful business; or
  - has the effect of preventing, hindering or improperly disrupting students or staff or officers of the Academy or any visiting speakers in the exercise of their right lawfully to express any point of view or opinion or lawfully to meet or assemble; or
  - results in damage or loss to funds and/or property of the Academy or its students, staff officers or visitors; or
  - results in damage to the person of students or officers of, or visitors to, the Academy.
2. No student shall commit or participate in the commission of any act which:

# MOUNTVIEW

## ACADEMY OF THEATRE ARTS

- is unlawful; or
  - constitutes disorderly conduct causing nuisance or distress; or
  - constitutes disorderly conduct whose effect is to bring the Academy into disrepute; or
  - constitutes harassment as defined by the Academy's Bullying and Harassment Policy and IT Acceptable Usage Policy.
3. No student shall:
- behave in a threatening, intimidating or abusive manner to any other student, or staff or officer of, or visitor to, the Academy; or
  - refuse to comply with a reasonable request made by a member of staff or officer of the Academy in the performance of their duty; or
  - refuse to provide Academy identification when reasonably requested to do so by a member of staff or officer of the Academy in the performance of their duty in their place of work within the Academy premises; or
  - dishonestly misappropriate any funds, property, goods or services of the Academy or of its students, or staff, or officers or visitors;
  - dishonestly misuse an Academy identity, entry keypad or access card; or
  - interfere with, misuse, or remove without authorisation any Academy equipment;
  - use or occupy any premises or other property of the Academy except as may be expressly or by implication authorised by the Academy authorities concerned; or
  - breach any order or condition made by the Principal or his/her nominee relating to the exclusion of a student.
4. Students shall be responsible for the behaviour and any consequences thereof of any person not a student or staff member or officer of the Academy whom they have invited into or given access to Academy property, services or facilities.
5. Any breach of the Academy's Code of Practice relating to Freedom of Speech and External Speakers dealing with any or all of the matters referred to in Sections 1-3 above shall be treated as a breach of this General Regulation.
6. Incitement to conduct leading to a breach of any provision of this General Regulation shall itself constitute a breach of the Regulation;
7. The making good of any damage or loss resulting from any contravention of Sections 1-3 above shall be the joint and several liability of the student or students responsible;

### **Statements to the Media**

8. No student may make statements to the press, radio, television or social media on behalf of the Academy without the prior permission of the Commercial Director. Disciplinary action shall be taken against any student who purports to speak on behalf of the Academy without such permission. This is without prejudice to the right of students to make statements on their own behalf.

### **Health and Safety**

9. A student shall exercise reasonable care for:
- his or her personal safety
  - the safety of other persons who may be affected by his or her acts or omissions
  - for the safety of the property of the Academy and of its students, staff, officers and visitors.
10. Where any duty or requirement under the Health and Safety at Work Act or under any relevant statutory provisions relating to health and safety is imposed on the Academy, its students, or

# MOUNTVIEW

## ACADEMY OF THEATRE ARTS

staff, or officers, or visitors or any other person, a student shall co-operate with that body or person so far as is necessary to enable that duty or requirement to be performed or complied with.

11. A student shall comply with the Academy's Health and Safety policy as published from time to time and with any health and safety procedures relating to the facilities which the student is using.
12. It shall be a disciplinary offence under the Academy's Disciplinary Policy for any student to:
  - intentionally or recklessly misuse, tamper, or interfere with any firefighting equipment, fire prevention equipment, fire doors, fire detection equipment, fire alarm activation points, fire signs; or
  - intentionally or recklessly misuse any equipment provided by the Academy in the interests of health, safety or welfare in pursuance of the Health and Safety at Work Act or of any relevant statutory provisions relating to health and safety.
13. Incitement to conduct leading to a breach of any provision of this General Regulation shall itself constitute a breach of the Regulation.

### D. Academic Provision

#### Attendance, Engagement and Progress

1. A student on a taught programme is required to register at the beginning of the Autumn term and at such other times as required by the Academy, to attend classes, seminars, tutorials and meetings as may be prescribed for the programme of study and to be available to undertake such work as prescribed.
2. Students are required to sign in as present at the beginning of each working day. Any student failing to do so by the specified start time in their timetable may be refused admission to scheduled classes and workshops for 24 hours from the deadline.
3. Students who have been granted a visa under the Points-based Scheme operated by UK Visas and Immigration (UKVI) to study in the UK under the sponsorship of the Academy should note that failure to comply with some or all the expectations set out in the Student Charter and General Regulations may be deemed an unauthorised absence under UK Law and that the Academy is required to report such absences to the UKVI and will in addition take any further action(s) required under UK immigration law.
4. A student who no longer has leave to remain and study in the United Kingdom will be suspended from the Academy. In the event that appropriate leave to remain in the United Kingdom is granted, the student shall notify the Director of Academic Affairs in writing whereupon consideration will be given to the lifting of the suspension. If the student does not contact the Academy within one month of the suspension, the student will be withdrawn from the Academy.
5. A student registered on a taught programme is allocated a Personal Tutor who is ready to give advice and help at any mutually convenient time in accordance with the Personal Tuition Policy. A minimum of three individual meetings per year will be offered with a student's Personal Tutor at appropriate times and with the purpose of the meeting made clear at the time they are offered. It is essential that a student attends at least one of these meetings each year. The policy on the Personal Tuition system can be found on the student intranet.
6. All students are required to attend any meeting called by a tutor, Course Leader, the Director of Academic Affairs, Principal and any Student Disciplinary Committee (if one is called) throughout the academic year. (See Disciplinary Policy for details).



# MOUNTVIEW

## ACADEMY OF THEATRE ARTS

7. A student is required to inform the Student Services Office at once of any changes in her/his circumstances. Student Services will collect the information on behalf of a student's Personal Tutor and will pass it on to the Director of Academic Affairs.
8. A student who is unable to engage with their course of study or due to ill health must report this immediately to the Student Services Office which will collect the information on behalf of the Academy and will pass it on to the relevant Course Leader.
9. A student may be granted a leave of absence (authorised absence) of up to two weeks at any given time during a course of study only with the prior permission of the Director of Academic Affairs. Such leave will be dependent on the student having good cause for absence and undertaking to fulfil all obligations to the Academy. Longer absences will be dealt with under other concessionary procedures.
10. The Academy may at any time temporarily exclude or terminate the registration of student::
  - whose attendance and engagement is deemed to be unsatisfactory;
  - who fails to make satisfactory progress in the programme of study.

See the Policy and Procedures on Attendance, Engagement and Progress for taught programmes on the student intranet.

11. If a student has been suspended for financial and/or other reasons (with the exception of temporary exclusions applied by the Student Discipline Committee), consideration may be given by the Principal as to whether the absence from the programme is incompatible with the reasonable expectation that a student will complete the programme within reasonable time, having regard to the Academy's regulations concerning the duration of courses.
12. There are separate regulations dealing with other aspects of the academic conduct of students or conduct relating to their studies, for example the regulations dealing with plagiarism and/or collusion; professional misconduct and/or unsuitability or general conduct and behaviour in any form of class and during any individual contact time with (a) member(s) of staff and in any form of work that is submitted for assessment (formative and summative). These are set out in or referred to in these General Regulations.
13. For the purposes of this regulation the following definitions shall apply:

**Attendance** – the physical presence on a timely basis of the student at teaching events or other required events as prescribed by the Academy;

**Engagement** – the active involvement of the student in their studies as evidenced, for example, by meaningful contributions to teaching events, appropriate preparatory work in advance of teaching events, constructive working with fellow students as required by the structure of the programme of study;

**Progress** – the achievement of satisfactory academic results, evidence of developing academic skills appropriate to the programme of study, the development of ancillary skills as appropriate to the particular programme of study.
14. The determination of the extent to which a student is fulfilling the requirement for Engagement and Progress shall be an academic judgement. It shall normally be within the authority of the Director of Academic Affairs to determine whether the level of Engagement and Progress evidenced constitutes a breach of Regulation 13. This determination shall be made in accordance with the procedure described within the Academy's Statement of Policy on Attendance Engagement and Progress, which can be found on the student intranet.

# MOUNTVIEW

## ACADEMY OF THEATRE ARTS

### **Professional Misconduct and/or Unsuitability**

15. A student on a programme of study where a practical professional placement is a required part of the course shall not act or behave in a manner which:
  - jeopardises the welfare of the subject (whether student or client) (i.e. professional misconduct); and/or
  - contravenes the relevant professional code of conduct (i.e. professional misconduct); and/or
  - is incompatible with behaviour required by the profession (i.e. professional unsuitability);and may at any time be temporarily excluded or permanently expelled from further study by the Academy if in breach of the above.
16. Any allegations against a student of professional misconduct and/or professional unsuitability shall be made in writing to the Director of Academic Affairs and shall be dealt with in accordance with procedures approved by the Academy.

### **Academic Research Ethics Policy**

17. All students shall comply with the Academic Research Ethics Policy:  
<https://intranet.uea.ac.uk/ren/research-integrity/research-ethics>.

## **E. Assessments**

The Academy has approved the following regulations for the conduct of assessments. This regulation is intended to provide a suitable working environment for candidates and to maintain the security of Academy assessments. Candidates should adhere to the regulation and should be aware that a breach of the regulation may result in disciplinary procedures.

### **General**

1. No student shall be eligible for assessment unless the appropriate fee has been paid to the Academy at the due time;
2. Assessment fees are normally included in the annual tuition fee. Reassessment fees may be charged in addition to the tuition fee;
3. If a candidate withdraws from an assessment, or does not submit an assessment item, or leaves the Academy without undertaking an assessment, the candidate is not entitled to recover any proportion of the tuition fee paid and no proportion of the fee is transferable to a later assessment. The refund of any fee shall be made only in exceptional circumstances.

### **Conduct in Examinations, Course Tests and Coursework**

4. Candidates for examinations, course tests and coursework (assessed or other marked work undertaken as part of a module of teaching) are responsible for noting correctly the times and places of examinations and course tests and the submission dates of coursework. No special arrangements can be made for candidates who fail to attend an examination or course test at the proper time, or who fail to submit coursework by the deadline.
5. In the event of illness or other extenuating circumstances on the day of the assessment or course test, candidates are advised to report the circumstances to the Student Services Office. Candidates too ill to attend an assessment must go to their GP on the day of the assessment or, if too ill to do so, immediately inform their GP. Candidates absent from an assessment will need evidence from a GP, obtained on the day of the assessment. Candidates prevented from attending an assessment by circumstances other than illness must immediately inform the Student Services Office.

# MOUNTVIEW

## ACADEMY OF THEATRE ARTS

6. Candidates are responsible for maintaining their own good order during assessment and course tests and are required to obey all instructions given to them by assessors concerning each examination and course test. Assessors may take appropriate action to ensure that the examination or course test is conducted under proper examination conditions;
7. Candidates are not permitted to enter the examination/course test room more than thirty minutes after the scheduled start time of the examination or course test, or leave the examination/course test room until thirty minutes have elapsed. During the examination or course test, candidates may leave the examination/course test room only under supervision and, if visiting the toilet, must sign out and in again;
8. Candidates who are referred to Reassessment or who have been granted a Delayed Assessment or Reassessment, or a Further Reassessment are expected to sit the examinations or course test (as appropriate) at the Academy.
9. Cheating in an examination, course test or in a coursework assessment is defined as an attempt to gain an advantage by unfair means and includes (but is not limited to):
  - communication with another/others in an examination or course test
  - commissioning or otherwise allowing another person to pass himself/herself off as the candidate
  - impersonating another candidate
  - possession of, access to and/or use of any unauthorised materials in examinations and course tests such as, but not restricted to, notes, texts, mobile telephones, visual or audio material
  - continuing to write in examinations and course tests after candidates have been instructed to stop
  - deception in research encompassing the falsifying, fabricating, or misrepresentation of data.
10. Where there is reasonable suspicion of cheating in a course test or examination, a candidate may be required to one or more of the following:
  - empty pockets of all contents and turn pockets inside out;
  - remove outer items of clothing;
  - pull back long hair to reveal ears and/or neck;
  - roll up sleeves or trousers;
  - remove socks and shoes.
11. Cheating is a serious offence. If a student is suspected of cheating or fails to comply with a requirement as set out above, Academy staff will, for those students suspected of cheating in a course test or examination, immediately inform the candidate of the fact, confiscate any unauthorised materials, mark the answer booklet with the time at which the suspicion occurred and allow the candidate to continue with the examination or course test;
12. In all cases of suspected cheating the Director of Academic Affairs shall consider the evidence and determine the seriousness of the offence using the grid below:

<b>Criterion</b>	<b>Low Level (1)</b>	<b>Medium Level (2)</b>	<b>High Level (3)</b>
Experience of Student	For example: First year student.  Cultural considerations and/or extenuating circumstances.	For example: Student after first year of course.  Previous disciplinary record of cheating at Level 1. offence)	For example: Experienced student.  May have previous disciplinary record of cheating at Level 2 or Level 3.

# MOUNTVIEW

ACADEMY OF THEATRE ARTS

	No previous disciplinary record of cheating		
Nature and extent of the breach	For example: Breach regarded as 'technical' judged to have led to no or negligible advantage to the student (e.g. irrelevant annotation in dictionary)	For example: Breach results in some advantage to the student and is more than a 'technical' breach. May be evidenced by possession of, access to, or use of unauthorised materials. Student fails to comply with instructions where there is reasonable suspicion.	For example: Breach results in significant advantage to the student and may be evidenced by possession of, access to, or substantial use of unauthorised materials or by commissioning or allowing another person to impersonate the student or by impersonating another student.
Intention	For example: Technical breach without intention.	For example: There is evidence that there was use of unfair means but the evidence suggests that the act was not substantially pre-mediated or was an unsophisticated and naïve attempt to gain advantage.	For example: There is evidence that there was significant use of unfair means and that the evidence suggests that this was pre-meditated.

13. Having classified the level of offence, the Director of Academic Affairs shall take action as follows:

**Level 1 Offence** - Student receives a warning letter which will remain on the student's file for the duration of his/her studies at the Academy and which shall indicate that in the event of a further offence in an examination or course test this offence will be classified as a Level 2 offence.

**Level 2 Offence** - Case referred to the Student Discipline Committee for consideration as to a penalty in accordance with the Disciplinary Procedures. In these circumstances a student may appeal to the Student Discipline Appeals Committee against the finding and/or penalty.

**Level 3 Offence** - Case referred to the Student Discipline Committee as set out in the Disciplinary Procedures.

## Illegibility and Gratuitously Offensive Material in Work Submitted for Assessment

14. Where assessments are handwritten, students are expected to present legible handwriting and should not include gratuitously offensive material in any work submitted for assessment.

15. Where a marker finds a section of work is illegible or contains what is considered to be gratuitously offensive material, they shall mark the parts of the script that are legible or do not contain gratuitously offensive material and refer the whole script to the Chair of the Board of Examiners responsible for the module concerned. The Chair shall determine whether the work is either illegible or gratuitously offensive. If they judge this not to be the case it will be given to an alternative marker for marking.

## Plagiarism and/or Collusion

16. All students shall abide by the Academy's policy on plagiarism and/or collusion in coursework assessments (including, but not confined to: essays, reports, presentations, dissertations and

# MOUNTVIEW

## ACADEMY OF THEATRE ARTS

projects) and in 'open-book' examinations. A student who is alleged to have committed plagiarism and/or collusion shall be dealt with in accordance with the policy. See the relevant section on the student intranet.

### F. Students' Religious Beliefs and the Organisation of Academy Work

1. The Academy recognises that many faiths may be practised within the student population. Wherever possible, the Academy will arrange learning, teaching and assessment with minimal impact on religious/faith practice. However students enrolling on any programme at the Academy must acknowledge prior to enrolment that as a leading Drama School aligned to industry practice, the working week is incompatible with some religious practices.

### G. Conferment of Qualifications

1. No persons shall be entitled to describe themselves as holding a degree or other qualification granted by the Academy unless the qualification has been awarded in Congregation or by special resolution of the UEA Senate.
2. Candidates for a degree, postgraduate certificate or diploma, Diploma or Certificate of Higher Education, or Higher National Diploma or Certificate may either present themselves in person at Congregation or elect to have the qualification conferred in absentia (in one's absence)
3. Other diplomas or certificates shall be conferred in absentia.
4. Congregation shall be held at such times and places and in such manner as the Academy may from time to time prescribe.
5. Candidates who wish for a qualification to be awarded in Congregation either in person or in absentia must inform the Director of Academic Affairs in writing.

### H. Academy Facilities

#### Library

1. All students shall comply with the Library Rules currently in force. See the section of the student intranet headed 'Library Rules'.

#### IT

2. All students shall comply with the IT Acceptable Usage Policy currently in force. These can be found on the student intranet.
3. In order that the Academy may comply with its Licenses for access to electronic resources, students shall ensure the security and confidentiality of the electronic resources made available to them, whether accessed via Academy or personal devices. In addition, students shall ensure that any information derived from these resources is used only for the purpose defined in the Licenses. Copies of these Licenses, which include details of copyright restrictions, are available for inspection on application to the Library.

### I. Intellectual Property

1. Students shall comply with the Academy's Intellectual Property Regulations published on the Student Intranet.
2. In order that the Academy may comply with the law relating to copyright, students may not make copies of copyright-protected work beyond the limits set by statute, by such licences as the Academy holds or by guidelines published by the Academy. Reproduction of images owned by the Academy is strictly prohibited without the written permission of the Commercial Director.

# MOUNTVIEW

## ACADEMY OF THEATRE ARTS

Copying is defined as reproducing the work in any material form, including storage in any medium by electronic means.

### **J. Data Protection**

1. In order that the Academy may comply with the law relating to Data Protection:
  - students may not construct, maintain or use computer or manual files of personal data relating to living individuals for use in connection with their study or research without the written authorisation of their Programme Leader, who will send a copy of that authorisation to the Academy's Data Protection Officer (Director of Academic Affairs);
  - when giving such authority the Course Leader will make the student aware of the requirements of the Data Protection Act 1998 and the appropriate security arrangements which should apply;
  - students must abide by the Data Protection Principles whenever they use personal data held by the Academy.
2. Under the Data Protection Act 1998 students have a right of access to their own personal data held by the Academy. Students wishing to exercise this right should contact the Director of Academic Affairs.
3. The Academy may share some student information with external bodies as required, and in accordance with the Data Protection Act 1998.

### **K. Car Parking**

1. No student shall drive or park a motor vehicle on premises owned, controlled or managed by the Academy except as permitted by the Student Services Office