

# MOUNTVIEW

## GENERAL REGULATIONS FOR STUDENTS

1.	DEFINITION OF A STUDENT .....	2
2.	STUDENT LIFE .....	2
2.1	REGISTRATION.....	2
2.2	OBLIGATIONS .....	3
2.3	BREACHES OF GENERAL REGULATIONS .....	4
2.4	STUDENT HEALTH .....	4
2.5	FITNESS FOR STUDY .....	4
2.6	PAYMENTS OF ACCOUNTS .....	5
2.7	CHANGE OF ADDRESS AND CONTACT DETAILS.....	6
2.8	COMMUNICATION.....	6
3.	STUDENT BEHAVIOUR.....	7
3.1	GENERAL CONDUCT.....	7
3.2	STATEMENTS TO THE MEDIA.....	8
3.3	HEALTH AND SAFETY .....	9
4.	ACADEMIC PROVISION.....	9
4.1	ATTENDANCE, ENGAGEMENT AND PROGRESS.....	9
4.2	PROFESSIONAL MISCONDUCT AND/OR UNSUITABILITY .....	11
4.3	ACADEMIC RESEARCH ETHICS POLICY.....	12
5.	ASSESSMENTS .....	12
5.1	GENERAL.....	12
5.2	CONDUCT IN EXAMINATIONS, COURSE TESTS AND COURSEWORK.....	12
5.3	ILLEGIBILITY AND GRATUITOUSLY OFFENSIVE MATERIAL IN WORK SUBMITTED FOR ASSESSMENT .....	15
5.4	PLAGIARISM AND/OR COLLUSION .....	15
6.	STUDENT’S RELIGIOUS BELIEFS AND THE ORGANISATION OF ACADEMY WORK .....	15
7.	CONFERMENT OF QUALIFICATIONS.....	15
8.	ACADEMY FACILITIES .....	16
8.1	LIBRARY (PECKHAM ONLY).....	16
8.2	IT .....	16
9.	INTELLECTUAL PROPERTY & RECORDED RIGHTS .....	18
10.	DATA PROTECTION .....	18
11.	TRAVEL AND CAR PARKING (PECKHAM).....	19

## **1. DEFINITION OF A STUDENT**

**1.1** A student is a person who is currently registered with the Academy for a programme of study on a full-time or part-time course across short courses, certificate and diplomas of higher education, foundation, undergraduate and postgraduate studies. For the avoidance of doubt, this definition also includes:

1. Students registered for a programme of study who are not currently enrolled on any module of that programme.
2. Postgraduate students who, not having submitted their dissertation module 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.
3. Students undertaking an agreed Interruption of Studies.

## **2. STUDENT LIFE**

### **2.1 REGISTRATION**

1. Before being allowed to register with the Academy for a programme of study, a person must have:
  - Fulfilled the general entry conditions and any particular requirements for that programme and/ the registration;
  - Read, understood, and agreed to the General Regulations for Students and Terms and Conditions as stated on their offer letter;
  - 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 Principal.
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 is entitled: Interruption of Studies. If so permitted, it 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 Principal 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 must accept they are liable to payment of fees in line with

their offer letter, future fees invoices and the refund policy for the academic year in which they are joining.

7. Any certificate or other document issued by the Academy as verification that the person named upon 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.

## 2.2 OBLIGATIONS

1. All students shall be bound by all Statutes, Regulations, Codes of Practice, Rules, Policies and Procedures of the Academy in force for the time being in so far as they concern students.
2. For the avoidance of doubt, such Statutes, 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.
3. 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 Mountview's [Key Policies & Procedures page](#) of Mountview's website.
4. 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.
5. 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.
6. 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 Principal 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.
7. If a student is sent for trial the Principal must be kept informed at all stages either by the student or their solicitor.
  8. If a student is convicted of an offence, then this must also be reported to the Principal along with details of any sentence imposed.
  9. If a student is acquitted or no further action is taken, then this must also be reported to the Principal along with details of the reasons for the decision.

### **2.3 BREACHES OF GENERAL REGULATIONS**

1. 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.
2. 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.

### **2.4 STUDENT HEALTH**

1. All full-time students (i.e. those registered for more than three months) are strongly encouraged to register with a local GP service. All students, including international students are entitled to treatment on the NHS. You are strongly advised to register with a local doctor prior to starting your training at Mountview.
2. Please ensure that you notify Student Services if you develop any medical condition which could affect your training. Mountview has ties with a range of experienced specialists to whom we can refer students.
3. Any student who believes 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 they 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 and Coronavirus (Covid-19).

### **2.5 FITNESS FOR STUDY**

1. 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.
2. 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.
  3. 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.
  4. 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.

For more information about fitness for study policies and procedure please see Mountview's [Fitness for Study Policy](#).

## **2.6 PAYMENTS OF ACCOUNTS**

1. All fees and other charges must be paid within twenty-eight days from the date of the Academy's invoice or account. The Fee, Refund and Compensation Policy available on the Academy's website includes the details on the amounts chargeable each year.
2. Any debts (including fines) that have not been paid by the due date may be subject to a late fee. More information about late fees can be found on the [Fee, Refund and Compensation Policy](#).
3. Further late fees are charged after every 28 days for debts which remain outstanding.

4. A fine imposed by the Academy is subject to the provisions of the Academy's Disciplinary Procedures.
5. 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.
6. Students may not be 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). Access to the building may be blocked should students have any outstanding fees.
7. 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.
8. 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.
9. No degree, diploma or other qualification shall be conferred upon any person who has not fulfilled all academic related financial obligations to the Academy. Following the Fee, Refund and Compensation Policy, any student with fees outstanding at the completion of their course will not be permitted to receive their certificate or attend their graduation ceremony until their fees are settled in full.
10. In the event of being unable to make any payment due to the Academy a student should make contact with the Registry Manager as soon as possible to discuss payment options. Action to recover outstanding debts will be taken and this may include legal remedies.

## **2.7 CHANGE OF ADDRESS AND CONTACT DETAILS**

1. 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 team. This should either be notified in writing or email.
2. Students must inform the Academy as soon as they are able of changes to their contact information, such as personal or landline phone numbers or emergency contact information.

## **2.8 COMMUNICATION**

1. Mountview considers the only acceptable form of private online communication between students and staff to be Mountview's email server, using their student email account '@mountview.org.uk' and across Microsoft Office 365 platforms.
2. All students are required to follow the Academy's [Professional Conduct Policy](#), [Student Code of Conduct](#) and [Student Social Media Code of Conduct](#), codes of conduct

regarding professional communications and social media usage.

3. Students must make arrangements with the Academy to maintain contact at all times, and to ensure that they are able 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, Academy approved communication channels such as Teams, or being delivered to their contact address. For students who are not required to attend daily, 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:
4. Students must not arrange automatic forwarding of their Mountview account email to an external account.

### **3. STUDENT BEHAVIOUR**

#### **3.1 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.
  - causes, or could have caused, serious damage to the reputation of Mountview.
2. No student shall commit or participate in the commission of any act which:
  - 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 [Student Bullying, Harassment and Misconduct 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
    - engage in the sale, supply, misuse, or illegal possession of any controlled drug on Mountview premises;
    - 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.

### **3.2 STATEMENTS TO THE MEDIA**

1. No student may make statements to the press, radio, television or social media on behalf of the Academy without the prior permission of the Director of Advancement. 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, which is subject to the standards set out in the [Student Social Media Code of Conduct](#).



### 3.3 HEALTH AND SAFETY

1. A student shall exercise reasonable care for:
  - their personal safety
  - the safety of other persons who may be affected by their acts or omissions
  - for the safety of the property of the Academy and of its students, staff, guests and visitors.
2. 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 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.
3. A student shall comply with the Academy's Health and Safety policies as published and updated from time to time and with any health and safety procedures relating to the facilities which the student is using.
4. It shall be a disciplinary offence under the Academy's [Non-Academic Misconduct Policy and Procedure](#) 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.
5. Incitement to conduct leading to a breach of any provision of this General Regulation shall itself constitute a breach of the Regulation.

## 4. ACADEMIC PROVISION

### 4.1 ATTENDANCE, ENGAGEMENT AND PROGRESS

1. 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 programme of study. 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, rehearsals, seminars, tutorials and meetings as may be prescribed for the programme of study and to be available to undertake such work as directed.

2. Students are required to attend all their timetabled sessions and to arrive on time. In line with the [Professional Conduct Policy](#), any student failing to do so by the specified session start time will not be allowed to take part in the class and may be refused admission to the rest of scheduled sessions that day.
3. A student who is unable to engage with their course of study due to ill physical or mental health must report this immediately to Student Services, either directly with a member of the team or via absence reporting channels. This information will be collected on behalf of the Academy and passed on to the relevant Course Leader or pastoral support teams as appropriate.
4. A student may be granted a leave of absence (authorised absence) at any given time during a course of study only with the prior permission of their Course or Programme Leader. Such leave will be dependent on the student having good cause for absence and undertaking to fulfil all obligations to the Academy, dependent on the cause for absence, as directed by the Course or Programme Leader. Requests for extended periods of absence will be dealt with under other concessionary procedures.
5. A student is required to inform Student Services at once of any changes in their circumstances. Student Services will collect the information on behalf of a student's Personal Tutor and will pass it on to their Tutor, Course Leader and/or when relevant, to other teams as appropriate.
6. 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](#). Depending on the programme of study, students will be allocated a number of 1-1 meetings with their Personal Tutor and a series of group meetings across the academic year for peer-to-peer support. It is essential that students attend these meetings. Students will also have the option to request additional meetings directly with their Personal Tutor.
7. All students are required to attend any meeting called by a tutor, Course Leader, Head of Programme, Registry and Student Services, Pastoral Support Teams, Principal and any Student Disciplinary Committee (if one is called) throughout the academic year.
8. 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 Principal to determine whether the level of Engagement and Progress evidenced constitutes a breach of Regulations. This determination shall be made in accordance with the procedure described within Mountview's [Professional Conduct Policy](#).
9. 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.

10. 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 [Professional Conduct Policy](#), [Student Code of Conduct](#) and General Regulations may result in an unauthorised absence under UK Law. Mountview is required to report such absences to the UKVI and will in addition take any further action(s) required under UK immigration law.
11. 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 Principal 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.
12. 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.
13. 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.

#### **4.2 PROFESSIONAL MISCONDUCT AND/OR UNSUITABILITY**

1. 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 themselves, another student or external 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.
2. Any allegations against a student of professional misconduct and/or professional unsuitability shall be made in writing to the Principal and shall be dealt with in accordance with procedures approved by the Academy.

For more information regarding professional misconduct please see Mountview's [Non-Academic Misconduct Policy and Procedure](#).

#### **4.3 ACADEMIC RESEARCH ETHICS POLICY**

1. All students shall comply with the Academic Research Ethics Policy, which can be found on the University of East Anglia's section of the website dedicated to [Research Integrity](#).

#### **5. 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.

##### **5.1 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;
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.

##### **5.2 CONDUCT IN EXAMINATIONS, COURSE TESTS AND COURSEWORK**

1. 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.
2. We recognise that you may experience temporary personal difficulties outside of your control, which may have a detrimental effect on your ability to study for and/or complete an assessment by the set deadline. Such situations are referred to as "Extenuating Circumstances" (ECs). In order to request an extension or a delayed assessment, you must complete an Extenuating Circumstances Request Form and return this with supporting third party evidence to Student Services. This request will then be reviewed at a meeting of an Extenuating Circumstances Panel and an outcome will be decided. If approved, the new submission or assessment date will be shared with you, your Course/Module Leader and Student Services. Even if Extenuating Circumstances have been accepted, absence from 50% or more of a module will require you to attend a fitness to study meeting which could result in you needing to undertake reassessment, withdraw or repeat the year.
3. 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.

4. 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.
5. 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.
6. 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.
7. 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.
8. 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;
9. In all cases of suspected cheating the Principal 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. No previous disciplinary record of cheating.	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.
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.

10. Having classified the level of offence, the Principal 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 a Student Discipline Panel 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 a Student Discipline Panel as set out in the Disciplinary Procedures.

### **5.3 ILLEGIBILITY AND GRATUITOUSLY OFFENSIVE MATERIAL IN WORK SUBMITTED FOR ASSESSMENT**

1. Where assessments are handwritten, students are expected to present legible handwriting and should not include gratuitously offensive material in any work submitted for assessment.
2. 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.

### **5.4 PLAGIARISM AND/OR COLLUSION**

1. All students shall abide by the University of East Anglia (UEA)'s policy on plagiarism and/or collusion in coursework assessments (including, but not confined to: essays, reports, presentations, dissertations and 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 UEA's [Policy for Partner Institutions on Plagiarism and Collusion](#).

## **6. STUDENT'S RELIGIOUS BELIEFS AND THE ORGANISATION OF ACADEMY WORK**

1. The Academy recognises that many faiths may be practised within the student population. Wherever possible, providing that students give staff sufficient notice in advance, 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.

## **7. CONFERRMENT 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, may either present themselves in person at Congregation or elect to have the qualification conferred in absentia (in one's absence).
3. Congregation shall be held at such times and places and in such manner as the Academy may from time to time prescribe.

## **8. ACADEMY FACILITIES**

### **8.1 LIBRARY (PECKHAM ONLY)**

1. Students may borrow items from the library without charge. Details of number and duration of loans can be found in the Library Student User Guide, along with current opening hours and details of digital resources.
2. The library reserves the right to charge fines for late returns and fees for lost or damaged items. Details of current fine rates can be found in the Library Student User Guide.
3. If the alarm is triggered in the library, we reserve the right to inspect bags for library items; this should not, however, be taken as an implication of wrongdoing.
4. 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 Director of Advancement.
5. Copying is defined as reproducing the work in any material form, including storage in any medium by electronic means.
6. 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.

### **8.2 IT**

1. All students shall comply with the [IT Acceptable Usage Policy](#) currently in force.

### **8.3 ROOM BOOKINGS AND SHARED SPACES**

1. Mountview's rooms and spaces are utilised by a range of different building users, including teaching staff, students, the participation team, community groups and external hirers. In order to ensure spaces are fit for everyone, all students shall comply with the below set of guidelines when reserving rooms across the building:
  - Students can book studio spaces, workrooms and practice rooms independently across the London building for individual practice as well as using the common areas, within a clear schedule within the overall opening hours of the building. Use of these spaces and access to the building is only available for the duration of the course. Any students wishing to reserve performance spaces or specialised rooms shall request authorisation from the Planning & Scheduling Manager before accessing the space.



- Students shall reserve the room directly on the booking platform, ASIMUT, before using the space. Rooms are bookable on a first-come-first-served basis. Students can reserve a room 1 week in advance, except for Saturdays, which are only available to book a day in advance. Students must not use rooms without a commensurate ASMIUT booking, even if it appears empty.
  - Students shall only reserve a room for a group activity if they are directly taking part in the activity. Students shall not reserve a room on behalf of another student or member of the Academy without authorisation by the Planning & Scheduling Manager.
  - Students shall not use their booking allowance to run any commercial, paid or external activities without express permission from the Director of Advancement, including:
    - inviting members of the public to take part in an activity, use the space or attend as an audience member,
    - running ticketed events,
    - or using the facilities to carry out private business activities, including private teaching
  - Students shall move or cancel their room reservation if their schedule changes or if the room reservation is no longer required.
  - Students should book a slot as close as possible to an existing booking and reserve the space that is more suitable to their practice needs, to maximise room availability to the rest of users.
  - The Academy reserves the right to modify, move or cancel a student reservation at short notice for maintenance, or timetable requirements. Students affected will be notified with as much notice as possible.
2. All students shall comply with the following guidelines while using shared spaces in the building, maintaining:
- good standards of tidiness and cleanliness, leaving every room used in the same or better condition as found, including not taking food or drinks to any spaces not built for that purpose and disposing of any items of rubbish accordingly;
  - resetting all spaces at the end of a booking, by not leaving props, instruments, set pieces or any personal belongings, unless this has been arranged in advance with the Planning & Scheduling Manager and booked into ASIMUT as appropriate;
  - appropriate care of room contents, such as furniture, musical, audio/visual and electrical equipment and appliances, ensuring that items property of the Academy, are not manipulated or moved within or outside the space without prior authorisation by the venue management teams;
  - the safety and safeguarding of students and staff by not covering inward facing

windows or doors without prior authorisation;

- the reporting of any item which appears damaged or malfunctioning to a member of staff or the venue management teams;
3. All students with access to storage facilities shall comply with the below set of guidelines when using storage spaces across the buildings, ensuring:
- Access to storage is individual and not transferable. Access to storage facilities shall be authorised by a relevant member of staff. If access is granted, the student shall maintain appropriate care of any keys borrowed, including reporting of accidental damage or loss;
  - Individual storage facilities, such as lockers, shall not be defaced or personalised and shall be returned in the same condition as found.
  - Good standards of tidiness and cleanliness shall be maintained while using the facilities, including not storing perishable food or drinks in storage spaces not built for that purpose, and disposing of perishable items before their expiration date when stored on fridges;
  - While using bicycle storage spaces around the building, access to these facilities is only available during building hours. Any bicycle parked on the premises shall be removed at the end of the day. Longer term bicycle storage can only be authorised by Duty Management.
  - Mountview will not be held responsible for the loss or damage to students' personal property. Students are responsible for arranging their own appropriate insurance for any personal property brought into and stored anywhere within Mountview's premises.

## **9. INTELLECTUAL PROPERTY & RECORDED RIGHTS**

1. Students shall comply with Mountview's [Intellectual Property Statement](#).

## **10. DATA PROTECTION**

In order that the Academy may comply with the law relating to Data Protection:

1. 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 Course Leader, who will send a copy of that authorisation to the Academy's Data Protection Officer (Chief Operating Officer);
2. 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;
3. students must abide by the Data Protection Principles whenever they use personal data held by the Academy;

4. 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 Chief Operating Officer;
5. The Academy may share some student information with external bodies as required, and in accordance with the Data Protection Act 1998.

For more information regarding Data Protection, see Mountview's [Student Data Processing Statement](#).

## **11. TRAVEL AND CAR PARKING (PECKHAM)**

1. Students with a disability that entitles them to a Blue Badge on their motor vehicle can request access to a disabled parking bay in Mountview's Service Yard. These spaces are limited and bookings are managed on a first come first serve basis. Requests should be submitted to the Student Welfare Manager and Duty Management Team.
2. 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 and Duty Management Team.
3. Cost of parking near premises is not covered by Mountview, unless parking arrangements have been authorised by the Programme & Student Services Manager.
4. Travel to external locations, part of a course requirement, will not be covered by the Academy unless previously agreed with the student's course leader. This includes students on professional placements to and from location. When travelling is a requirement of a course, for example when travelling to a filming location or moving equipment, this would be organised directly by the Academy's Programme Management teams.
5. Mountview will not be responsible for the insurance of any Student owned vehicle which is allowed to be parked in Mountview's Service Yard. Mountview will not be held responsible for damage to or theft of student vehicles parked in Mountview's Service Yard.

---

**Date reviewed:** November 2024

**Status:** Approved

**Date of next review:** August 2025

**Owner:** Student and Academic Services