

# **COURSE HANDBOOK**

**MA/MFA Musical Direction**

Validated by the University of East Anglia

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## INTRODUCTION

This Handbook provides a wide range of information about Mountview, your course, Mountview's regulations, and the support available to you.

This course is an intensive training, leading to a Master of Arts (MA) or Master of Fine Arts (MFA) Degree, that will enable you to develop the essential attributes and skills for working in your chosen field. The curriculum is designed to put practical, skills-based acquisition and learning beside critical thinking.

The MA is a one-year intensive program, while the MFA extends to two years. Collaboration sits at the centre of the first year's experience for all students. For MFA students, the second year provides the opportunity to deepen knowledge and expertise and to develop pedagogical practice through practice research and critical pedagogies, within a more autonomous framework enabling deep engagement with specialist area(s) of interest for students.

The course is delivered on our campus at Peckham in South-East London.

No document can answer every question – Student Services, academic staff and a range of external support services are here to help you if you need them.

A full list of staff can be found at: <https://www.mountview.org.uk/about/people/staff/>

## INFORMATION IN ALTERNATIVE FORMATS

If you need the information in a different format, such as Braille or large print, please contact Amy Barber, Student Welfare Manager (020 8826 9215, [amybarber@mountview.org.uk](mailto:amybarber@mountview.org.uk)). To help us respond promptly, please be as specific as you can about what you need.

This document was updated in 2025 and the information presented is correct as of this date.

### » UNIVERSITY OF EAST ANGLIA

Norwich, Norfolk, NR4 7TJ. 01603 456161. [www.uea.ac.uk](http://www.uea.ac.uk)

### » MOUNTVIEW

120 Peckham Hill Street, London SE15 5JT. 020 8881 2201. [www.mountview.org.uk](http://www.mountview.org.uk)

## WELCOME FROM THE PRINCIPAL

Welcome!

I am so pleased to welcome you to Mountview - you are now part of an inspiring community of students, teachers and creatives, support staff and alumni. At Mountview we encourage you to be exactly who you are and to know that we value independent thinking and individual flair. I encourage you to give your potential the chance it deserves, by immersing yourself in your new environment and soaking up all it has to offer. Kindness and respect are at the core of our community so please join us in these commitments. You will meet people here who will change your thinking, you will create new friendships and open your world - embrace all of this and more. This is your time.

We will enjoy challenging your learning in the time you are with us and offering you new insights, new ideas, new ways of seeing and of being. You will find your own route to make sense of all that is on offer, and you will grow through Mountview as an independent and confident professional. Whichever way you chart your journey through the course, do it with curiosity, commitment and courage. These are the handrails for your learning and, as you take each step, they will keep you secure, steady and on track.

Vocational training is intensely satisfying; you will work hard but the rewards you will reap in your development will be worth it. I look forward to seeing you around the building, please say hello, and as you are preparing for your chosen career remember to enjoy yourself!

Sally Ann Gritton  
Principal  
She | Her  
MA PGCLTHE FRSA FHEA



# YOUR COURSE

**THE COURSE PHILOSOPHY**

**THE STRUCTURE OF THE COURSE**

**LEARNING, TEACHING & ASSESSMENT STRATEGY (LTAS)**

**LEARNING & TEACHING MODES**

**MARKING GUIDES**

**FEEDBACK**

## THE COURSE PHILOSOPHY

### » COURSE OVERVIEW

This course is built around the synergy of practices, disciplines, and skills to a professional standard. During the course of study, you should expect to refine and excel in your existing areas of study and practical discipline and develop critical skills to support new learning.

The centre point of your studies will be a set of diverse and interlocking skills and disciplines to achieve the standard of a professional music director. Additional studies will complete your professional toolkit for a portfolio career in an increasingly wide-ranging work landscape.

The course is designed to provide flexibility within a structured timetable, allowing opportunities for you to develop a range of critical skills required in professional music direction (self-discipline, creative leadership, and collaborative teamwork). Teaching strategies will focus on lesson observation and participation, student-led and student-initiated projects, and bespoke individual tuition and support from existing professional Music Directors. These strategies always emphasise the need for developing interpersonal and communicative skills alongside artistic and technical musical proficiency.

### » COURSE AIMS

This course aims to equip you with a broad and thorough grounding in all practical and intellectual skills required to enter a career in music leadership.

The course modules aim to:

- Provide a thorough training in music leadership and equip you with the tools required to enter the industry.
- Develop and expand piano technique and understanding of vocal practices, and their application to appropriate repertoire.
- Equip you with a diverse range of supporting practices and requisite skills for a portfolio career that maximises employability.

Supply you with the tools for effective professional self-development and rigour in academic engagement.

## THE STRUCTURE OF THE COURSE

The MA course is delivered in a series of modules divided across one year. Modules are made up of components – units of study or sequences of classes. Further details on the module and component content are found in the Module Specifications for the course.

### » COURSE MODULES

MODULE TITLE	CODE	CREDITS
Music Direction Practice	MDR700	50
Piano & Repertoire Study	MDR710	20
Musical Skills	MDR720	30

Supporting the Performer	MDR730	20
Professional Preparation & Praxis	MDR740 (MA Only)	60
Advanced Praxis	MDR780 (MFA Only)	80
Critical Pedagogies	MDR790 (MFA Only)	40

## » MA MODULE MAP &amp; CONTENT

MODULES	Term 1	Term 2	Term 3
<b>MDR700 – Music Direction Practice</b>	Music Direction (Conducting)  Assistantships	Music Direction (Keyboard Conducting)  Assistantships	Music Direction Assessment*  Assistantships
<b>MDR710 – Piano &amp; Repertoire Study</b>	Piano Study  Musical Theatre Repertoire	Piano Study  Musical Theatre Repertoire	Piano Assessment*
<b>MDR720 – Musical Skills</b>	Music Technology & Theatre Keyboard  Musicianship	Music Technology**  Orchestration**	Skills Workshops
<b>MDR730 – Supporting the Performer</b>	Accompanying	Vocal Study  Accompanying Assessment*	Coaching A Singer
<b>MDR740 – Professional Preparation &amp; Praxis</b>	Research Project	Research Project	Pedagogical Practices**  Professional Portfolio Submission*  Research Project Presentation / Submission*

\* Indicates summative assessment points. Specific assessment criteria for these are detailed in the Module Specifications.

\*\* Exact term allocation subject to specialised tutor availability and scheduling.



## » MFA MODULE MAP &amp; CONTENT

YEAR 1 MODULES	Term 1	Term 2	Term 3
<b>MDR700 – Music Direction Practice</b>	Music Direction (Conducting) Assistantships	Music Direction (Keyboard Conducting) Assistantships	Music Direction Assessment* Assistantships
<b>MDR710 – Piano &amp; Repertoire Study</b>	Piano Study Musical Theatre Repertoire	Piano Study Musical Theatre Repertoire	Piano Assessment*
<b>MDR720 – Musical Skills</b>	Music Technology & Theatre Keyboard Musicianship	Music Technology** Orchestration**	Skills Workshops
<b>MDR730 – Supporting the Performer</b>	Accompanying	Vocal Study Accompanying Assessment*	Coaching A Singer
<b>MDR740 – Professional Preparation &amp; Praxis</b>	Formative Assessment: MFA Blueprint (presented in term 3)		
YEAR 2 MODULES	Term 1	Term 2	Term 3
<b>MDR780 – Advanced Praxis</b>	Practice Research Symposium* (assessed in term 2) Dissertation* (assessed in term 3)		
<b>MDR790 – Critical Pedagogies</b>	Teaching Philosophy* (assessed in term 2) Teaching Resources* (assessed in term 3)		

\* Indicates summative assessment points. Specific assessment criteria for these are detailed in the Module Specifications.

\*\* Exact term allocation subject to specialised tutor availability and scheduling.



## LEARNING, TEACHING & ASSESSMENT STRATEGY (LTAS)

The LTAS supports Mountview's mission to ensure the next generation of actors and practitioners are bold, fuelled by curiosity, courage, optimism and purpose and to cultivate graduates who will challenge the status quo. Our approach to learning, teaching and assessment will not only contribute to developing industry relevant practitioners, but industry shaping creatives.

**Our Students** are committed, collaborative and contribute to an inclusive community; bring flexibility, resilience and skill to their work; give and receive constructive feedback, including meaningful assessment of their own work; represent the next generation of creative practitioners including directors, educators, lighting designers, musical directors, musicians, performers, producers, production managers, sound engineers and stage managers.

**Our Learning Environment** is adaptable, multifaceted, multidisciplinary and versatile, facilitating portfolio careers for practitioners with multiple skills, strengths and interests; values difference and cultural competency; provides the resources to develop self-sufficiency, critical reflection and ownership of practice; is facilitated by staff who are committed to progressive pedagogies and ongoing professional practice and development; offers physical spaces that are fit-for-purpose and flexible.

**Our Curriculum** is rooted at the intersection between theory and practice and cultivates active engagement with the experiential and conceptual sides of learning; encourages courageous, critical and creative commitment to the development of one's own practice within current contexts; requires an approach that is responsive to change, collaborative and socially aware; champions research-informed teaching and expertise.

**Our Assessment and Feedback** gives primacy to the role of learners in the process; focuses on the integration of learning, meaningful academic and peer interaction and professional relevance; encourages individuality and authenticity by promoting sophisticated, practical and joyous engagement through a variety of strategies.

**Our Wider Engagement** works towards dismantling barriers to the arts and encouraging community participation; enables symbiotic learning through collaboration with the vibrant ecology on our doorstep and the diverse communities we serve; commits to transparent and compassionate communication with our partners to reach shared goals.

## LEARNING & TEACHING MODES

Classes are delivered through a variety of methods utilising digital technology where appropriate. The majority of classes are fully interactive and will often include peer to peer learning and team teaching with a strong emphasis placed on group collaboration. Students are always marked for their individual contribution with their group engagement skills forming part of the assessment. Mountview has an organisational Learning, Teaching and Assessment Strategy which underpins the innovative and progressive approach to teaching methods and practice-based research. Seminars create an opportunity for informal and open discussions around practice and theory. This also enables students to develop their professional network with leading practitioners in the field.

## MARKING GUIDES

### Higher Distinction (80%+)

- Fluent, lucid, advanced understanding
- Highly impressive exploration of creative strategies

- Intellectual engagement is exceptional
- Developed original knowledge making extensive use of extensive and highly complex research
- The work is characterised by its sustained excellence and is of equivalent achievement to striking professional practice at the forefront of its field
- Demonstrates an exemplary understanding of link between theory and practice and practice-related issues and/or standards
- Exceptional, Outstanding, Exhaustive, Exemplary, Excellent, Innovative, Sophisticated, Rigorous, Incisive, Authoritative, Commanding, Distinctive, Inventive, Perceptive, Lucid

#### Distinction (70–79%)

- Sustained advanced understanding
- Impressive exploration of creative strategies
- Intellectual engagement is impressive
- Developed areas of original knowledge, making use of extensive and complex research
- Work is characterised by excellence and is of equivalent achievement to professional practice at the forefront of its field
- Demonstrates a strong understanding of link between theory and practice and practice-related issues and/or standards
- Accomplished, Assured, Skilful, Critical, Confident, Developed, Fluent, Robust, Thorough

#### Merit (60–69%)

- Sustained and clear understanding
- Effective exploration of creative strategies
- Levels of intellectual engagement are good
- There is clear evidence of originality, often made use of detailed research
- The work is of a good standard and, on several occasions, is equivalent to professional practice at the forefront of its field
- Demonstrates a good understanding of link between theory and practice related issues and/or standard
- Attains a good level of scholarship, but lacks the sophistication of distinction
- Very good, Comprehensive, Proficient, Consistent, Skilled, Efficient, Solid

#### Pass (50–59%)

- Developed understanding that is reasonably sustained
- Demonstrates an exploration of creative strategies
- Levels of intellectual engagement are adequate
- Evidence of some originality, made use of research at times
- The work is of a fair or good standard and, on occasion, is equivalent to professional practice at the forefront of its field. It is likely to be reasonably strong in some areas but less developed in others, and it may be inconsistent
- Demonstrates a satisfactory understanding of the subject and some understanding of link between theory and practice-related issues and/or standards.
- Standards of scholarship likely to be undermined by poor linkage of issues/themes, poor use of evidence, unsubstantiated claims.
- Satisfactory, Basic, Sufficient, Unadventurous, Tentative, Superficial

#### Fail (0–59%)

- Demonstrates an argument but one that is only intermittently sustained
- Only occasionally demonstrates exploration of creative strategies
- Levels of intellectual engagement are not always adequate
- Made little use of research, little evidence of originality
- This work has not sufficiently demonstrated that the learning outcomes have been met, although it is possible that work shows some potential in areas

- Standard of scholarship undermined by poorly constructed ideas, arguments, use of evidence, partial response to the question etc.
- There may be some evidence of reflection, but it is partial and lacks insight expected at Masters level
- Inadequate, Insufficient, Lacking, Scant, Unclear, Vague, Undisciplined, Inaccurate

## FEEDBACK

You will receive feedback on your work in a variety of forms, including in-person, verbal feedback during tutorials and professional notes, mutually constructed and written feedback for assessments. You are encouraged to develop a sense of personal responsibility regarding feedback. You should not abuse the availability of feedback by seeking constant reassurance and you should develop an understanding of the distinction between professional notes and personal criticism.

All students are required to keep Feedback in their Journal, which will form the basis of discussions with your Tutor at the end of each term and used to inform creative thinking, written submissions and contribute to your continuous assessment.

### » PROGRESS TUTORIALS

You will have the opportunity to reflect on your learning and progress in 1-1 tutorials with a course tutor at the end of each term and/or other significant points in the course. Students are encouraged to use progress tutorials to:

- reflect proactively on the term's feedback.
- discuss your overall work and progress.
- plan future aims and particular areas of application.
- provide you with the opportunity to raise any matters of academic concern.

### » PROFESSIONAL NOTES

During classes, rehearsals or in other settings, tutorial staff and directors will advise and comment on your work and progress. You should treat these comments as "professional notes". These notes often provide guidance that is as valuable as formal feedback. You are encouraged to develop a sense of personal responsibility with regard to feedback. You should not abuse the availability of feedback by seeking constant reassurance and you should develop an understanding of the distinction between professional notes and personal criticism.

### » PEER FEEDBACK

Critical and well-informed peer assessment is encouraged throughout the course and is an integral part of all classes at appropriate times. It is also a source of professional notes.

In order to offer peer assessment, you will be assisted in developing your capacity to observe the work of others in detail and to develop a critical vocabulary to communicate reasoned, generous, appropriate and constructive evaluation.

In order to receive and make use of peer assessment, you will be assisted in developing your capacity to discriminate between the personal and the professional, between the vulnerable self and the self as the instrument of professional ability.

### » FEEDBACK FROM STAFF MEETINGS

Throughout the year, student work and progress is discussed at staff meetings. If there is cause for concern or commendation, your personal tutor will discuss this with you.

# **STUDENT POLICIES & PROCEDURES**

**POLICY DOCUMENTS & LINKS**

**ENROLMENT & EXPECTATIONS**

**ATTENDANCE, PUNCTUALITY & DISCIPLINE**

**HEALTH & SAFETY**

## POLICY DOCUMENTS & LINKS

Mountview's policies and procedures can be found on our website and the Student Services for Students SharePoint.

- Website link: [Annual Reports, Key Policies & Procedures](#)
- SharePoint link: [Student Services for Students](#)

## ENROLMENT & EXPECTATIONS

In order to begin your course and attend classes you must complete the enrolment process, including submitting a fitness to study and medical declaration form. You will also need to provide personal information required by Mountview and the Higher Education Statistics Agency (HESA). If any of the information you provide changes while you are a student, you must inform Student Services.

We may exclude you from classes and withhold the award of your degree if your fees have not been paid in full. Please contact the Registry Manager if you have concerns about payment.

Our primary means of contacting you is your Mountview email account. You must check this regularly and use it when you contact us. Where required, emails should be acknowledged or responded to within 48 hours of receipt.

You should arrange your own insurance for personal possessions, particularly any electronic devices and musical instruments.

## ATTENDANCE, PUNCTUALITY & DISCIPLINE

Strong self-discipline is crucial for this course as it reflects professional standards. You will be working cooperatively and interdependently with others, so your attendance and punctuality directly impacts the group's ability to work effectively. You must be present in classes and rehearsals to practice, explore and develop the necessary skills and professional competencies.

### » ATTENDANCE REQUIREMENTS

All students must:

- Sign-in using student ID card at Atrium speed gates or doors before first class or call
- Attend all classes and rehearsals
- Report absences at least 30 minutes before first session via ASIMUT
- Inform Course Leaders and Student Services of absence reasons

### » LATENESS POLICY

1. Circumstances beyond your control with easily evidenced proof (e.g., transport delays with app screenshots, official service disruption notifications):
  - Contact Student Services and Course Leader with proof
  - Student Services will determine entry is permitted (no more than 5 minutes late or into next available class)
  - Student Services will communicate decision to student

## 2. Other circumstance beyond your control:

- Contact Course Leaders and Student Services with proof
- Course Leaders will determine if entry is permitted (no more than 5 minutes late or into next available class). This may be extended to 10 minutes for rehearsals

**Note:** Anything other than easily evidence circumstances will be determined by Course Leaders. Teachers/Creative Directors are responsible for declining entrance after 5 minutes (class) or 10 minutes (rehearsal).

- Three episodes of lateness (any type) in one term will trigger discussion with Course Leader.

### » MEDICAL APPOINTMENTS

- Book appointments outside class time wherever possible
- Discuss with Course Leader or Personal Tutor in advance when possible
- Inform Student Services and Course Leaders at earliest opportunity
- Book time off via ASIMUT and inform Course Leaders once appointment is made
- Provide proof (i.e. appointment confirmation screenshot) to Student Services and Course Leader
- Course Leaders will determine if absence is authorised
- For multiple appointments/ongoing treatment, discuss with Course Leaders immediately to mitigate impact

### » ILLNESS

- Log absence on ASIMUT and inform Student Services and Course Leaders with reasons
- Must take full day to recover (partial days not permitted without SRA)
- Doctor's Certificate (justifying absence) and a Fitness Certificate (confirming your fitness to return to study) are required for absences of 7 consecutive days or more

### » PERSONAL ABSENCES

- Family events and personal reasons require Course Leaders' permission
- Contact Course Leaders and Student Services at least one working day in advance
- Course Leaders will consider requests based on impact on learning, rehearsals, assessments and other students

### » DISPENSATION

If these guidelines impact you unfairly due to SRA requirements or individual circumstances, contact your Course Leaders to arrange dispensation.

**» SUPPORT AVAILABLE**

Contact Course Leaders or Student Services within working hours (8:30am-6pm, Monday-Friday).

**» IMPORTANT NOTES**

- Persistent unreported absences may lead to disciplinary procedures
- Lateness or absence may impact community projects and affect other students' learning
- Being late or absent may impact your own learning outcomes

**HEALTH & SAFETY**

The health and safety of staff, students and visitors is of the utmost importance to Mountview. The Health and Safety Policy is available on the Student SharePoint. If you have any concerns, please report them immediately to a member of staff or email [healthandsafety@mountview.org.uk](mailto:healthandsafety@mountview.org.uk).



# STUDENT SUPPORT

**TUTORIALS**

**STUDENT SERVICES**

**LIBRARY SERVICES**

**LEARNING SUPPORT**

**REGISTER WITH A DOCTOR**

**SPECIALIST MEDICAL SUPPORT**

**COUNSELLING**

**EMERGENCY SUPPORT FUND**

**STUDENT VOICE**

**STUDENTS' UNION**

**STUDENT SUPPORT FLOWCHART**

## TUTORIALS

Group Tutorials are usually scheduled weekly during the first six weeks of term, and they give you the opportunity to have regular contact with your Course Leader. They will support your academic and professional development; your development of independent learning and self-management skills; difficulties with specific modules or assignments and help to ensure your health and wellbeing.

You can also request an additional tutorial to discuss a wide range of issues such as financial difficulties, home-life problems, accommodation issues, and problems with studying. The course leader is not a professional counsellor, so they will put you in touch with specialist support services if you need them.

If you have a specific personal issue that you do not wish to discuss with your tutor, you may approach the Student Welfare Manager, Student Services or the Counsellor directly (see counselling section). If you have an academic query, you do not wish to discuss with your Course Leader you can contact the Head of Postgraduate Training directly.

## STUDENT SERVICES

Student Services is on the ground floor. It is staffed by the members of Programme Management, Student Support, Industry Liaison and Short Courses, who can deal with any questions you might have during your time at Mountview.

You can contact Students Services on [studentservices@mountview.org.uk](mailto:studentservices@mountview.org.uk) or 020 8826 9210.

## LIBRARY SERVICES

Mountview's Library has a specialist collection including plays, music scores, films and reference and critical works on theatre arts. It is open at the following times:

Monday to Friday      9:00am – 6:00pm

You can also use the British Library at Euston and public libraries in Southwark and elsewhere.

## LEARNING SUPPORT

Mountview has experience of supporting students with a wide range of learning difficulties including dyslexia, dyspraxia, AD(H)D and Autism. If you need or suspect you need learning support, you should discuss this with your Course Leader, Personal Tutor, Student Services or the Student Welfare Manager [amybarber@mountview.org.uk](mailto:amybarber@mountview.org.uk). They can act as link for support services including helping with applications for Disabled Students' Allowances, arranging extensions to assessments, and accessing specialist tutorial support.

## REGISTER WITH A DOCTOR

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. You can find information on how to do this and on services you can access at the following link.

<https://www.nhs.uk/live-well/healthy-body/getting-medical-care-as-a-student/>

## SPECIALIST MEDICAL SUPPORT

Please ensure that you notify Student Services if you develop any medical condition which could affect your training. Mountview has close ties with a range of experienced specialists to whom we can refer students.

## COUNSELLING

Mountview provides free, confidential short-term counselling for all students experiencing mental health and emotional difficulties. Students can access the student counselling team's page at <https://sway.office.com/WhtWUXb18ETPSbrP>, and can contact the Student Welfare Manager on [amybarber@mountview.org.uk](mailto:amybarber@mountview.org.uk) if they have any questions.

## EMERGENCY SUPPORT FUND

Any student can make an application for financial assistance at any time of the year by completing the form available from the Registry Manager.

## STUDENT VOICE

Students are encouraged to engage actively in the enhancement of their course and in feeding back more widely on their experience of training at Mountview. Every year group is invited to elect up to two Student Representatives who will liaise with peers and provide specific feedback at Student Representative Meetings each term. The Student Union engage in regular meetings with senior staff.

Mountview also operates an open-door policy and this encourages students to address any suggestions or issues at any time that suits.

## STUDENTS' UNION

The Students' Union will represent you with any issues or worries you may have within the school, or on a national level with NUS. Additionally, they run charity fundraising events, a termly foodbank drive, opportunities for you to perform in their open mic and student scratch nights and plenty of social events for you to enjoy. They also organise Fresher's Week and Summer Ball.

The SU are made up of current second year students from across undergraduate courses and are democratically elected to their roles.

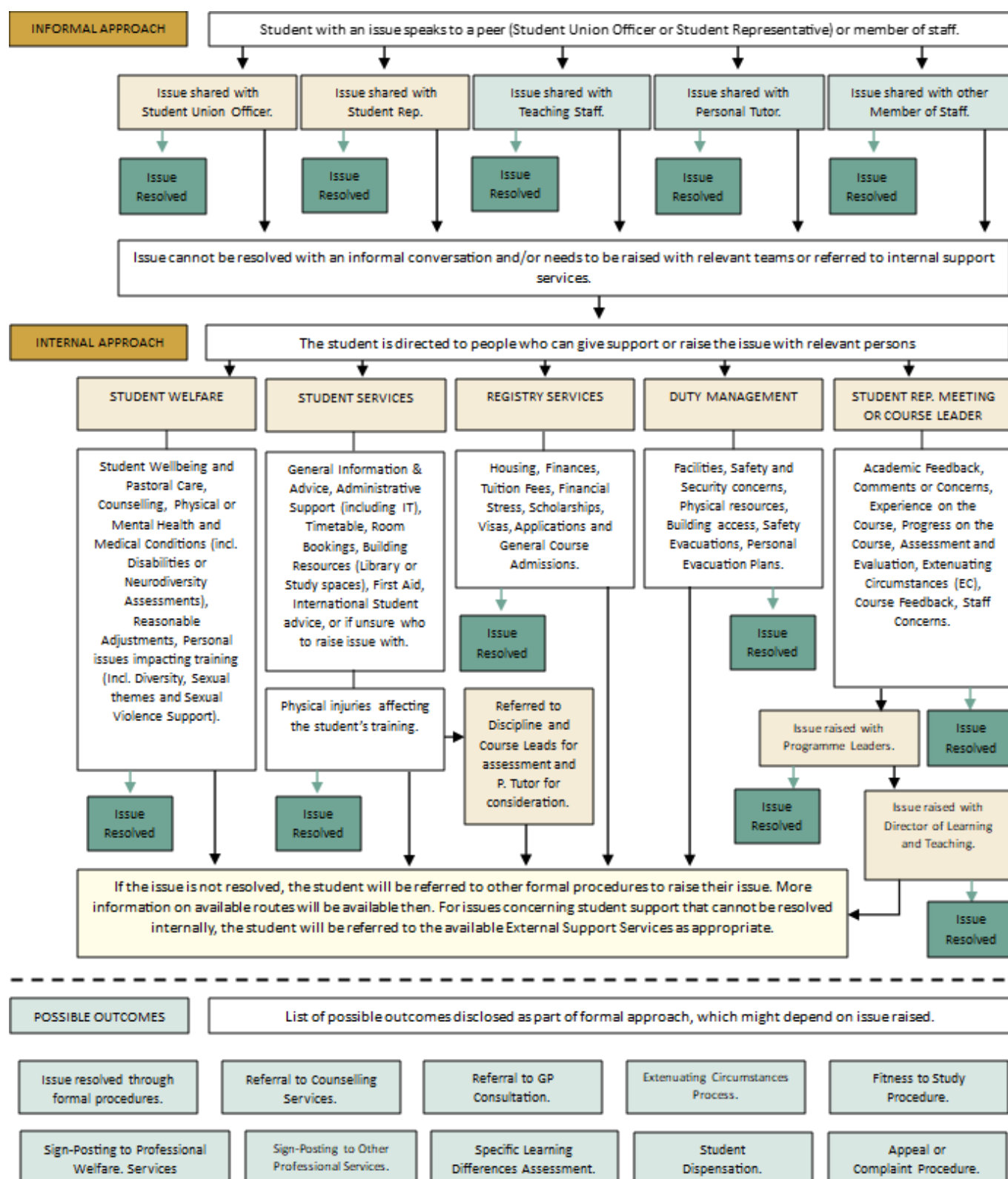
Each intake has their own Facebook page and new students are directed to this once they have accepted their place on the course. To contact the SU please email: [studentunion@mountview.org.uk](mailto:studentunion@mountview.org.uk).

The SU comprises the following roles:

- President
- Vice President
- Secretary
- Treasurer
- Events Team

- Publicity
- Welfare Team
- International Officer
- Gender, Sexuality and LGBTQ+ Officer
- Anti-Racism Officers
- Women's Officer
- Men's Mental Health Officer
- Disabilities Officer
- Open Mic Team
- Theatre Production Arts Representatives
- CertHE Representatives
- Postgraduate Representatives

# STUDENT SUPPORT FLOWCHART



# ACADEMIC PROCESSES & ASSESSMENT

**ASSESSMENT**

**AWARDS**

**LATE SUBMISSION PENALTIES**

**FAIL MARKS & REASSESSMENT**

**EXTENUATING CIRCUMSTANCES**

**INTERRUPTION OF STUDY**

**WITHDRAWAL**

**ACADEMIC WARNING & TERMINATION OF ENROLMENT**

**ACADEMIC APPEALS**

**QUALITY ASSURANCE**

## ASSESSMENT

Assessment is the formal process by which Mountview measures your achievement. You will be marked for individual components. Module marks are the weighted average of component marks (the weighting is given in the module specifications on the Student SharePoint).

All marks will be recorded and displayed to two decimal places. For the purposes of progression and classification (pass/merit/distinction), module, taught component and classification marks will be treated as if rounded to the nearest integer:

- Module marks within 0.5% of a pass mark will be awarded a pass.
- Module marks within 0.5% of a higher classification grade will be awarded the higher classification.
- Taught component average marks within 0.5% of the pass mark will be considered to have achieved the threshold.
- Classification marks within 0.5% of a higher classification will be awarded the higher classification.
- Classification marks within 0.5% of a borderline will be considered as being borderline.

The pass mark for modules is 50%.

Assessments are marked by at least two Mountview teaching staff – “Internal Examiners”. If they disagree on a mark, they will consult a third marker or the External Examiner. Continuous assessment of classwork is moderated by one Internal Examiner. Continuous assessment refers to the ongoing assessment of skills as they are acquired during classes in a particular component. The volume of teaching (approx. 30 hours per week) means that academic staff have an extensive opportunity in which to observe the attainment of skills in a detailed way.

An External Examiner will oversee the whole process of assessment, ensure that standards are maintained, arbitrate in the case of disputed marks, and ensure that the procedure is fair for each student. The External Examiner’s reports can be found on the Student SharePoint.

Students should not contact the External Examiner, any questions regarding marks should be directed to their Course Leaders or through the appropriate appeals procedure.

All marks are provisional until they have been confirmed by UEA at our Exam Board.

## AWARDS

The award of the MA requires all 180 credits of the programme to be passed.

Your Overall Mark is the average of the module marks weighted according to their credit rating.

Achievement is recognised with three classifications:

Classification	Overall Mark
Distinction	70% or more
Merit	60% – 69%
Pass	50% – 59%



Postgraduate Diplomas (PGDips) are available as Exit Awards for any students who only pass or undertake 120 credits. All Exit Awards will be unnamed awards and are not awarded with classifications.

## LATE SUBMISSIONS

The penalties for late submission of numerically marked work for assessment in the absence of acceptable extenuating circumstances are as follows:

Work Submitted	Marks Deducted
<b>Up to 24 hours late</b> – after 10:00am on the due date, but before 10:00am on the day following the due date.	3 marks or capped at pass mark, whichever is higher.
<b>Up to 72 hours late</b> – after 10:00am on the day following the due date, but before 10:00am on the third day after the due date.	10 marks or capped at pass mark, whichever is higher.
<b>Over 72 hours late</b> – after 10:00am on the third day after the due date, but before 10:00am on the 20 <sup>th</sup> day after the due date.	All the marks the work merits if submitted on time (i.e. no marks awarded).
<b>After 20 days</b>	Work will not be marked and a mark of 0 will be entered.

Saturdays, Sundays and Bank Holidays will be taken into account for the purposes for calculation of marks deducted.

If work is submitted on time but incomplete (i.e. missing a coversheet, appendix, bibliography or other element of the assessment) and it is then resubmitted after the deadline, the submission will be subject to late submission penalties. It is the student's responsibility to ensure work is submitted complete with all required elements before the submission deadline.

These penalties will be deducted once the work has been moderated and the penalty will be noted on all records where the mark is held. You will be informed of the mark that would have been awarded if the work had been on time. If the work was submitted 20 days or more late, the work will not be marked.

## FAIL MARKS & REASSESSMENT

If you have failed or not submitted a component for a module, the Board of Examiners (UEA) shall offer the option of reassessment in all failed components of the failed module. In such circumstances, the student may:

- Either undertake reassessment in the failed modules.
- Withdraw from the course and receive an award where appropriate in accordance with regulations.

Reassessment will normally be offered on one occasion only and must be applied for by the Academic Quality & Compliance Manager.

Once approved by the UEA Chair of the Board of Examiners, the Academic Quality & Compliance Manager will confirm this with you, your Course/Module Leader and Student Services. Your

Course/Module Leader will follow up with the student and Student Services with a new submission deadline.

Following reassessment, the highest mark achieved for each component, whether achieved at first attempt or reassessment, is used and weighted appropriately, to calculate the overall module mark. Where the overall component and module mark is at or above the pass mark, following reassessment, the mark will be capped to the pass mark. This capped mark will be the mark used for completion of the taught component and classification purposes.

If you require reassessment, your Course Leader will discuss this with you.

## EXTENUATING CIRCUMSTANCES

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, [studentservices@mountview.org.uk](mailto:studentservices@mountview.org.uk). 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 withdraw or repeat the year.

## INTERRUPTION OF STUDY

If you have Extenuating Circumstances which prevent you from completing the academic year, you have the option to request an interruption of studies. Essentially this is a 'pause' in study after which you intend to recommence study the following academic year.

The process involves submitting an Interruption of Study Request Form, an Extenuating Circumstances Request Form and supporting third party evidence. The request will then be reviewed by an Extenuating Circumstances Panel.

Requests for an interruption of study will only be approved if there is strong evidence for your situation improving the following year. For this reason, requests due to financial reasons are unlikely to be approved.

If you wish to apply for an interruption of study, please speak to your Course Leader or Personal Tutor who can support you with this process.

During an interruption, students are still considered part of the Mountview community and are encouraged to use the library and other resources.

In order for a student to confirm a return to study after an interruption, they must contact the Registry department via email and may be required to submit a doctor's note to confirm fitness to study if applicable.

When a student interrupts study after completing modules, all previous attempts are voided as part of the interruption of study process.

## WITHDRAWAL

If you wish to withdraw from the course, you should discuss this with your Course Leader. If, after this meeting, you wish to confirm your withdrawal it is your responsibility to submit a Withdrawal from Studies Request Form and return this to the Academic Quality & Compliance Manager, [alicecann@mountview.org.uk](mailto:alicecann@mountview.org.uk) to be reviewed by the Principal and Registry Manager. If you are eligible for any refunds, these will be calculated from the date you returned the form.

## ACADEMIC WARNING & TERMINATION OF ENROLMENT

If your attainment is expected to be assessed as below the Pass standard, you will receive an Academic Warning, which will identify areas where improvement is needed and give you the opportunity to take action to ensure success.

Mountview may terminate your enrolment for academic failure or serious breach of regulations or policies.

## ACADEMIC APPEALS

If you believe a mark is incorrect, you may ask for verification that it is free of arithmetical or other factual errors and that the examiners were aware of any Extenuating Circumstances reported before the meeting of the Exam Board. To do this, you must write within seven days of the publication of the mark to the Principal, who will investigate and respond within seven days.

Appeals relating to the award of degrees should initially be submitted to Mountview. There is a second stage appeal process operated by UEA. Details of this procedure are available in the Library, Mountview's website and UEA's Academic Partnerships Handbook:

<https://www.uea.ac.uk/web/about/partnership-hub/academic/work-with-us/resources/partnerships-handbook/appeals-and-complaints>

## QUALITY ASSURANCE

Teaching and learning are subject to rigorous internal and external processes to assure their quality and support continuous improvement. Our Academic Partners and Regulatory Bodies oversee these processes and students play an important part in these processes. More information about Quality Assurance at Mountview can be found on our website:

<https://www.mountview.org.uk/about/quality-assurance/>