

LTC14D235

Title: Regulations, Policies and Procedures for Mountview Academy of Theatre Arts

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Issue

A number of UEA's regulations, policies and procedures have been adapted for implementation at Mountview Academy of Theatre Arts as additions or amendments to current practice for implementation from 2015/16.

Drafts were considered at the last meeting of the Joint Board of Study held on 16 April 2015 and subsequently reviewed by the Partnerships Manager (UEA) and Academic Director (Mountview) before approval by the Joint Board of Study under Chair's Action.

Recommendation

The Learning and Teaching Committee is asked to approve the following regulations, policies and procedures for implementation from the 2015/16 academic year:

- i) Assessment and Cheating Regulations;
- ii) Attendance, Engagement and Progress Procedure;
- iii) Extenuating Circumstances Regulations;
- iv) Fitness for Study Procedure;
- v) Notice to Intercalating Students; and
- vi) Plagiarism and Collusion Policy

Resource Implications

Not applicable.

Risk Implications

Not applicable.

Equality and Diversity

Taken account of in each document.

Further Information

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Documents for approval:

Appendix 1 - Assessment and Cheating Regulations;
Appendix 2 - Attendance, Engagement and Progress Procedure;
Appendix 3 - Extenuating Circumstances Regulations;
Appendix 4 - Fitness for Study Procedure;
Appendix 5 - Notice to Intercalating Students; and
Appendix 6 - Plagiarism and Collusion Policy

These regulations are intended to provide a suitable working environment for candidates and to maintain the security of Mountview assessments. Candidates must adhere to the regulations and should be aware that a breach of the regulation may result in disciplinary procedures.

(1) General

- (a) No student shall be eligible for assessment unless the appropriate fee has been paid to Mountview at the due time;
- (b) Assessment fees are normally included in the annual tuition fee
- (c) If a candidate withdraws from an assessment, or does not submit an assessment item, or leaves Mountview 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.

(2) Conduct in Examinations, Course Tests and Coursework

(a) Candidates for examinations, course tests and coursework 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.

(b) In the event of illness or other extenuating circumstances on the day of the examination or course test, candidates are advised to report the circumstances to the Programme Manager. Candidates too ill to attend an examination must go to their GP on the day of the examination or, if too ill to do so, immediately inform their GP. Candidates absent from an examination will need evidence from a GP, obtained on the day of the examination. Candidates prevented from attending an examination by circumstances other than illness must immediately inform the Programme Manager.

(c) Candidates are responsible for maintaining their own good order during examinations are required to obey all instructions given to them by Invigilators concerning each examination. Invigilators may take appropriate action to ensure that the examination is conducted under proper examination conditions;

(d) Candidates are not permitted to enter the examination room more than thirty minutes after the scheduled start time of the examination, or leave the examination room until thirty minutes have elapsed. During the examination, candidates may leave the examination room only under supervision and, if visiting the toilet, must sign out and in again;

(e) Candidates may not leave the examination room during the last fifteen minutes of the examination;

(f) If candidates have to leave their desks for any reason they should move quietly and create as little disturbance as possible;

- (g) Smoking is prohibited in the examination room;
- (h) Coats, jackets and bags may not be taken into the examination room where there is provision for separate storage of these items;
- (i) No unauthorised materials such as notes, texts, visual aids or audio equipment may be taken into the examination room unless approved for use in an examination. Where there is reasonable suspicion that a candidate may have brought into an examination any unauthorised material(s), the Invigilator(s) may ask the candidate to empty his/her pockets. Non-compliance by any candidate with such a request shall be referred to the Academic Director;
- (j) No examination answer booklets or other stationery may be removed from the examination room;
- (k) Candidates are not permitted to communicate with anyone except an invigilator during the examination;
- (l) Answers to questions must be written legibly in ink unless otherwise specified;
- (m) Candidates who do not wish to hand in an answer booklet at the end of the examination must report this to the Invigilator, who will annotate the cover to this effect and ensure that it is retained;
- (n) Unless prohibited by the Learning and Teaching Committee of the Senate, on the recommendation of the Academic Director, electronic calculators may be used in examinations and course tests under the following conditions:
 - (i) the calculator shall be of a non-programmable and non-communicable type, with no text retrieval or graphical capabilities, unless otherwise specified on the front of the examination paper;



MOUNTVIEW

ACADEMY OF THEATRE ARTS

*Procedures relating to Attendance, Engagement and Progress for Students on Taught Programmes
(Adapted for Mountview Academy of Theatre Arts 'Mountview')*

1. Introduction

This document sets out how Mountview will act where there are concerns about a student's attendance, engagement and/or progress, in order to provide students with appropriate pastoral support and guidance, and the process that it would follow in the event that the student may have breached Student Disciplinary Procedures – Professional Conduct.

These procedures relate to students studying on taught programmes.

In order to identify students who may be struggling with their studies and provide pastoral support and guidance at the earliest opportunity, Heads of Disciplines shall monitor the attendance of their undergraduate and postgraduate taught students who are registered on award-bearing courses, as well as visiting students spending a semester/year at Mountview.

2. Students' obligations in relation to attendance, engagement and progress

Students' obligations are set out in Student Disciplinary Procedures – Professional Conduct. Students are required to attend all teaching events and meetings; if they are unable to do so, they must report their absence to the Programme Manager.

3. A Programme Manager's obligations in relation to the monitoring of student attendance and engagement in timetabled teaching sessions

Programme Managers shall ensure that at least one register is completed per week for all students registered for each of their modules, where teaching patterns permit. Where module teaching is delivered less frequently, a register should be taken at each teaching event. It may not be practical for academic staff to complete a register to record attendance at large teaching events.

The academic member of staff delivering the teaching session shall ensure the register is completed promptly (within 2 working days) after the teaching event.

4. Monitoring of student attendance on placements

Heads of Discipline must ensure that student absences are reviewed by appropriate staff in the School at least twice per semester, and consider what support/ guidance/ action (if required) should follow.

Heads of Discipline must liaise with the Programme Manager and send the placement address(es) for all student(s) on placement to the Programme Manager, so that these can be logged. For students with Tier 4 visas, Programme

Managers will forward the information to the Head of Registry Services. The Head of Registry Services may share the details with the Home Office in advance of student(s) going on placement.

A suitable monitoring method must be agreed between Mountview and the placement provider before the student commences placement. They should also agree on what records are retained, and by whom, to enable Mountview to confirm that a student was where s/he was expected to be and attending as required.

All courses open to international students with a placement element must have clear and operational monitoring processes which are agreed between the placement provider and Mountview, and that the information is also made available to the Head of Registry Services. The attendance monitoring process (for students while they are on placement) should be documented in the relevant Course Handbook and all students, academic staff and placement providers concerned should be made aware of it and have sufficient guidance to enable them to comply with it.

5. *Monitoring of PGT students completing their dissertations*

In order to ensure that Mountview is able to demonstrate taught postgraduate students' attendance and engagement during their dissertation period, academic staff who act as dissertation supervisors should maintain a record after each meeting with the student. They should also make notes of any contact with the student (e.g. by email, phone, Skype.)

6. *Monitoring of students holding a Tier 4 Visa*

The Head of Registry Services shall be responsible for the attendance concerns of any student holding a Tier 4 Visa, in particular where students have missed ten consecutive teaching events across all the modules they are studying.

PGT students with a Tier 4 Visa must apply to the relevant Head of Discipline for permission to complete their dissertation outside the UK.

7. *Procedures for dealing with concerns in relation to a student's attendance engagement and progress*

7.1. *Review of a student's attendance, engagement and/or progress*

Heads of Discipline shall review the attendance records of students on credit-bearing taught programmes. As Personal Tutors have access to their students' attendance records, they should monitor their students' attendance and provide support to those who have missed teaching events. A full review shall be carried out by the relevant Head of Discipline on a regular basis, no less than twice per semester, to ensure that students receive relevant support; the attendance records will be provided by the Senior Programme Manager for these reviews.

Where the Head of Discipline has concerns about a student's attendance record and/or his/her ability to engage or catch up with studies, they shall invite the student to an initial meeting. In the event that the student has already reported the reasons for being absent, an initial meeting should still be offered so that the Head of Discipline can provide appropriate guidance and support. The initial meeting is an opportunity for the Head of Discipline to explore any reasons

that may be affecting a student's attendance, engagement and/or progress, and provide pastoral care before issues develop further.

7.2. Initial Meeting

The Head of Discipline shall invite the student to an initial meeting and explore what appropriate support could be provided.

The Head of Discipline should note down a record of the discussion at the meeting.

In the event that a student had concerns about the quality of teaching or content of the course, and therefore chose not to attend, the Head of Discipline shall report the reasons to the Academic Director for appropriate action.

Following the initial meeting, the Head of Discipline may decide the following action(s):

- a. take no further action. As it is important for students not to miss teaching events, however, the Head of Discipline should continue to monitor the student's attendance, engagement and/or progress;
- b. refer the student to appropriate student support/professional services where the Head of Discipline considers that a student would benefit from the support service(s);
- c. invoke the Fitness to Study procedure in respect of a student whom the Head of Discipline has identified as potentially being unfit.

If a student does not attend the initial meeting nor provides an explanation for the absence nor seeks an appropriate alternative time to meet, the Head of Discipline shall ask the Academic Director to consider whether the student has demonstrated that s/he was engaging with the process (e.g. by reporting absences, meeting with Module Leaders to catch up with missed work, etc.). If the student has already reported absences and appears to have caught up with missed work, no further formal action is required. If, on the other hand, the Head of Discipline has concerns that a student may not be engaging with Mountview's processes, s/he shall ask the Programme Manager to issue an invitation to a formal meeting as described below.

7.3. Formal Meeting

The Head of Discipline shall ask the Programme Manager to invite the student to a Formal Meeting in the event that:

- the student's attendance, engagement or progress continues to be a cause for concern;
- the student did not attend the initial meeting, has not reported absences and appears not to be engaging with Mountview's processes.

The Programme Manager will write to the student and include the following:

- (a) a statement of concern for the student's welfare/progress on the course, and the wish to provide the student with guidance and support;
- (b) a record of his/her attendance, engagement and/or progress and any concerns;
- (c) a copy of the notes from the discussions held at the initial meeting (where available);

- (d) an explanation of whom, in addition to the Head of Discipline and student, will be attending the meeting;
- (e) the date, time, place of the Formal Meeting;
- (f) the right of the Head of Discipline to take action (as set out below) in the event that, having been properly notified, the student does not attend nor request an appropriate alternative and there is no good cause to explain the absence.

The student will also be advised to bring along any supporting documentation, including any extenuating circumstances.

The Head of Discipline may delegate the task of meeting with the student to another academic colleague.

The notification will be delivered to the student's email and home address at least 5 working days (Saturdays, Sundays and Mountview closure days excepted) before the meeting. If, having been duly notified, a student does not attend the Formal Meeting, nor provides an explanation for the absence nor seeks an appropriate alternative, the Head of Discipline shall consider the information available and take one of the actions in paragraph 8.4.2 in the student's absence. A student may submit a written statement but may not be represented by a third party if absent from a meeting.

The Head of Discipline may agree to rearrange the scheduling of a meeting if requested by the student but will not normally do so without good cause or on more than one occasion. If a student does not attend a scheduled meeting and cannot demonstrate good cause for so doing, the Head of Discipline may issue a Formal Warning (if appropriate).

The Head of Discipline shall invite such members of staff as are required to determine the facts concerning the cause for concern either to submit written statements or to attend part of the meeting. The student may, if s/he wishes, bring an accompanying person. In all cases the student shall answer any questions raised at the meeting. Neither the student nor the Mountview shall be represented by a legal practitioner. The student should notify the Head of Discipline at least one working day in advance of the meeting (Saturdays, Sundays and Mountview closure days excepted) if they intend to be accompanied and the identity of their supporter.

7.4. Conduct of a formal attendance, engagement and progress meeting

7.4.1. The meeting shall proceed in the following order:

1. the Head of Discipline shall set out the concerns and evidence regarding the attendance, engagement and/or progress of the student. The student shall have an opportunity to ask questions about the concerns and supporting evidence.
2. The student shall have an opportunity to present information relevant to the matters of concern raised. Wherever possible, information presented, in particular relating to any mitigating circumstances which the student considers have impeded their attendance, engagement and/or progress should be supported by appropriate documentation. The Head of Discipline shall have an opportunity to ask questions concerning the information presented by the student.

7.4.2. *Following the formal meeting, the Head of Discipline may decide the following action(s):*

- a. take no further formal action. As it is important for students not to miss teaching

events, however, the Head of Discipline should continue to monitor the student's attendance, engagement and/or progress;

- b. refer the student to appropriate student support/professional services where the Head of Discipline considers that a student would benefit from the support service(s);
- c. determine that the student has committed an offence as the student has failed to meet Mountview's requirements in relation to attendance, engagement and progress and issue the student with a Formal Head of Discipline's warning;
- d. invoke the Fitness to Study procedure in respect of a student whom the Head of Discipline has identified as potentially being unfit.

In determining whether a Formal Head of Discipline's Warning should be issued, the Head of Discipline may take into account any information presented by the student in explanation of his or her actions. However, in determining whether such information should be taken into account the Head of Discipline must consider whether such information was, or could have been, presented to Mountview in a timely manner, noting that the student contract state that a student must inform Mountview at once of any change of circumstances and whether the non-disclosure of this information is further evidence of the student's failure to engage with their studies.

The Head of Discipline should confirm his/her decision in writing to the student within five working days (Saturdays, Sundays and Mountview closure days excepted).

7.4.3. A written record of the meeting will be made by the Programme Manager who should contain clear action notes and the student's responsibilities, to ensure that the situation and/or events leading to this formal meeting will be addressed. To ensure consistency, a template may be used. A copy of this record will be given to the student and also placed on the student's file for the duration of the student's period of registration with Mountview. If an action plan was discussed and agreed then it will be reviewed within a set period of time as determined by the Head of Discipline. Should the concerns which led to the formal meeting persist or not be addressed or be insufficiently addressed within the time period, a further formal meeting will be called by the Head of Discipline.

7.5. *Second Formal Meeting*

In the event that a student's attendance, engagement and progress continue to cause concern, a Second Formal Meeting will be arranged as described in Paragraph 8.3 above. In addition to the actions available above, the Head of Discipline may refer the student to the General Disciplinary Procedure – Code of Practice to determine action.

8. *Appeals*

There is no right of appeal against the outcome of an Initial Meeting with nominated colleague(s), or the Head of Discipline's decision following a Formal Meeting.

9. *Confidentiality*

A copy of the formal record of an attendance, engagement and/or progress meeting and of any formal written warnings will be retained on the student's file during their period of study and registration with Mountview. Where appropriate, this information may be retained in a more secure format, for example where highly personal or sensitive material is disclosed and discussed. These records will be removed from the file in

accordance with normal records retention processes once the student has completed their studies.

Information relating to actions taken under these procedures will remain confidential to the Head of Discipline, the Student's Personal Tutor and such other members of Mountview staff as are involved in the process. This information may also be used to inform relevant professional, statutory and regulatory and funding bodies.

Mountview is required to inform the Home Office when a Tier 4 student visa holder has been withdrawn for non-attendance as part of its statutory reporting duties.

10. Reporting the outcomes of attendance and progress meetings

The Heads of Discipline shall complete an annual report of the outcomes of attendance, engagement and/or progress meetings to the Joint Board of Study.



MOUNTVIEW

ACADEMY OF THEATRE ARTS

Extenuating Circumstances Regulations: Taught Programmes (Adapted for Mountview Academy of Theatre Arts 'Mountview')

1. Purpose

- 1.1 .This document provides a definition of Extenuating Circumstances, the guiding principles on which the regulations are based and the procedural framework within which extenuating circumstances in relation to Taught Programmes shall be managed

2. Definition of Extenuating Circumstances

2.1. An Extenuating circumstance is:

- (i) An acute factor or an acute expression of a chronic condition that can be evidenced, is outside the student's control and which affects performance in and/ or engagement with assessment.
- (ii) Normally, a set of circumstances, the effect of which will impact the student within three weeks of the relevant assessment event.
- (iii) Certain other circumstances that are explicitly referenced within the Extenuating Circumstances Regulations.

3. Principles

3.1 Mountview shall apply the following principles:

- (i) Mountview shall adopt the list of extenuating circumstances provided by the Academic Registrars' Council (ARC) (Appendix 3). This list shall serve as a formal guide to the range of acceptable extenuating circumstances.
The regulations are designed to minimise bureaucracy and ensure timely consideration of cases.

The regulations are designed to be reasonable, sensible and student focused

4. Consideration of Extenuating Circumstances

4.1. Extenuating circumstances may be considered in relation to:

- (i)Extension requests for those items of assessment classified as 'Deadline' (coursework, dissertation, project, etc.)
- (ii)Requests for Delayed Assessment for those items of assessment classified as 'Event' (exam,etc.)
- (iii)Decisions about progression and/ or final classification.

4.2. There shall be an Extenuating Circumstances Panel (ECP) that covers all cases across at Mountview.

4.3. The ECP shall be chaired by a member of the Board of Examiners.

- 4.4. The ECP shall consist of a pool of 4 academic members appointed by the Joint Board of Study, only 2 of whom need to engage in the consideration of any particular case, with the exception of the pre-Board ECP meeting where at least 3 members must be in attendance.
- 4.5. The consideration of cases need not involve a physical meeting of members of the ECP and can instead be conducted via email.
- 4.6. The Chair of the Board of Examiners shall not be permitted to act as the ECP Chair but may be a member of the ECP.
- 4.7. There shall be time limits for the reporting of extenuating circumstances by students that will vary according to the type of adjustment being sought.
- 4.8. Students should report any circumstances affecting their study as soon as possible and no later than the deadlines regarding specific modes of consideration as detailed in the regulations below.
- 4.9. Students must report any circumstances that they wish to be considered to the Senior Programme Manager.
- 4.10. Notwithstanding the requirement detailed at 4.9 above, where a student believes that the relevant circumstances are of a highly confidential nature s/he may report the circumstances to the Principal.
- 4.11. Where a student reports circumstances as permitted under 4.10 above, the Principal shall either:

Confirm the confidential nature of the circumstance and provide the ECP with a statement of its severity. The substantive detail of the circumstances shall remain confidential to the Principal;

OR

Determine that the nature of the circumstance does not merit the confidentiality of treatment detailed at 4.11 (i) above and advise the student that they should report their extenuating circumstances to the Senior Programme Manager in accordance with 4.7- 4.9 above.
- 4.12. The detailed regulations regarding time limits and required method of reporting are detailed below.
- 4.13. Where a student is unable to supply all relevant evidence at the point of reporting the extenuating circumstances, the student shall normally be required to provide any outstanding evidence within 10 days of application.
- 4.14. The Chair of the relevant ECP may grant further time (beyond 10 days) to a student to assemble evidence where good reasons for the need for additional time are provided.

5. Consideration of Particular Types of Extenuating Circumstances

5.1. Delayed Assessment/Reassessment (DA/R) Requests (Event assessments)

- 5.1.1. Students may be permitted to repeat an 'Event' assessment, because of circumstances beyond their control that affect performance or attendance at the Event.
- 5.1.2. Students might be offered a Delayed Assessment (where circumstances affect the initial assessment), Delayed Reassessment (where circumstances affect the reassessment attempt) or Further Reassessment (where circumstances affected the assessment or reassessment but are not deemed sufficient for a Delayed Reassessment).
- 5.1.3. A Delayed assessment cancels the assessment that it replaces, whereas the granting of Further Reassessment provides an additional opportunity without cancelling the original assessment attempt.
- 5.1.4. DA/R may be considered:
 - where the student failed to attend
 - where the student attended the assessment, but believes that s/he did not have a fair attempt due to extenuating circumstances
 - where the delivery of the programme has hampered the ability of students to be assessed fairly
- 5.1.5. Where the request for DA/R rests on medical circumstances students must seek medical evidence on the day of the event assessment, unless prevented from doing so.
- 5.1.6. A request for DA/R must be submitted within 48 hours of the assessment event.
- 5.1.7. All relevant supporting evidence, including, where appropriate, explanations of any failure to obtain medical evidence in accordance with 5.2.5 above, must normally be submitted not later than 10 working days after the request for DA/R is received by the Programme Manager.
- 5.1.8. The Chair of the ECP may approve a later deadline for the provision of supporting evidence in accordance with 4.9 above.
- 5.1.9. Bad weather conditions are only acceptable for DA/R where advice to the public has been to avoid unnecessary journeys and where public transport is not running.
- 5.2.10 If a student's application for DA/R is successful, s/he can choose whether or not to take the new assessment and replace their existing mark, which shall be voided.
- 5.2.11 Where a student does take the new assessment the recorded mark shall be the mark received for the new assessment and not the better of the two marks achieved.
- 5.2.12 DA/R requests shall be considered by the Senior Programme Manager in the first instance with reference to the ARC guidance noted above.
- 5.2.13 Where cases are complex or where rejection is recommended they shall be referred to the relevant ECP.

5.3 Pre-Board ECP Meetings

- 5.3.1 The purpose of a Pre-Board ECP meeting is to consider extenuating circumstances that may impact on decisions about progression or classification.
- 5.3.2 All extenuating circumstances and associated adjustments shall be reported to the Pre-Board ECP.
- 5.3.3 The ECP shall consider whether any additional adjustments may be appropriate regarding circumstances that have already been considered (previous extension requests and/ or DA/R requests).
- 5.3.4 Extenuating circumstances must be reported to the Senior Programme Manager not later than 10 days prior to the meeting of the Pre-Board ECP.
- 5.3.5 For each case considered at the meeting, the ECP shall determine the severity of impact, and make a recommendation to the Board of Examiners on how the impact of the extenuating circumstances should be accommodated.
- 5.3.6 Recommendations may include:
- That a student be awarded a higher classification
 - That a student be permitted to progress within the constraints of the relevant regulations for the award
 - That a student who has not met the progression requirement be permitted to retake the year or a part of the year with or without a period of intercalation
 - That a student be offered an assessment, reassessment or further reassessment
 - That a student be transferred to an alternative programme.
- 5.3.8 Actual compensation for any student shall be determined by the Board of Examiners.
- 5.3.9 In making its determination, the Board of Examiners shall demonstrate that it has fully considered the recommendations of the Pre-Board ECP.
- 5.3.10 Decisions regarding compensatory adjustment must comply with any PSRB requirements (for example- maximum length of registration), where applicable.

**MOUNTVIEW
EXTENUATING CIRCUMSTANCES REPORT FORM**

The attached form should be used to report circumstances that you consider have had an impact on your academic performance and/or your ability to study.

Please read the **Extenuating Circumstances- Guidance for Staff and Students** when completing the form available at Appendix 2.

Extenuating Circumstances Report Form

Students should use this form to report circumstances that they consider have had an impact on their academic performance and/or their ability to study. Please read the **Extenuating Circumstances - Guidance for Staff and Students** at Appendix 2 when filling out this form and submit the completed form to the Senior Programme Manager..

1. Personal details			
Student Name			
Student Number		Email address	
Module/ Programme			
Name of personal tutor and/or supervisor			
2. What is the nature of the circumstances you are reporting?			
<input type="checkbox"/> Health		<input type="checkbox"/> Personal	
<input type="checkbox"/> Bereavement		<input type="checkbox"/> Other	
3. Indicate below what type of adjustment you are seeking?			
<input type="checkbox"/> Extension to submission deadline (self-certification for 5 working days - see section 4.4 of Guidance)			4.4
<input type="checkbox"/> Extension to submission deadline			
<input type="checkbox"/> Delayed Assessment/Reassessment (D/AR - see section 3.2)			
<input type="checkbox"/> Consideration by Board of Examiners (see section 3.4)			
<input type="checkbox"/> Other (repeat of year/break in studies etc)			
4. How long have your difficulties been impacting on your studies?			
From date			
5. For which specific assignments would you like these circumstances to be considered?			
<u>Module No</u>	<u>Assignment Title (exam, coursework 1 etc)</u>	<u>Submission/Test Date</u>	<u>Requested Deadline Date</u>

6. Please give details of your circumstances and how they have impacted on your ability to study effectively or complete assessments (Mountview will use the ARC Guide to acceptable extenuating circumstances when considering your request - see appendix 1)

Please indicate below the supporting evidence you have attached or will submit by the deadline (see section 4.2)

- 1.
- 2.
- 3.

7. Please provide details if you have consulted with anyone to seek help in resolving your difficulties (eg Personal Tutor, Module Leader etc.)

8. Please outline how and when you expect your personal difficulties to be resolved?

9. Are you still participating in your programme?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please confirm:
The date that you last participated
Would you like to request an authorised break in your studies? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please check the information provided and sign below. If you are reporting circumstances for an automatic extension, please check that your circumstances comply with the ARC Guidance (see Appendix 3) and sign below to confirm:			
Student Signature:		Date:	

PLEASE SUBMIT THE COMPLETED FORM AND SUPPORTING DOCUMENTS TO THE SENIOR PROGRAMME MANAGER

What happens next?

1. Your form will be considered via a number of processes depending on the nature of the submission and you will be contacted with regard to the outcome of your application. Note that the submission time will remain as no later than 17:00 on the new assignment deadline. However, you should not assume that your application will be approved. If your application relates to an extension deadline for which you are not self-certifying, you are advised to continue to work towards the original deadline until you receive notification of the outcome. Following submission of your work, it will normally be marked and returned within 20 working days (dissertations may take longer).

Senior Programme Manager use only:

Date received	
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Extensions and Other Adjustments

Adjustments approved by Academic Director of Partnerships	Yes		No		N/A	
Details of adjustment/decision						
Approved subject to evidence <input type="checkbox"/>						
Staff Name and Signature				Date		

Adjustments approved by EC Panel?	Yes		No		N/A	
Details of adjustment/decision						
Approved subject to evidence <input type="checkbox"/>						
Staff Name and Signature				Date		

EC Spreadsheet updated <input type="checkbox"/>	Student file updated with extension information <input type="checkbox"/>
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Date student advised of outcome (copy of email/letter on file)	
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Extenuating Circumstances (ECs) for Taught Programmes Regulation – Guidance for Students and Staff

1 Introduction:

1.1 These guidance notes should be read in conjunction with the Extenuating Circumstances for Taught Programmes Regulation and Section 6 of the ARC Reference Document on Academic Appeals and Extenuating Circumstances for University Practitioners, which can be found at Appendix 3.

1.2 These guidance notes not formally part of the Regulations but are designed to assist staff and students in their reading of the Regulation and in understanding how it will be applied in practice.

1.3 Students who have detailed queries regarding any aspect of the Extenuating Circumstances Regulations should contact the Assessment Office.

1.6 Numerical references in the guidance below refer to the relevant section of the Extenuating Circumstances Regulation.

1.7 'Working days', as referred to in the guidance, will include Mondays to Fridays, and will exclude Saturdays and Sundays. Therefore, where a 5 working day extension is applied to a piece of coursework due on a Monday, the new submission date will be Monday of the following week.

1.8 For all extended deadlines, the submission time will remain as no later than 17:00 on the new assignment deadline.

2 Important:

2.1 Consideration of extension requests and Delayed Assessments/Reassessments (DA/Rs) will be undertaken by Extenuating Circumstances Panels (ECPs), or by staff acting on behalf of ECPs.

2.2 Staff and students should note that the EC regulation allows for students to be granted a DA/R for assessments that have been passed but where extenuating circumstances have impacted on the assessment attempt.

3 What adjustments are available for students presenting extenuating circumstances?

3.1 An extension to a deadline for submitting summative assessed work. This may be, for example, Coursework, Written Assignments, Dissertations, Projects or Presentations.

3.2 A delayed assessment or reassessment, for an assessment event which is scheduled to take place at a particular time/date and which will need to be rearranged. This may be, for example, an Examination, Course Test, OSCE, OSPE or other practical assessment.

3.3 A Further Reassessment may be approved where the ECP is not persuaded that the student was prevented from having a reasonable reassessment opportunity but

wish to offer the student a further opportunity to sit the reassessment. In such cases, the original reassessment mark shall stand and both marks will be available to the Board of Examiners when making academic decisions. The expectation is that the Board will use the higher of the two marks when making academic decisions.

3.4 An adjustment made by the Board of Examiners, which may include those outlined in 5.3.7.

3.5 Reported extenuating circumstances and resulting adjustments will be provided to the Pre Exam Board ECP, which may recommend further appropriate adjustments. Automatic extensions, but not the reported circumstances, will be reported to ECPs.

4 What should students do if they wish to report extenuating circumstances?

4.1 Students should complete the Extenuating Circumstances Report form and submit it to the Senior Programme Manager. The form should indicate the adjustment being requested and should be submitted together with supporting evidence, where required, by the deadline indicated in the Regulation. 4.2

Where required, students should submit acceptable evidence (see Appendix 3) to support their report as soon as possible and no later than 10 working days after submitting the form (4.11).

4.3 Where no evidence can be obtained, or where students are not able to provide it by the deadline, the reasons should be explained clearly in the appropriate section on the form, giving as much relevant information as possible. In such cases, these details will be considered together with the circumstances reported.

4.4 On submission of the first report per year in respect of an assessment deadline, an extension of five working days will be applied and no supporting evidence is required (5.1.1).

Students may check their new submission date on their email.

4.5 Students should note that, where an automatic extension is sought, the circumstances reported must comply with the ARC Reference Document on Academic Appeals and Extenuating Circumstances (see Appendix 3)

4.6 An automatic extension will apply to multiple assessments occurring on the same day.

4.8 Where a student is reporting circumstances relating to a coursework submission for the first time in an academic year but is requesting longer than 5 working days, and where the request is subsequently rejected by the ECP, the 5-working day automatic extension will apply.

4.9 Students should note that it is their responsibility to indicate on the form the module numbers, dates and times (if relevant) of all assessments for which an adjustment is sought.

4.10 Whilst applications for deadline extensions are under consideration, students should not assume that the extension will be approved and should continue to plan to submit by the published deadline. If a decision is still pending by the submission date, students may wish to continue to work in anticipation of an approved extension.

4.11 Students should retain electronic copies of all versions submitted.

4.12 Students should note that self-certification for absence does not automatically result in an extension to an assessment deadline and vice versa. The two should be treated as separate and students are required to complete both processes if they are simultaneously reporting absence from study and reporting circumstances for entitlement to an assessment extension or to apply for a DA/R.

4.13 Decisions will be notified to students by e-mail and to their home address.

5 What will happen if a student reports extenuating circumstances or provides supporting evidence after the deadline?

5.1 Requests for extensions received after the submission deadline will require accompanying evidence and will be referred to the ECP for consideration.

5.2 Where a student submits a request for a Delayed Assessment/Reassessment (DA/R) more than 48 hours after the assessment has taken place, or where the supporting evidence is submitted more than 10 working days after submission of the report to the Senior Programme Manager, the application will be referred to the Chair of the relevant ECP, who will decide whether the application can be accepted and considered for a DA/R.

5.3 Where a student reports extenuating circumstances for consideration by the Board of Examiners later than 10 days prior to the ECP but prior to the meeting of the Board of Examiners, this shall be referred to the Chair of the ECP who will take a decision as to whether the late report can be accepted and considered by the in time for reporting any recommendations to the Board of Examiners.

5.4 Where extenuating circumstances are reported too late to be considered by the ECP, or after the meeting of the Board of Examiners, or where the ECP Chair rejects the student's application to submit a late report or evidence, the student may consider whether they have grounds to submit a Stage One Appeal.

Extract from ARC Reference Document on Academic Appeals and Extenuating Circumstances for University Practitioners

6.3.2 Universities should explain what are **likely** to be acceptable extenuating circumstances. The following is a non-exhaustive list of examples that a university would commonly regard as extenuating circumstances that could have seriously affected performance and could not have been remedied in the time available:

- Bereavement – death of close relative/significant other (of a nature which, in an employment context, would have led to an absence in accordance with the compassionate leave regulations)
- Serious short-term illness or accident (of a nature which, in an employment context, would have led to an absence on sick leave)
- Evidence of a long term health condition worsening
- Significant adverse personal/family circumstances
- Other significant exceptional factors for which there is evidence of stress caused

6.3.3 The list above allows universities to use their discretion based on the given facts of a particular case within a broad set of criteria.

6.3.4 Universities should also explain what is **unlikely** to be acceptable extenuating circumstances. The following is a **non-exhaustive** list of circumstances unlikely to be regarded as falling within the relevant definition and, where there is conflict with the above list, a decision will need to be made on each case:

- Alleged statement of a medical condition without reasonable evidence (medical or otherwise) to support it
- Alleged medical circumstances outside the relevant assessment period of learning period for which appropriate adjustments for extenuating circumstances have already been made
- Alleged medical condition supported by 'retrospective' medical evidence – that is, evidence that is not (contemporaneous) in existence at the same time as the illness, eg a doctor's note which states that the student was seen (after the illness occurred) and declared they had been ill previously
- If there is a reasonable case that circumstances relied on were foreseeable or preventable
- Long-term health condition for which the student is already receiving reasonable or appropriate adjustments
- Minor illness or ailment, which in a work situation would be unlikely to lead to absence from work
- Holidays

- Financial issues
- Personal computer/printer problems
- Poor practice eg no back-up of electronic documents
- Claims that students were unaware of the dates or times of submission or examination
- Late disclosure of circumstances on the basis that students 'felt unable – did not feel comfortable' confiding in a staff member about their extenuating circumstances
- Poor time management

6.4.5 The evidence should normally be independent third party evidence but there may be occasions when the university wishes to use its discretion in relation to the type of evidence it will accept. Where evidence *can* be provided it *should* be provided but there may be exceptional cases where, for a variety of confidential reasons (eg sensitive personal data), this is not possible.

6.4.6 A non-exhaustive list of examples of commonly accepted evidence would include:

- Death certificate
- Medical/health certificate (with relevant date to the assessment). Some university GP systems have a specific form linked to grading extenuating circumstances.
- Letter of support/explanation from a support service in the university, eg Disability Service
- Letter of support/explanation from third party

MOUNTVIEW

ACADEMY OF THEATRE ARTS

*UEA Assessment of Students' Fitness for Study Procedures
(Adapted for Mountview Academy of Theatre Arts 'Mountview')*

1. Preamble

1.1 Mountview acknowledges that it has both a role and responsibility in ensuring the welfare of its students, staff and the wider community. It therefore expects that that students studying at Mountview are in a fit state, subject to the terms of Disability Discrimination Act 1998 (as amended) to:

- (a) 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;
- (b) be able to not in any way prevent, hinder or disrupt the study or assessment of other students at Mountview, staff in the discharge of their duties or academic pursuits, or visitors to Mountview from carrying out their lawful business
- (c) as a consequence of their required or necessary presence at Mountview, not constitute an unacceptable risk to the health or safety of themselves or others;
- (d) be 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.

1.2 In most cases, when concerns are raised about the academic engagement and/or behaviour of a student 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 bodies.

1.3 However, there are occasions when serious concerns about a student's behaviour, appearance or academic engagement are raised that suggest that a student is 'not fit' to fulfil some or all of the expectations listed above. In such circumstances it may not be appropriate to use the normal disciplinary or academic progress routes to attempt to resolve the situation that has presented itself. Such 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 with or without the help of others. In such circumstances disciplinary or other action will normally be suspended until a review of a student's fitness to study has been undertaken, and the student has been given the opportunity and support to try to resolve their

difficulties. There are, however, occasions when other formal requirements and situations that may arise have to take precedence over these fitness for study procedures. These exceptions include:

- students on professional courses with professional suitability, conduct and fitness to practise requirements, which will normally take precedence over fitness for study proceedings;
- students whose behaviour presents a serious and immediate risk to self or others, and/or to Mountview's reputation. In such cases, emergency action(s) may need to be taken (see section 4 below) under Mountview's General Disciplinary Procedure – Code of Practice.

1.4 This document describes the procedures to be followed when there is likely to be benefit in assessing a student's fitness to study in order to find a way to resolve difficulties. It describes three types of action to be taken in relation to three levels of concern. While this document aims to describe relevant processes, actions and outcomes in a clear and comprehensive manner, it is recognised that particular circumstances may require adjustments to the procedures outlined in order to be able to act in the best interests of the student and, when relevant, any other individuals or bodies concerned.

Whatever action is taken, it is imperative that all those involved take all reasonable steps to respect the right of the student to an appropriate level of confidentiality. Any disclosure of a student's name should be limited to those who need to know in order to help resolve the situation that has presented itself.

2. *Level 1: emerging concerns about a student's fitness for study*

2.1 Academic, administrative or student services staff may receive first, second or even third hand reports about a student's behaviour or their physical or emotional health, breaches of health and safety procedures or reports of failure to engage in effective study without due explanation. These concerns may be raised by teaching, administrative or student services staff, fellow students or family members, or others external to Mountview (for example, landlords or neighbours). Level 1 assessment is appropriate when the nature of the concerns raised suggests that if prompt and relatively informal action is taken, the student may respond to advice and the offer of support, guidance and appropriate specialist intervention, and be able to take steps themselves to remedy their situation and resolve the concerns raised.

2.2 In such cases, those raising their concerns are directed to report them straight away to the student's Personal Tutor (or if this is not possible or appropriate, to the Head of Discipline).

It may at this stage be appropriate for the Personal Tutor to first ask other colleagues if they also have concerns, paying due regard to the need to preserve appropriate levels of confidentiality to the greatest extent possible.

2.3 Where the concern(s) relate(s) to evidence of episodes of non-

attendance at teaching or assessment events or non-submission of coursework that risk academic failure, the Personal Tutor should refer the student under the Attendance, Engagement and Progress Procedure. Where the concerns, prima facie, suggest that there may be more general and widespread issues regarding the student's fitness for study, the Personal Tutor should follow the Fitness to Study procedure and, where it is considered, prima facie, that a more formal response is required, may refer the student direct to Level 2 of this Procedure as set out in section 4 below.

2.4 If, as a result of all the available information, the Personal Tutor remains concerned about a student's fitness for study, he/she will promptly arrange a meeting with the student in order to raise these concerns in a sympathetic and understanding way. The date, time and place of the meeting should normally be notified in writing to the student's email address and home address at least five working days (Saturdays, Sundays and Mountview closure days excepted) before the meeting, unless there are good reasons for taking more immediate action. The student may, if s/he wishes, be accompanied by a friend, colleague or representative, provided that the Personal Tutor is informed of this intention and of the identity and standing of any friend, colleague or representative at least two working days before the meeting. It is the responsibility of the student to inform the friend, colleague or representative of the date, time and place of the meeting. The friend, colleague or representative may undertake presentation of a case on behalf of the student, but a student may not be represented in his or her absence and the friend, colleague or representative may not answer questions on the student's behalf. The meeting may proceed in the student's absence if, having been properly summonsed, if the student fails to attend. Likewise, the meeting may proceed in the absence of the student's friend, colleague or representative, if, having been notified by the student of the date, time and place of the meeting, they fail to attend.

2.5 The aim of the meeting will be to attempt to identify the underlying causes of the reported behaviour or appearance, and discuss any actions that might be taken to resolve the difficulties presented. For example, the Personal Tutor might discuss the possibility of making appropriate adjustments to the teaching environment or assessment tasks to help the student continue to manage their workload or alleviate any health concerns. The possibility of voluntary intercalation might also be suggested. In addition, the student should be specifically referred to relevant sources of additional support.

2.6 The Personal Tutor should make it clear to the student that a written record of the discussion will be kept and placed on his/her file normally for the duration of his/her registration as a student of Mountview. The student should also be given a copy of this record, which should include an outline of the actions to be taken by the student and that of any other parties who might be involved in advising and supporting the student. The written record/action plan should normally be issued within five working days of the meeting (Saturdays/Sundays and Mountview closure days excepted) and will be sent to the student's email address and home address.

3. *Review of Level 1 finding and/or outcome*

3.1 A student may request within five working days of receipt of the outcome of the Level 1 discussion and any action plan, that the

finding arising from the Level 1 discussion, and/or any ensuing action plan, be reviewed if s/he has a concern about any aspect. The review – which shall normally be on the papers, including the record of the discussion and any action plan together with a statement by the student setting out his/her concerns - shall be undertaken by the relevant Course Leader. The reviewer may, if s/he considers that it would inform the review, invite the student to a meeting. In such circumstances, the student may, if s/he wishes, be accompanied by a friend, colleague or representative, who may provide support as set out in paragraph 2.4. above.

3.2 The
reviewer shall:

- i) confirm the finding and/or action plan;
- ii) set aside the finding and/or action plan;
- iii) adjust the finding and/or action plan.

The outcome of the review shall be issued to the student within ten working days of the request for a review (Saturdays, Sundays and Mountview closure days excepted) and notified in accordance with paragraph 2.5 above.

The review completes the internal procedures of Mountview at Level 1.

3.3 If the student does not agree to or follow the finding and/or action plan and it is considered that the student's behaviour could present a serious and immediate risk to self or others, and/or to Mountview's reputation, emergency or required action may need to be taken as set out below (Level 3: emergency or required action) without the need to go through the Level 2 process. The Personal Tutor who held the initial Level 1 meeting or the Course Leader who reviewed Level 1 shall make a case to the Head of Discipline for a referral to Level 3: emergency or required action as set out in the section paragraph below.

4 *Level 2: serious concerns about a student's fitness for study*

4.1 Level 2 action will be taken when there is evidence that a more formal response is required to resolve presenting or reported difficulties. For example, there may be clear evidence of risk of harm to self, or of harm or disruption to others. Where the issue relates to evidence of persistent non-attendance at teaching or assessment events or non-submission of coursework that risk academic failure, the Personal Tutor should refer the student under the Attendance, Engagement and Progress Procedure unless the concerns, prima facie, suggest that there may be more general and widespread issues regarding the student's fitness for study, in which case the Personal Tutor should follow the Fitness for Study procedure.

Level 2 action may be taken as the first response to reports of concerns about fitness,

or may follow Level 1 action, when there is evidence of a deterioration or lack of improvement in the behaviours that first brought the student to the attention of those expressing concern.

4.2 In such cases, those raising their concerns are directed to report them straight away to the student's Personal Tutor (or if this is not possible or appropriate to the Head of Discipline) who shall notify the Academic Director. In accordance with the provisions set out in paragraph 4.1 above, a student's Personal Tutor may refer a student direct to Level 2 of this Procedure.

4.3 In both these circumstances the student, if well enough, will be invited to attend a formal fitness to study review meeting with the Head of Discipline (or her/his representative) and the Senior Programme Manager (or her/his representative). Where the case or concern(s) cover health matters, the Head of Discipline (or his/her representative) and the Senior Programme Leader (or his/her representative) should be advised by an appropriate professionally qualified (written or oral) opinion. The person providing such opinion may or may not be present at the meeting.

4.4 The date, time and place of the meeting shall normally be notified in writing to the student's email address and home address at least five working days (Saturdays, Sundays and Mountview closure days excepted) before the meeting, unless there are good reasons for taking more immediate action. The student may, if s/he wishes, be accompanied by a friend, colleague or representative, provided that the Head of Discipline is informed of this intention and of the identity and standing of any friend, colleague or representative at least two working days before the hearing. It is the responsibility of the student to inform the friend, colleague or representative of the date, time and place of the hearing. The friend, colleague or representative may undertake presentation of a case on behalf of the student, but a student may not be represented in his or her absence and the friend, colleague or representative may not answer questions on the student's behalf. The meeting may proceed in the student's absence if, having been properly summonsed, if the student fails to attend. Likewise, the meeting may proceed in the absence of the student's friend, colleague or representative, if, having been notified by the student of the date, time and place of the hearing, they fail to attend.

4.5 The letter of invitation to the meeting should:

- (i) clearly outline the causes of concern(s);
 - (ii) indicate that the student may, if s/he wishes, be accompanied by a friend, colleague or representative whose role shall be that outlined in paragraph 4.4 above;
 - (iii) inform the student of the members of the Fitness for Study Review Panel;
- (iii) inform the student that other staff may be in attendance when this is considered by the Head of Discipline to be in the best interests of the student; and

- (iv) encourage the student to seek advice from their doctor and/or other relevant professional as appropriate to the particular case or concern(s) in question prior to their attendance at the meeting.

4.6 Other staff may also be asked by the Head of Discipline to provide reports and, as indicated above, when it is considered by the Head of Discipline to be in the best interests of the student, to attend in person. If the student declines to attend, or is unable to do so for health reasons, the meeting will be held in absentia unless the student provides good reason to the Head of Discipline for not attending the meeting in which case the meeting will be rescheduled as soon as possible. The Programme Manager shall act as the Secretary to the meeting and shall make a formal record of the meeting and its outcome(s).

4.7 The purpose of the meeting shall be to discuss areas of concern and assess the student's fitness for study. Those responsible for this assessment will endeavour to identify a way forward that is likely to serve the best interests of the student, appropriately balanced, if relevant, with best interests of other members of Mountview's community and the institution itself. The outcome of the meeting may include one or more of the following (this list is not exhaustive):

- (a) agreement by all concerned that the circumstances that have given rise to the concerns about the student's fitness have been or are very shortly to be resolved, and that further action is unlikely to be required by the student or Mountview;
- (b) agreement by the student to a formal action plan to remedy his/her situation. This might include referral to appropriate professional services for assessment and advice, practical or therapeutic support, or to an externally- provided programme to address, for example, drug or alcohol abuse, or to any other person or persons internally or externally, who are likely to be able to help the student to address their difficulties and improve their fitness for study to acceptable levels. The action plan will include a clearly defined timescale to be met by all parties mentioned;
- (c) agreement by the student to apply to intercalate for a specified period, the presumption being that normally such a request will be approved. Re-admission following the end of a period of agreed intercalation will be subject to the normal return from intercalation processes for students who intercalate on health grounds. Additionally, further specific requirements may be identified (for example, evidence that a student has engaged in a specific therapeutic programme);
- (d) agreement to withdraw from Mounview.

4.8 A written record of the meeting shall be made by the Secretary and this will include any agreed action plan. The written record/action plan will normally be issued within five working

days of the meeting (Saturdays/Sundays and Mountview closure days excepted) and will be sent to the student's email address and home address. Copies of the action plan may also be sent to any others at Mountview who will be responsible for helping the student to undertake the actions required.

4.9 The Secretary to the meeting will also arrange for a copy of the record to be kept on the student's file normally for the duration of the student's registration as a student of Mountview plus one year. It will be the responsibility of the Secretary to the meeting to ensure that actions arising from the meeting are followed up.

4.10 These latter actions may include scheduling a further meeting of the Review Panel to re-assess the student's fitness once the period specified in any action plan has elapsed. Further review meetings are most likely to be required in the circumstances outlined in paragraph 4.7 (b) above, but may also be required when, despite the outcome of a Level 2 assessment of fitness being that described in paragraph 4.7 (a) above, there is evidence that the concerns about the student's fitness remain, and/or additional concerns have been raised.

Follow-up meetings by the Review Panel

4.11 The purpose of a Level 2 follow-up meeting by the Review Panel is to ensure that any agreed actions of a previous assessment of fitness have been taken, and that the student is now fit to continue his/her studies. The procedure followed will be that described in section 4 above for a first Level 2 review meeting. All attempts will be made to ensure that the Head of Discipline (or his/her representative), Senior Programme Leader (or his/her representative), the appropriate professionally qualified person (if any) (hereinafter referred to as 'The Review Panel') and the Secretary are those who undertook any previous Level 2 assessment, although it may be necessary to find alternates. All those conducting the follow-up review will be given copies of the report(s) of previous assessments and of all other relevant documentation.

4.12 The outcome of a second or any subsequent follow-up may be any of those defined in paragraphs 4.7 (a) to (d) above or any other outcome(s). The student will be informed of the outcome(s) within five working days of the follow-up meeting (Saturdays, Sundays and Mountview closure days excepted), and provided with the formal report of the meeting and any revised or further action plan. Notification shall be via the student's mail address and home address. Copies of any revised or further action plan may also be sent to any others at Mountview who will be responsible for helping the student to undertake the actions required.

4.13 If the decision of a Level 2 follow-up meeting is that there is no evident improvement in the student's health or

behaviour, no likelihood that the student or others can or are able and willing to take action that will improve the student's situation or behaviour in the foreseeable future, and the student will not agree to a voluntary intercalation, the Review Panel may agree that it is appropriate for Level 3 – emergency or required action to be taken, and will make the appropriate referral (see section 7 below).

5. Review of Level 2 finding and/or outcome

5.1 A student may request within five working days of receipt of the outcome of the Level 2 discussion and any action plan, that the finding arising from the Level 2 discussion, and/or any ensuing action plan, be reviewed if s/he has a concern about any aspect. The review – which shall normally be on the papers, including the record of the discussion and any action plan together with a statement by the student setting out his/her concerns - shall be undertaken by the Academic Director. The reviewer may, if s/he considers that it would inform the review, invite the student to a meeting. In such circumstances, the student may, if s/he wishes, be accompanied by a friend, colleague or representative, who may provide support as set out in paragraph 4.4 above.

The reviewer shall:

- i) confirm the finding and/or action plan;
- ii) set aside the finding and/or action plan;
- iii) adjust the finding and/or action plan.

5.2 The outcome of the request for review shall be issued to the student within five working days of the consideration (Saturdays, Sundays and Mountview closure days excepted).

The review completes the internal procedures of Mountview at Level 2.

5.3 If the student does not agree to or follow the finding and/or action plan and it is considered that the student's behaviour could present a serious and immediate risk to self or others, and/or to Mountview's reputation, emergency or required action may need to be taken as set out below (Level 3: emergency or required action). The reviewer at Level 2 shall make a case for a referral to Level 3: emergency or required action to the Academic Director as set out in section 7 below.

6. Review of Level 2 follow-up meeting(s)

6.1 Except in cases when emergency action is necessary to ensure the safety of self or others (see section 7 below), the student may request within five working days of receipt of the outcome of a Level 2 follow-up meeting (as set out in paragraphs 4.11 to 4.13 above) and any revised or further action plan, that the finding arising from a Level 2 follow-up meeting and/or any revised or further action plan, be reviewed if s/he has a concern about any aspect. The review procedure and timescales shall be those outlined in

paragraphs 5.1 to 5.3 above.

7. *Level 3: emergency or required action and referral to the General Disciplinary Procedure – Code of Practice*

7.1 Where a student's behaviour presents a serious and immediate risk to self or others, and/or to Mountview's reputation, or there is no evidence of effective engagement by the student despite efforts made informally and via Levels 1 and 2 assessment(s) and Level 2 follow-up meeting(s), emergency or required action may need to be taken. Such action may be taken following previous Level 1 and or Level 2 reviews of fitness, but it may be taken without such reviews having taken place. Normally, the Academic Director shall be responsible for making such a referral.

7.2 The reports, action plans and formal recommendations of those who have been responsible for any prior consideration) of the student's behaviour or health at Levels 1 or 2 (including follow-up review(s)) will form the primary evidence to be considered. Depending on the circumstances, emergency action under the General Disciplinary Procedure – Code of Practice.

7.3 A student who is temporarily or permanently excluded from Mountview and referred to the General Disciplinary Procedure – Code of Practice will have an opportunity to present his or her case.

8. *Return from suspension or required intercalation*

8.1 A student may return to study following a period of voluntary or required intercalation or temporary exclusion following a fitness to study assessment provided that Mountview is satisfied that the issues giving rise to the intercalation or suspension have been satisfactorily addressed, and subject to a decision as to any academic conditions for return e.g. the need to repeat some or all of the course of study. The procedure for return from intercalation shall be used in these circumstances.

9. *Confidentiality and equality*

9.1 At all stages of the process due consideration will be given to issues of confidentiality and data protection.

9.2 Mountview is committed to equality issues and shall act throughout in accordance with its duties under the Disability Discrimination Act 1998 (as amended) and the Equality Act 2010 on implementation. In particular, Mountview shall make any reasonable adjustment(s) to its practices that emerge as necessary 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 interests with those of the wider staff and student body.



MOUNTVIEW

ACADEMY OF THEATRE ARTS

NOTICE TO INTERCALATING STUDENTS - TAUGHT PROGRAMMES

(Adapted for Mountview Academy of Theatre Arts 'Mountview')

These notes are intended to clarify your status and to define your relationship with Mountview and its facilities during your period of intercalation.

Introduction

1 Intercalations are granted for a variety of reasons: medical, personal, financial or a combination of these. Often the factors which have led to the intercalation request have affected your academic work. It is Mountview's policy that intercalating students should not remain at Mountview, and aside from occasional visits you are expected to remain away from Mountview.

Period of Intercalation

2 The period of intercalation from your studies is set out in your letter approving the concession for you to intercalate. However, please note that any periods of intercalation and/or repetition of study granted may not exceed a period of more than two years in total beyond the specified length of the course.

Status as a Student

3 During your absence you will remain a member of Mountview i.e. your name will be included in the official register of students, but your status as a student currently registered at Mountview is in abeyance and your access will be restricted.

Mountview Facilities available to Intercalating Students on Taught Programmes

4 Your privileged access **as a student** to some Mountview facilities is in abeyance and you are asked to note in particular:

(1) You will not be allowed to attend classes or to receive tuition from a member of Mountview staff (unless this is specifically permitted in your intercalation approval).

(2) You **will** continue to have borrowing and access rights to the Mountview Library, Computing Facilities (including email, internet and the intranet).

(3) You may remain in touch with your Personal Tutor but not for the purpose of receiving tuition (unless this is specifically permitted in your intercalation approval).

Financial Matters: Debts

5 Before leaving Mountview you should ensure that you have cleared any outstanding debts to Mountview. This includes returning books you no longer wish to borrow to the Library and any equipment or materials you may have borrowed. If you cannot clear your debt to Mountview it is important that you discuss your difficulties with Finance before starting your period of intercalation. If you do not, Mountview may take steps to recover any sums of money owed while you are intercalating. If there are any debts outstanding at the end of your period of intercalation, they may prevent your being re-admitted to Mountview to resume your course.

Financial Matters: Tuition Fees

6 If your course year commenced in September/October and your intercalation begins on or before 31 October and lasts for the remainder of the academic year, you will not be liable for any tuition fees for that academic year. If you have already paid tuition fees you may have them refunded or held against your fees for the next academic year.

7 If your intercalation begins after 31 October you will be liable for fees for that academic year. You will be charged for tuition fees pro-rata as follows:

12 January 2015 - 26 April 2015 50% of fees

27 April 2015 – end of 2014-15 academic full fees

Financial Matters: Student Loans (undergraduate & PGCE students only)

8 During your period of intercalation, you will not normally be eligible to receive a student loan. If you intercalate after the start of the academic year you will not normally receive any loan instalments after your intercalation has been approved. However, Student Finance England has the discretion to continue to make loan payments if you would otherwise experience hardship. You should therefore consider applying to Student Finance England for continued support during your period of intercalation.

9 You will not normally be eligible to apply to Mountview's Hardship Fund for financial help while you are intercalating. Any funding awarded would normally be on a loan basis pending your return to Mountview. Advice on your entitlement to a student loan or other forms of financial assistance can be obtained from the Head of Registry Services.

Financial Matters: Benefits

10 Intercalating students are not normally eligible for social security benefits unless they are lone parents, have a disability, or have been ill for 28 weeks. However, if you intercalated due to ill health and are certified as fit to return to the course before 28 weeks have elapsed but cannot do so until the start of a particular semester, you may claim Income Support until your return.

International (non-EU) students

11 International (non-EU) students who are studying in the UK on a student visa should note that their permission to be in the United Kingdom will no longer be valid because they will

not be actively studying. Mountview is required to inform the UK Border Agency of any periods of intercalation for International students. The UK Border Agency will require International students who are in the UK on a student visa to leave the UK during their period of intercalation. When such students are ready to continue their studies, they will need to make a new visa application.

Address While Intercalating

12 You should provide the Programme Manager with a postal address to which hard copies of important information relating to your course can be sent throughout your period of intercalation.

Miscellaneous

13 You should consult the Programme Manager if you have any questions relating to your intercalation.

14 On your return to Mountview you will be subject to Regulations then in force, unless otherwise specified.



MOUNTVIEW

ACADEMY OF THEATRE ARTS

University Policy on Plagiarism and Collusion (Adapted for Mountview Academy of Theatre Arts 'Mountview')

A. STATEMENT OF POLICY

1 Introduction

The University and Mountview take allegations of plagiarism or collusion seriously. Students who plagiarise or collude threaten the values and beliefs that underpin academic work and devalue the integrity of the University of East Anglia's awards, whether or not such plagiarism or collusion is intentional. Where plagiarism and/or collusion has occurred, offenders may be punished, and the punishment may extend to failing their module or degree, temporary suspension or permanent expulsion from further study at Mountview . Suspected plagiarism and/or collusion, at any point of a student's course, whether discovered before or after graduation, will be investigated and dealt with appropriately by Mountview.

All summative and formative work submitted for assessment by students is accepted on the understanding that it is the student's own effort and written from their own understanding, without falsification of any kind. Students are expected to offer their own analysis and presentation of information gleaned from research, even when group exercises are carried out. In so far as students rely on sources, they should indicate what these are in accordance with the appropriate convention in their discipline.

2 Definitions

Plagiarism and collusion are defined as follows:

2.1 Plagiarism

Plagiarism can take the following forms:

2.1.1 The reproduction, without acknowledgement, of work (including the work of fellow students), published or unpublished, either verbatim or in close paraphrase. In this context, the work of others includes material downloaded from computer files and the internet, discussions in seminars, ideas, text and diagrams from lecture handouts.

2.1.2 Poor academic practice which is

unintentional.

- 2.1.3 The reproduction, without acknowledgement, of a student's own previously submitted work.

Plagiarism can occur in 'open-book' examinations and/or coursework assessments, which may take a variety of forms, including, but not exclusively confined to, essays, reports, presentations, dissertations and projects.

2.2 *Collusion*

Collusion is a form of plagiarism, involving unauthorised co-operation between at least two people.

Collusion can take the following forms:

- 2.2.1 The conspiring by two or more students to produce a piece of work together with the intention that at least one passes it off as his or her own work.
- 2.2.2 The submission by a student of the work of another student in circumstances where the latter has willingly provided the work and where it should be evident that the recipient of the work is likely to submit it as their own. In such cases, **both** students are guilty of collusion.
- 2.2.3 Unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.
- 2.2.4 The commissioning and submission of work as the student's own, where the student has purchased or solicited another individual to produce work on the student's behalf.

3 *Obligations of Students*

- 3.1 **All** students sign a declaration on each piece of assessment confirming that the work they are submitting (coursework, projects, dissertations, etc) is their own work, that there is no unacknowledged use of another person's work and that there has been no unauthorised co-operation between them and another person in the preparation and production of work. Even when this is not required, the assumption is that all submitted work is the student's own.
- 3.2 Students are expected to familiarise themselves with, and make use of, the method(s) of citing other people's work in accordance with the appropriate conventions in their discipline.
- 3.3 Students must not mislead examiners by submitting another person's work for assessment in a way which intentionally and/or negligently and/or recklessly suggests that factual information has been collected and/or analysed which has not, in fact, been collected and/or analysed by the student.

4 *Graduates*

Where plagiarism and/or collusion is found to have occurred in the work of a graduate of Mountview, the matter shall be referred by the member(s) of staff to the General Disciplinary Procedure – Code of Practice.

The Senate of the University has the authority to reduce the classification of a Degree conferred, or to revoke a Degree, Diploma or Certificate or other distinction conferred by the University.

5 *Use of Software for Matching Text to Detect Plagiarism*

Turnitin (software that searches for text in work submitted to it that matches text contained in its databases to aid the detection of plagiarism) may be used for students taking undergraduate modules or postgraduate modules.

B. PROCEDURES FOR DEALING WITH SUSPECTED CASES OF PLAGIARISM AND/OR COLLUSION

1 Plagiarism Officer

The relevant Head of Discipline shall act as the Plagiarism Officer who is responsible for investigation into cases of suspected plagiarism and/or collusion in accordance with paragraphs 3, 4 and 5 below.

2 *Collection of Evidence*

If a marker suspects plagiarism and/or collusion, s/he will continue to mark the work as if not plagiarised, keeping a separate copy of the annotated work as evidence. S/he will gather the necessary evidence to allow the Plagiarism Officer to pursue the appropriate investigation. Wherever possible or appropriate, the main evidence for plagiarism and/or collusion will be the original sources(s) that has/have been drawn on/copied from. In cases identified as Medium or High Level, the Plagiarism Officer may also review other work completed by the student, which will allow them to complete the investigation having knowledge of all the relevant information.

Where there is an allegation of plagiarism and/or collusion in respect of assessed work that has been submitted in word-processed format and Turnitin is used during the investigation for the particular module(s) under review, a student will be asked in writing (or by e-mail) by the Plagiarism Officer to submit an electronic copy of the assessed work in question. The student will be given five working days from the date of the letter or e-mail of the request (Saturdays, Sundays and Mountview closure days excepted) within which to provide an electronic copy. Where a student does not provide an electronic copy in word format of the assessed work in question within the required timescale and there are no extenuating circumstances to account for the delay or non-submission, an automatic mark of zero will be recorded for the assessment item. Where the electronic copy is corrupted or is different from the original submission, a mark of zero will be recorded for the assessed work in question.

If an internal marker suspects plagiarism and/or collusion but is unable to identify the original sources, s/he should collect what evidence is available and

present it to the Plagiarism Officer, who will decide if there is a prima facie case for plagiarism and/or collusion which would warrant a Plagiarism/Collusion Meeting. If a Turnitin report has been used as evidence to show that plagiarism and/or collusion has been committed, then this should be referenced within the Plagiarism Officer's hard copy report and should form part of the documentation for the Plagiarism/Collusion Meeting.

3 *Initial Screening of Evidence*

The Plagiarism Officer shall review the evidence as presented by the marker or and classify it as being of Low, Medium or High Level. For cases classified as Low Level, the Plagiarism Officer will proceed as stated in B5.2.1 below and may recommend an action plan setting out an appropriate learning package without having a formal Plagiarism/Collusion Meeting. The student may either accept the action plan and learning package as offered by the Plagiarism Officer or can request that a formal Plagiarism/Collusion Meeting takes place. In all other cases, a formal Plagiarism/Collusion Meeting should be held.

4 *Formal Plagiarism/Collusion Meeting*

Where a formal Plagiarism/Collusion Meeting is held, the case shall be considered by a panel consisting of the Plagiarism Officer, a Course Leader and the marker, hereafter referred to as the Panel. The student will be summoned to a meeting to discuss the alleged plagiarism and/or collusion for the module(s) in question, which may also include other work being recalled as set out under B2, by the meeting's Secretary, who shall normally be a senior member of administrative staff. In addition to the summons, the student will be provided with a copy of the annotated work and the Turnitin report, if appropriate. The student will also be advised within the summons to bring along any supporting evidence to assist with the investigation (documents normally in hard copy format), including those relating to any mitigating circumstances. The summons shall be delivered to the student's e-mail and postal address at least five working days (Saturdays, Sundays and Mountview closure days excepted) before the meeting. Alternative arrangements will be made for correspondence with students who are on a permitted absence.

If a student wishes to appear and can prove that s/he is unable to appear at the Plagiarism/Collusion meeting for good reason by notifying the Secretary of the Plagiarism/Collusion meeting at the earliest convenience, the meeting may be rescheduled or alternative arrangements made, e.g. by correspondence or video-conferencing facilities. If a student fails to appear at the meeting without providing good reason, the meeting shall proceed in the student's absence.

The meeting shall be chaired by the Plagiarism Officer. If the Plagiarism Officer is also the Course Leader/internal marker, then the Academic Director will act as Chair. The Plagiarism/Collusion Meeting should establish the relevant facts. The internal marker who has identified the alleged plagiarism and/or collusion shall also be in attendance. The student may, if s/he wishes, bring an accompanying person, who shall not take an active part in the proceedings. In all cases, the student themselves shall answer any

questions raised in the meeting. The accompanying person shall not be a member Mountview academic staff. If, in the opinion of the Panel, the accompanying person is, or appears to be, interfering with the proper conduct of the business of the meeting, the Panel has the right to i) adjourn the meeting and reconvene it at a later date, and ii) exclude that person from attending the reconvened meeting. A record of the meeting shall be taken by the Secretary to the Plagiarism/Collusion Meeting.

The meeting shall proceed in the following order:

- 4.1 the marker who has initially raised the suspicion of plagiarism/collusion presents their concerns but, however, is not part of the outcome decision-making process;
- 4.2 the Panel shall then provide the student with an opportunity to respond to the concerns of the marker;
- 4.3 the Panel may ask further questions;
- 4.4 the Panel shall advise the student that, where plagiarism/collusion is denied, the case shall be referred to the General Disciplinary Procedure – Code of Practice and the student will be able to present their case at that time;
- 4.5 the marker, student and accompanying person shall then leave the meeting;
- 4.6 the Panel shall decide on the suitable outcome;
- 4.7 the student shall be advised of the outcome of the meeting in writing within five working days;
- 4.8 the student can reconsider their plea within five working days of the formal meeting;
- 4.9 the Academic Director shall be advised of the outcome.

5 Outcomes

The grid below should be interpreted with reference to the associated guidance notes which can be viewed at:

<http://www.uea.ac.uk/learningandteaching/documents/discipline/P+%26+C++Guidance+for+Staff+and+Students>

PLAGIARISM AND COLLUSION CLASSIFICATION GUIDE			
	Classification		
Criterion	Low Level	Medium Level	High Level

<p>Experience of student</p> <p><i>Considers the extent to which the Mountview can expect that the student is aware of the requirements and expectations of academic writing, the nature of plagiarism and collusion and the seriousness of their actions</i></p>	<p>Indicator:</p> <p>Mountview cannot rely on an assumption that the student is familiar with the requirements and expectations of academic writing</p>	<p>Indicator:</p> <p>Mountview is entitled to assume familiarity with the requirements and expectations of academic writing and the rules governing plagiarism and collusion but the student may be uncertain as to their precise nature and application</p>	<p>Indicator:</p> <p>Mountview is entitled to assume understanding of the requirements and expectations of academic writing and knowledge of the regulations governing plagiarism and collusion</p>
	<p>For example:</p> <p>The student is unaware; has not been instructed, advised or informed about plagiarism and collusion;</p> <p>No instructions re groupwork were made known;</p> <p>Student(s) is/are in first year or first semester of their course;</p> <p>No previous record of plagiarism or collusion.</p>	<p>For example:</p> <p>The student has received guidance or instruction about plagiarism and collusion but has not fully understood or demonstrated its application;</p> <p>Instructions re groupwork are ambiguous, incomplete or unclear;</p> <p>Student(s) is/are in the second or later semester/term of their course;</p> <p>Student has transferred in from another course/institution;</p> <p>Student has completed known instruction(s) in avoiding plagiarism and/or collusion;</p>	<p>For example:</p> <p>The student is aware, eg has undertaken instruction in plagiarism and collusion;</p> <p>Clear instructions re groupwork have been given but have been ignored;</p> <p>Student(s) has spent 2 years or more in UK HEI or similar;</p> <p>Previous medium or high level case detected.</p>

	Classification		
Criterion	Low Level	Medium Level	High Level

<p>Nature of plagiarism</p> <p><i>Nature of the breach of academic scholarship</i></p>	<p>Indicator:</p> <p>Poor academic practice;</p> <p><u>Plagiarism</u> For example: Suspect text is incidental to fundamental argument and is largely descriptive rather than analytical or supportive of argument or conclusions;</p> <p>Referencing or attribution of work is not clear or is inadequate, or has numerous errors;</p> <p>Inappropriate paraphrasing.</p> <p><u>Collusion</u> For example: Misunderstanding of what constitutes collective activity;</p> <p>Lending own work to another student in the belief that it will not be copied;</p>	<p>Indicator:</p> <p>Bad academic practice;</p> <p><u>Plagiarism</u> For example: Suspect text contributes to or supports analysis, argument or conclusions but student's own work can be identified and is of greater or at least comparable significance;</p> <p>Failure to reference and/or cite adequately;</p> <p>Copying phrases, sentences or paragraphs of material from websites, book or other publications;</p> <p>Writing style improved beyond proof-reading limits.</p> <p><u>Collusion</u> For example: Copying segments of other students' assignment work;</p> <p>Lending own work to another student in the knowledge that it may be copied.</p>	<p>Indicator:</p> <p>Clear breach of acceptable academic practice;</p> <p><u>Plagiarism</u> For example: Suspect text contributes the sole or greater part of analysis argument or conclusion and the student's own work cannot readily be discerned;</p> <p>Fabricated references or citations;</p> <p>Whole work is copied (from other students without their knowledge or consent or from other sources published or unpublished);</p> <p>Writing style improved far beyond proof-reading limits;</p> <p><u>Collusion</u> For example: Whole/substantial parts of the work is copied from other students without their knowledge/consent;</p> <p>The sharing of work or content in the knowledge that it will be copied;</p> <p>Deliberate concealment of the collective activity.</p>
	Classification		
Criterion	Low Level	Medium Level	High Level

	Classification		
Criterion	Low Level	Medium Level	High Level

<p>Extent of plagiarism/collusion</p> <p><i>Amount or proportion of assessment item or work that is not the students' own;</i></p> <p><i>Extent to which the assessment process is compromised;</i></p> <p><i>Note: in determining the volume of work in question, it is likely that reliance will be placed on a Turnitin or similar plagiarism detection report.</i></p>	<p>Indicator:</p> <p>Suspect text constitutes less than 5% by volume of the whole.</p> <p>For non-text content:</p> <p>One (minor) graphic;</p> <p>A few elements of computer source code;</p> <p>Simple mathematical or scientific proof/algorithm/formulae.</p>	<p>Indicator:</p> <p>Suspect text constitutes more than 5% but less than 20% by volume of the whole;</p> <p>For non-text content:</p> <p>More than one graphic;</p> <p>Several lines or segments of computer source code;</p> <p>Several or major/more complex mathematical or scientific proof/algorithm/formulae.</p>	<p>Indicator:</p> <p>Suspect text constitutes more than 20% by volume of the whole;</p> <p>There is significant appropriation of ideas, artistic work or elements of the argument/conclusion.</p> <p>For non-text content:</p> <p>Multiple graphics copied;</p> <p>Little or no own work can be identified with certainty ;</p> <p>Complex, advanced proofs or algorithms have been copied.</p>
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	Classification		
Criterion	Low Level	Medium Level	High Level

<p><i>Intent of student to cheat by way of plagiarism or collusion</i></p> <p><i>Intentionality of the act of plagiarism and/or collusion and intent to cheat by way of plagiarism and/or collusion</i></p>	<p>For example:</p> <p>On the balance of probability, intent to cheat is unlikely or doubtful;</p> <p>The evidence indicates that the act of plagiarism and/or collusion was unintentional or due to lack of knowledge.</p>	<p>For example:</p> <p>On the balance of probability, intent to cheat is probable but cannot clearly be substantiated;</p> <p>The evidence indicates that the act of plagiarism or collusion was as a result of negligence or carelessness;</p> <p>The student(s) will be aware of the nature of the offence of plagiarism or collusion but has/have disregarded or ignored it.</p>	<p>For example:</p> <p>On the balance of probability, intent to cheat is evidence and can be substantiated;</p> <p>The evidence indicates that the act of plagiarism and/or collusion was deliberate and planned;</p> <p>The student(s) will be aware of the nature of the offence of plagiarism or collusion but have deliberately attempted to conceal the activity.</p>
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In cases where the Panel is aware of any mitigating circumstances which should be taken into consideration before the outcome of the Plagiarism/Collusion meeting is conveyed in writing to the student, the Plagiarism Officer should bring these to the attention of the Academic Director. Where the Academic Director believes that the mitigating circumstances should reduce the level of an offence from High Level to Medium Level or from Medium Level to Low Level, the UEA Academic Director of Partnerships should be consulted for a view to ensure consistency of practice with UEA.

5.2 After classification of the offence, the following outcomes should apply:

5.2.1 **LOW LEVEL** (technical breach to be dealt with educatively)

The Plagiarism Officer shall not impose a marks penalty and the student may be given the opportunity of resubmitting the work as if for the first time to be submitted not later than five days after the adjudication of the decision, regardless of whether it is a summative or formative assessment item. In order to help the student avoid plagiarism and/or collusion in future assignments, the student shall be offered support which may be in the form of an appropriate learning support package.

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This applies to any incident of plagiarism which occurs at a point where Mountview is confident that the student has received sufficient Plagiarism and Collusion training. The marker shall record a mark for a summative item of assessment which assesses the work as far as possible excluding the plagiarised material. This ensures that the recorded mark reflects the student's own work.

As no marks deduction is possible for a formative item of assessment, the offence should be recorded as a Medium Level plagiarism offence for future reference.

(b) Collusion (summative and formative work):

(i) Summative work

Where two or more students have worked together and it is impossible to determine who has produced the work, the pieces of work will be marked as they stand and the highest mark of those awarded will be divided equally among the number of students deemed to have colluded.

If, however, it is clear that one of the students has produced most/all of the work and lent it to the others, the Plagiarism Officer shall record marks to take account of the effort put in by the student who produced the work, and the lack of effort from the other students who colluded.

(ii) Formative work

If possible, the Plagiarism Officer shall determine which student has produced which proportion of the work, note the proportion of work attributable to each student and record this as a Medium Level collusion offence for future reference.

5.2.3 HIGH LEVEL

(a) Serial plagiarism or

collusion

This applies to any incident of plagiarism and/or collusion which occurs at a point where Mountview is confident that the student has received sufficient Plagiarism and Collusion training.

(i) *Summative work only*

Where a High Level offence is judged to be the result of serial plagiarism and/or collusion, i.e. there have been previous instances of Medium Level plagiarism and/or collusion as set out below under 5.2.3(ii) the work should be marked in accordance with a Medium Level offence.

(ii) *Formative and summative work*

A formal judgement of serial plagiarism cannot result from previous work being identified as plagiarised without plagiarism in this work having been drawn formally to the student's attention either via the procedure as stipulated under paragraph B3 of this policy or via a formal Plagiarism/Collusion Meeting (i.e. serial plagiarism cannot result from work having been recalled in accordance with B2 but in which plagiarism had not been identified at the time). An example of a serial offence being classed as a High Level offence will normally be at least three previous occasions of Medium Level offences relating to formative and/or summative work, all of which would need to have been formally drawn to the student's attention via a Plagiarism/Collusion meeting.

(b) *High Level – not serial plagiarism or collusion*

Where the offence is serious and has been identified as a High Level offence but there is no evidence of serial plagiarism/collusion committed by the student, the Plagiarism Officer shall record a mark of 0% for summative work and record the offence as a High level offence for both summative and formative work.

(c) *Disciplinary action*

After identifying a High Level offence as described under paragraphs 5.2.3(a) or 5.2.3(b) above, the Academic Director shall refer the case to the General Disciplinary Procedure – Code of Practice for further action, regardless of whether the work is of a summative or formative nature.

(d) *Fitness to Practise Panel*

Where programmes lead to professional qualifications, Mountview may refer a student with a confirmed High Level offence to a

Fitness to Practise Panel.

- 5.3 The documentation relating to the (i) record of the meeting, (ii) the assessed work in question, (iii) the findings and (iv) for summative work, the mark recorded by the Plagiarism Officer, shall be retained on the student's file (this shall be the case even where a student is found not to have plagiarised or colluded).

The student will be given a copy of the documentation relating to (i)–(iv) above. The Secretary of the meeting shall also inform the Academic Director by sending the documentation relating to points (iii) and (iv) to her/him.

The Secretary to the meeting shall ensure that, for summative work, the correct mark is recorded for the student to be forwarded for confirmation to the relevant Board of Examiners. The Board of Examiners may be made aware by the Chair of the Board of any marks recorded reflecting plagiarism and/or collusion. It is, however, the responsibility of the Chair of the Board of Examiners to ensure that any decisions on progression, classification or the award of academic qualifications are not further influenced by a student having plagiarised and/or colluded.

- 5.4 Where the student has decided not to proceed to a formal Plagiarism/Collusion Meeting when a Low Level offence has been identified by the Plagiarism Officer, as described under paragraph B3 of this policy, the student will receive a paper copy of the action plan/learning package as identified by the Plagiarism Officer. A copy of the action plan/learning package shall be retained for the duration of the student's period of registration on the student's file.

6 *Denial*

In the event that a student denies that he or she is guilty of plagiarism or collusion after a Medium or High Level case of plagiarism or collusion has been identified by the Plagiarism Officer, the case is referred to the General Disciplinary Procedure – Code of Practice for further action.

7 *Appeals*

A student may appeal against a **penalty** (i.e. the level and consequences) applied under paragraphs B5.2 and should do so in writing to the Academic Director within ten working days of the notification of the outcome, setting out the grounds for the appeal. The appeal shall be heard at Stage 1 of the *Academic Appeals and Complaints Procedure*, which can be viewed at:

<http://www.uea.ac.uk/partnerships/policy-and-forms/Partner+institutions+academic+appeals+and+complaints+procedure>

8 *Reporting Plagiarism*

School Plagiarism Officers shall complete an annual report to the Joint Board of Study which should include equality monitoring data and a summary of any use of Turnitin for the year of the report.